Chapter By-Laws

The following By-Laws are set forth for the normal operation and administration of the Green Knight Military Motorcycle Club – Chapter 93 and will be directed on, and a guide for, the Green Knight Military Motorcycle Club – Chapter 93 officers and members herein after known as GKMMC 93.

ARTICLE I

OFFICERS AND THEIR DUTIES

SECTION 1: Officers at the end of their term of office will ensure that all GKMMC 93 records to include checkbooks, financial statements, meeting minutes, etc., of the GKMMC 93 be handed to the new board of governors/ officers within one (1) week or placed in a permanent file of the GKMMC 93 to be available to their successors. Documents pertaining to the GKMMC 93 are not the property of the individual officers and may not be withheld or destroyed.

SECTION 2: (Elected Officers) The following GKMMC 93 officers will be elected in accordance with the constitution of the GKMMC 93, to serve a period of one year. The position of President and Vice-President must be held by an active duty member or DoD civilian employee and have SOFA status to maintain continuity with the installation's leadership and assure direct association with the installation's workforce. The position of Treasurer must be held by an active duty member or DoD civilian employee with SOFA status. There are no restrictions for other elected officers.

1. President
2. Vice-President
3. Adjutant
4. Treasurer
5. Road Captains (up to 4)
6. Sergeant at Arms
7. Quartermaster
8. Safety Director

SECTION 3: (Duties of Officers)

PRESIDENT, The duties are as follow:

1. Manage the GKMMC 93 according to its Constitution, By-laws, and “The New Robert's Rules of Order.”
2. Preside at all membership and special meetings.
3. Set dates for membership, special, and executive committee meetings.
4. Appoint committee members on a voluntary basis, except Nominating Committee.

5. Appoint members to fill elected officer positions if there are three months or less remaining on present term when the elected officer is unable to complete the current term. A special meeting will be scheduled for a temporary election for the vacant position when more than three months are remaining on their term.

6. Appoint points of contact (POCs).

7. Act as the *GKMMC 93* spokesperson.

8. Chair Executive Committee.

9. Authorize expenditures, not to exceed $50.00 per purchase, between scheduled meetings of the membership, with concurrence of the Treasurer.

10. Establish Special committees and appoint committee chairpersons as required.

11. Distribute a tentative agenda for the next membership meeting.

12. Appoint officers to the following non-elected positions as he/she sees fit.

   a. MENTOR(S)
      
      (1) Will observe and assist New Rider Members
      
      (2) A mentor is defined as “a trusted counselor or guide.” Mentoring, therefore, is a relationship in which a person with greater experience and wisdom guides another person
      
      (3) The mentor will use available training and promotional resources to encourage safe responsible riding techniques and skills.

   b. HISTORIAN (Maintains documentation of *GKMMC 93* history).

   c. PHOTOGRAPHER (Photographs *GKMMC 93* events and members participating in/at events).

13. Will refrain from all voting and act as the deciding vote when a tie breaker situation arises.

*VICE-PRESIDENT*, The duties are as follows:

1. Assume duties of the President in his/her absence.

2. Serve as member of Executive Committee.

*ADJUTANT*, The duties are as follows:

1. Record the minutes of membership meetings and take attendance.

2. Distribution of minutes within 30 calendar days (via e-mail if capability exists).

3. Receive approval of previous month minutes at next regular scheduled meeting.

4. Maintain a completed file of *GKMMC 93* correspondence.

5. Issue annual election ballots.

6. Chair Social Committee.

7. Serve as member of the Executive Committee.
8. Provide other administrative support required by the GKMMC 93.
9. Attest to the authentication of documents and any other actions by the President in the name of the GKMMC 93.
10. Maintain a GKMMC 93 e-mail folder (if capability exists).
11. Maintain POC roster and make available to the GKMMC 93 (via e-mail if capability exists).
12. Maintain membership roster and make available to the GKMMC 93.

TREASURER, The duties are as follows:

1. Collect and receipt for membership fees.
2. Issue and accept membership applications/resignations.
3. Maintain GKMMC 93 checking account(s).
4. Read monthly financial report at each membership meeting.
5. Provide financial report to the GKMMC 93 (via e-mail if capability exists).
6. Serve as member of the Executive Committee.

ROAD CAPTAINS, The duties are as follows:

1. Conduct all check rides of new members to GKMMC 93.
2. Lead the GKMMC 93 in formation riding or parades. The Road Captains will give riding instructions to all riders prior to the start of a ride.
3. Enforce all rules of group riding.
4. Road Captains shall have the unchallenged right to terminate a member’s participation in a given ride or event for the GKMMC 93 safety or image. Upon request of a Road Captain, the President may suspend the member pending the lodging of an official complaint. All members have the right to appeal before the members and will abide by the decision of the members –2/3 vote rules.
5. One Road Captain will always ride point and set the pace. Another Road Captain will always ride drag to assure the safety of the GKMMC 93 from behind and assist members with mechanical problems.

SERGEANT AT ARMS, The duties are as follows:

1. Enforce all the rules within the by-laws and ensure club members arrive on time to club events and meetings.
2. Empowered to question a rider’s actions that may be unbecoming.
3. Settles disputes between members.
4. Investigates violations of chapter members.
5. Acts as the Resident Expert for:
   a. Wearing of Colors
   b. Warnings that may endanger GKMMCMC members
c. Outlaw organizations

6. Track members who are deemed as unfit to be a Green Knight or has been asked to leave the chapter. Upon request, any chapter representative may ask to see the info.

7. Responsible for recovery of GKMMC 93 property.

QUARTERMASTER, The duties are as follows:

1. Maintains accountability of all Chapter 93 merchandise and property.
2. Issues patches all patches when coordinated with the President AND Treasurer.
3. Works in conjunction with the Treasurer for the ordering and procurement of chapter patches or other items approved by the Chapter membership.
4. Coordinates the sale of Chapter 93 merchandise and turns over all funds to the Treasurer for deposit.

SAFETY DIRECTOR, The duties are as follows:

1. Serves as the chapter liaison with the Garrison Safety Office.
2. Ensures all members are kept current on MSF issues.
3. Sends out/coordinates on safety issues with chapter membership.
4. Provides inside/advise on safety issues with chapter membership.
5. Provides any safety alerts/recalls/ or information that may affect the members.

SECTION 4: (MEMBER DUTIES AND LAWS)

1. Members will, above all, uphold the Chapter's basic principles of honor, truth, respect, support, loyalty and commitment.

2. All members will remember that they not only represent the Green Knights, but also that their conduct will reflect either positively or negatively upon Caserma Ederle, the US Army, the US Government and the United States of America.

3. When representing the Chapter, whether on and off the installation, all members will conduct themselves with the highest regard of the Chapter’s principles. The Chapter must not be tarnished by unrestrained behavior, disrespect of fellow citizens, or acts that generally reflect poorly on the clubs image and reputation.

4. Members will not endanger the Chapter or any member by an illegal act or acts. If a member is arrested for illegal activities they are automatically suspended from club activities and if found guilty of the offense(s) they are dismissed from the club and forfeit/ surrender their colors back to the Chapter.

5. Each member serves as a safety officer. Each member is responsible to identify and correct any condition that threatens the welfare of chapter members, or the general public. Any willful act of unsafe riding witnessed by a fellow Chapter member(s) could result in denial of membership. Members may plead their case at the next meeting.
6. Activities will be conducted to encourage participation by all club members and no laws will be enacted which favor or separate members by the type of motorcycle they ride.

7. No member will ride under an impaired physical condition. Every member will always try to prevent another member from riding in an impaired condition.

8. Members will always hold the Chapter in high regard. A member will never angrily accost, assault, or slander any other fellow club member.

9. Members will embrace and encourage an atmosphere of skill improvement, responsible riding, and riding enjoyment and discourage aggressive, competitive, and potentially self destructive riding behaviors.

10. "Member in Good Standing" is the status assigned to a member of the chapter when he or she has remained current on organization dues paid by the prescribed time frame and attend a minimum of one (1) regular meeting per quarter as well as attend a minimum of one (1) chapter event or group ride per quarter while wearing the chapter’s colors to retain voting rights. Members not in good standing will be approached by the Sergeant at Arms for the reason why. After a period of 6 months of “not-in-good-standing” membership, members will be asked to return their colors and be dropped from the rolls.

11. New members will be considered a prospect for a period of three (3) months and will be presented the Chapter 93 support patch, I Serve-I Ride patch and MMC patch for identification. They must satisfy the following requirements: attend at least two (2) monthly meetings and participate in at least one (1) group ride or event. They will be voted in at the next quarterly patching ceremony once the requirement have been met, at which time they are presented with the chapter colors for safeguarding and wearing proudly. They must continue to uphold the requirements of Article 1, Section 4, Item 10.

ARTICLE II

PATCHES

SECTION 1: COLORS (large patch only)

1. Colors are the property of the Green Knights Motorcycle Club (GKMMC).

2. Trademark use has been granted to all GKMMC MMC chapters and its members.

3. Non-members do not have the permission to wear Colors unless the GKMMMC has given exclusive permission and is willing to take responsibility for the member.

4. Active members are highly encouraged to wear their Colors to all GKMMC 93 events, rides, and meetings.

5. If a member is officially representing the club, THEY WILL BE REQUIRED TO WEAR THEIR COLORS.
6. The Colors will be worn on the back of the outer most garment, and NOT displayed on the front. The front area is encouraged to display individual patches or the GKMMC 93 support patch.

7. When a GKMMC 93 member leaves the Chapter, they must petition before the general membership one meeting before departure to keep their colors. The Chapter membership will approve or disapprove using the rules for voting. If the vote is favorable, the member may keep their colors providing they have not violated article I, section 4, item 4 of the chapter’s by-laws and must join the closest GKMMC chapter to the area they are relocating to or immediately petition to join Chapter X. If neither is done, the chapter 93 colors must be returned immediately. Upon gaining membership to a new Chapter, the chapter 93 colors MUST be retired. If the member is not permitted to wear the colors after leaving chapter 93, the procedures stated in the GKMMC International by-laws 6.1.10.4.1 will be followed.

SECTION 2: MEMBER STATUS

1. Member Tapes: Black with green lettering name tapes will be used to indicate member status. It will be worn on the left front of the vest if chosen to be worn.
   - Charter members (application date not to exceed 30 Sep 2012) – "Charter Member"
   - Annual Member – "Member"
   - Associate Member – "Member"
   - New Member – member tape received after all six months and found in good standing.

2. Year Rocker patch: to be for members who are in good standing and who have paid their dues. Time period to be “Dues are due starting October 1st and a member has until December 31st to pay dues and stay current for year rocker patch”. This patch will be presented to all qualified members at the end of fiscal year event.

SECTION 3: VEST SETUP: The setup of the vest will try to keep some uniformity among GKMMC 93 members. The following patches will be requied:

- Club colors on the back of vest centered left to right and sitting high near the collar.
- MMC patch on the back of the vest near the bottom right of the club colors.
- Small Green Knights 93 patch on the upper left side of the vest.
- Green Knights MMC support patch “I Serve, I Ride” – upper right side of vest (as worn) and is optional for those who have never served.
- Other patches that are upholding of the Chapter’s values can be worn but will not impede upon the placement of the required patches.
- Refer to the Chapter’s vest setup diagram for placement of name patch, officer patch, US Flag, POW/MIA and charter member patch (if authorized) or optional “member” patch.
ARTICLE III

ELECTIONS

SECTION 1: The GKMMC 93 officers’ election, removal, powers, and responsibilities shall be governed according to the rules contained in “The New Robert’s Rules of Order” except when it is inconsistent with this charter and associated by-laws.

SECTION 2: (Elections, Voting, and Officer Removal)

ELECTIONS

Election of GKMMC 93 officers shall be done annually during the September regular monthly meeting. Members seeking to serve as officers of the GKMMC 93 will have until the September regular membership meeting to self nominate. Nominations will be accepted from floor at the September membership meeting. Floor nominations will not be accepted unless the candidate is present and verbally accepts. Nominees must have enough retainability to complete the term for which they are being nominated. Officers will be instated at the October monthly meeting.

VOTING

Voting for the election of officers will be by secret ballot. Voting on all other GKMMC 93 business will be by a show of hands with the majority ruling, or as stated below. Ballots for the annual election will be provided to all members in good standing. Any member with outstanding dues may obtain a ballot prior to the election by paying their outstanding dues. The candidate for each position with the most votes wins. The president will not cast a vote unless a tie breaker situation arises.

OFFICER REMOVAL

GKMMC 93 officers may be removed from office for cause with due process, as necessary, by request of the two-thirds of the active membership in the form of a signed petition.

ARTICLE IV

MEETINGS OF THE GKMMC 93

SECTION 1: (General/ Regular Membership Meeting)

Meetings shall be held on the third Wednesday of every month for the purpose of electing new officers, disseminating other business, conducting new business brought before the GKMMC 93, inviting new riders to join, and listening to guest speakers. Time and location of meetings will be announced two weeks prior to regularly schedule monthly meeting. To convene a general membership meeting, a quorum of not less than five (5) members in good standing of the active membership is necessary. Motions/ solutions and revisions/ amendments will carry a simple majority of positive votes except when the issue involves a request for complete written financial reports. In this exceptional case, a two-thirds (2/3) majority of positive votes is required. Members will attend a minimum of 1 regular meetings a
quarter as well as attend a minimum of 1 chapter event or group ride a quarter while wearing the chapter’s colors to retain voting rights. A waiver may be issued for those members who are in an extended TDY status or on deployment.

SECTION 2: Upon change of officer/s, a list with names, addresses, telephone numbers and email addresses of all officers will be forwarded to the approving authority immediately.

SECTION 3: Current membership numbers must be provided to the approving authority annually and when requesting revalidation of operating approval. Total numbers of SOFA status members and other members must be identified separately and the ratio of SOFA status members to non-SOFA status members determined.

SECTION 4: A copy of the minutes taken at all meetings will be forwarded to the approving authority.

SECTION 5: Special meetings can be called when the chapter officers need to take up business that requires urgent attention and can't wait until the next regular meeting. The required officers to attend will consist of the president, vice president, sergeant at arms, treasurer and adjutant. The notice for a special meeting must set forth every issue the meeting will address. Absolutely nothing can be done in a special meeting if it was not specifically included in the notice of the meeting.

ARTICLE V

RIDES / RUNS

SECTION 1: (Runs) If the chapter wishes to put on a run that involves advertizing, collection of funds, assets, involvement of outside members, or nominal reimbursement the chapter will be required to obtain run insurance.

1. If the club is performing rides or runs hosted by other organizations or put on for GKMMC members only, will not require run insurance.
   a. To include hosting runs for the Base/Installation.
   b. Insure to inquiry to the insurance of the run by the individual(s) putting on the run.

2. Ensure everyone signs an insurance waiver if hosting a run.

3. All GKMMC members are responsible for their own personal insurance on their vehicle.

4. Will adhere to the MSF hand signals and GKMMC 93 code of conduct on all rides.

ARTICLE VI

SPECIAL COMMITTEES

SECTION 1: There are currently no special committees.

ARTICLE VII
EXPENDITURES

SECTION 1: The current expenditure is for annual payment of insurance premium. All other additional expenditures will be annotated in the GKMMC 93 accounting books.

ARTICLE VIII

INCOME

SECTION 1:

1. Current income will consist of an initial membership fee of $50.00 for all members and subsequent annual fee of $20.00 for all members.

2. Dues to be paid during the time period of October to December timeframe; anything after will result in the renewal fee being $50 and voting privileges being suspended until last meeting of the fiscal year.

SECTION 2: Fund raising events will take place periodically throughout the year.

ARTICLE IX

FINANCIAL CONTROL

SECTION 1: The financial records will be maintained by the Treasurer and access to the bank account will be by the President, Vice-President and Treasurer, All checks will be co-signed by Treasurer and President. All financial records will be reviewed monthly by a panel of three GKMMC 93 officers.

SECTION 2: The Treasurer will maintain all financial records and monthly banking statements.

ARTICLE X

BONDING

SECTION 1: The Treasurer will be bonded for the amount equal to the current GKMMC 93 bank account balance.

ARTICLE XI

LIABILITY INSURANCE

SECTION 1: The GKMMC 93 will carry enough liability insurance as required by AE, AR and DoD regulations. In addition, the GKMMC 93 officers will ensure all members show proof of insurance for their respective motorcycles, scooters, and trikes.
ARTICLE XII

AUDIT

SECTION 1: A panel of GKMMC 93 officers will conduct quarterly audits. The results will be submitted to the Private Organization Coordinator as required. An annual audit will be conducted by an outside source and report of such audit will be submitted to the Private Organizational Coordinator as required.

ARTICLE XIII

DONATIONS / WELFARE CONTRIBUTIONS

SECTION 1: Donations / welfare contributions will be accepted and annotated in GKMMC 93 financial records.

ARTICLE XIV

FUND RAISING CONTRIBUTIONS

SECTION 1: Fund raising events will be conducted periodically throughout the year and fund raising contributions be accepted as donated.

ARTICLE XV

TAXES

SECTION 1: This article is not applicable due to tax-exempt status.

ARTICLE XVI

AFFILIATED CHAPTER

SECTION 1: GKMMC 93 is affiliated with the Green Knights Military Motorcycle Club International.

ARTICLE XVII

RESCISSION

SECTION 1: The constitution and bylaws shall be effective immediately after approval by the GKMMC 93 and upon subsequent written approval by the installation commander or his designated representative.
SECTION 2: Upon approval of the constitution and bylaws, all previously published constitution and bylaws will be rescinded.

ARTICLE XVIII

RESTRICTIONS

SECTION 1: There is no official relationship between the GKMMC 93 activities, official duties and responsibilities of Department of Defense (DOD) personnel who are GKMMC 93 members or participants.

SECTION 2: The GKMMC 93 constitution and bylaws must authorize ALL GKMMC 93 functions and expenditures. Only the GKMMC 93 will choose its specific functions and expenditures. DOD personnel acting in an official capacity will not influence these choices.

SECTION 3: The GKMMC 93 will not be created, operated or administered by DOD personnel acting in an official capacity or on behalf of an official purpose to evade restrictions on expenditures of appropriated and/or non-appropriated funds.

SECTION 4: The GKMMC 93 will not use or include in its title, logo or letterhead; the name, seal or acronym “DOD”; the name, abbreviation or seal of any military department or service; the seal, insignia or other identifying device of the local installation to include it’s programs, location and activities.

ARTICLE XIX

REVISIONS, ADOPTIONS, AMENDMENTS & REVIEW

SECTION 1: (Revisions/Adoptions)
The adoption and or revision of this constitution/charter and associated by-laws require the approval of a majority of positive votes of the active members present at any meeting, provided a two-week oral or written notice is given the GKMMC 93. Any revision to this charter and associated by-laws will not conflict with any installation or higher headquarters directives. This charter and associated by-laws will not take effect until reviewed by the first acting and or subsequent elected positions of the President, Assistant President, Secretary, and Treasurer.

SECTION 2: (Amendments)
This charter and associated by-laws may be amended or abolished in whole or in part by a two-thirds (2/3) majority of positive votes of the active members present at any meeting, provided a two-week oral or written notice is given to the GKMMC 93. Any amendments to this charter and associated by-laws will not conflict with any installation or higher headquarters directives. This charter and associated by-laws shall be automatically amended to conform with all directives from the installation or higher headquarters.
without submission to the GKMMC 93. All amendments will not take effect until reviewed by the first acting and/or subsequent elected positions of the President, Vice-President, Adjutant, and Treasurer.

**SECTION 3:** (Review)

An appointed Parliamentarian Committee shall review this constitution/charter and associated by-laws annually to ensure completeness, applicability, and compliance with current Army directives, and policies.

**ARTICLE XX**

**DISSOLUTION**

The GKMMC 93 may be dissolved by request of two-thirds (2/3) or more of the active membership in the form of a signed petition. Upon dissolution, all GKMMC 93 funds and properties, in excess of liabilities and expenses of dissolution, shall be donated to any military/civilian organization as decided on by a simple majority of positive votes of the active members present.

**ARTICLE XXI**

**COPYRIGHT / TRADEMARK STATEMENT**

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**ARTICLE XXII**

**RATIFICATION**

THE BYLAWS HAVE BEEN APPROVED BY A MAJORITY VOTE ON 20 JANUARY 2016.
By my hand, this document is approved as official.

//ORIGINAL SIGNED//

David Michael Holbrook Jr.
Chapter 93 President

DISTRIBUTION:
1 – USAG Vicenza PO Coordinator
1 – Chapter files
1 – Membership