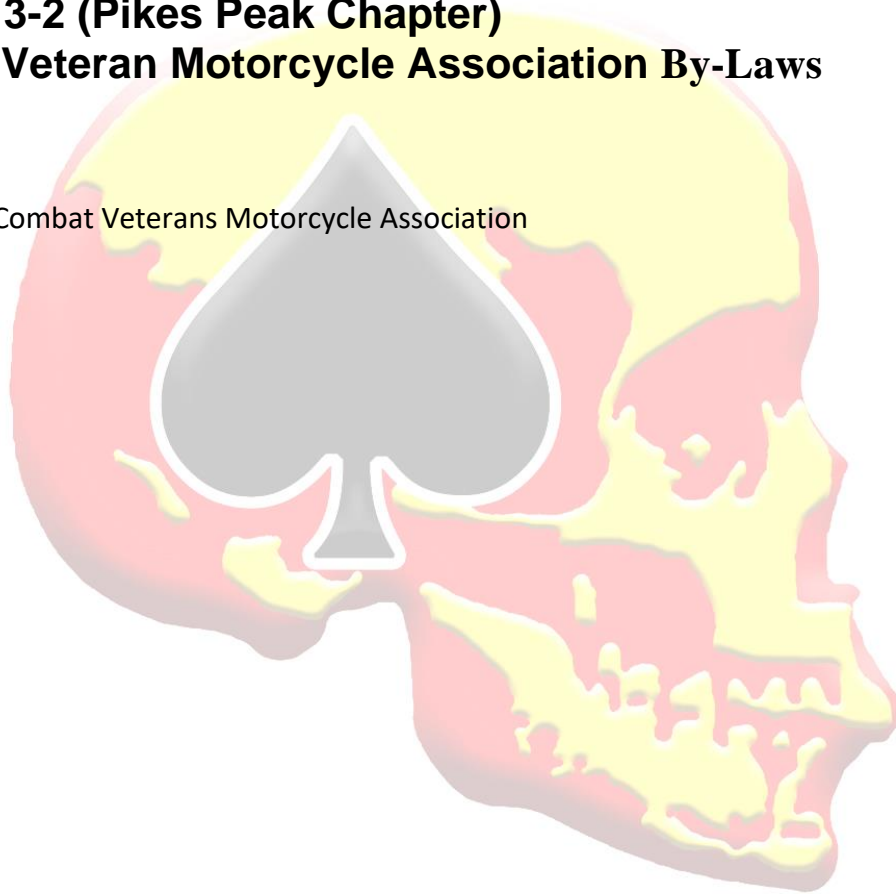




## **Chapter 3-2 (Pikes Peak Chapter) Combat Veteran Motorcycle Association By-Laws**

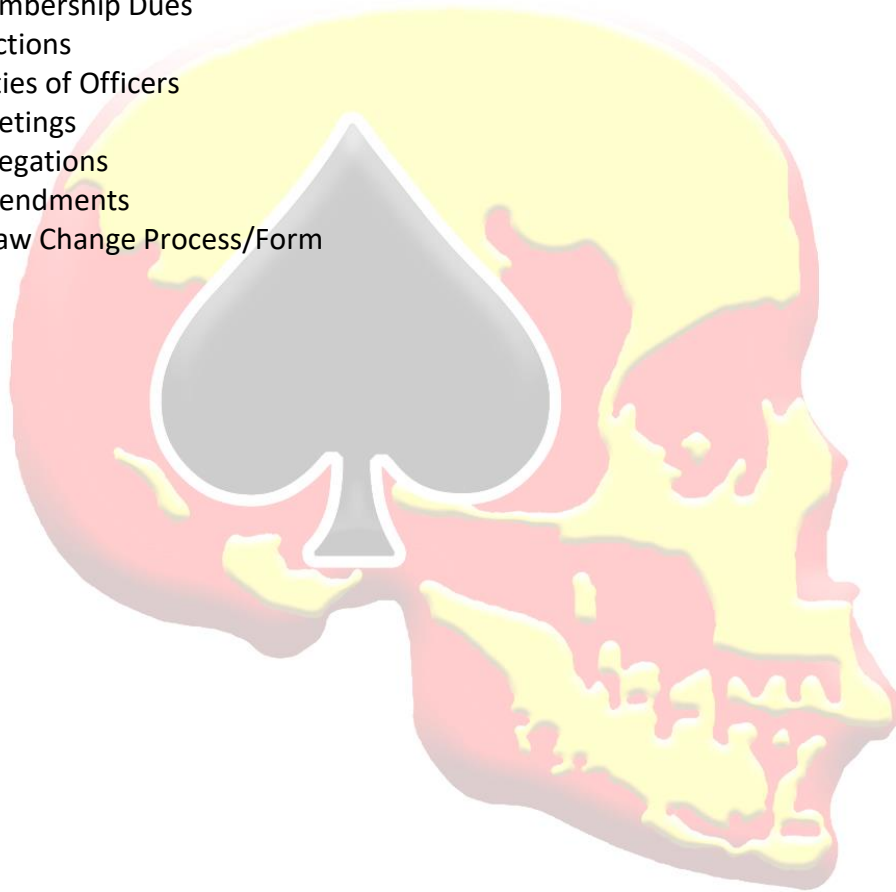
### **Revision 3**

Chapter 3-2 Combat Veterans Motorcycle Association  
12/01/2019



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**Executive Summary:**

The purpose of this document is to establish By-Laws for Chapter 3-2 (Pikes Peak Chapter) of the Combat Veterans Motorcycle Association (CVMA). It is the intent of this document to be congruent with the CVMA National By-Laws and not in any measure be counter to existing CVMA National By-Laws. As updates occur to the CVMA National By-Laws, in accordance with Article 9 of said By-Laws, CVMA Chapter 3-2 will make the appropriate updates to its By-Laws in accordance with Article 9 of CVMA Chapter 3-2 By-Laws.

It is the responsibility of each Full-Member (FM) of CVMA 3-2 to be familiar with both CVMA National and Chapter specific By-Laws. Failure to adhere to CVMA By-Laws can lead to suspension or expulsion from CVMA Chapter 3-2. Familiarity of Chapter 3-2 By-Laws will enhance understanding and reduce misunderstandings amongst its FMs. When conducting CVMA Chapter 3-2 business, it is encouraged that members conduct themselves in the spirit and intent that governs the CVMA. Our FMs represent all services and the proud traditions that each brings to the defense of our nation. Our FMs represent different periods in which our nation called them to defend our nation's interests in foreign lands. Additionally, our FMs represent members on active duty, as well as those that have transitioned from service. These CVMA Chapter 3-2 By-Laws ensures common understanding in how we conduct ourselves to one another and towards external groups and organizations, regardless of their roles and missions.

The main body of CVMA 3-2 By-Laws is accompanied by individual Annexes that add additional direction and guidance to how CVMA 3-2 executes its daily operations. Where CVMA 3-2 By-Laws and Annexes do not cover a specific situation or decision, FMs will defer to the CVMA National By-Laws. If National CVMA By-Laws nor CVMA Chapter 3-2 By-Laws address specific situations and or decisions, FMs will defer to Article 7 and vote on a proper response/decision that does not go counter to any other existing guidelines as described in either the CVMA National By-Laws or CVMA 3-2 By-Laws.

## **ARTICLE 1: NAME AND EMBLEM**

### **Section 1**

A. The name of the chapter is: Combat Veterans Motorcycle Association (CVMA) Chapter 3-2, Pikes Peak Chapter.

1. The principle mailing address for the Chapter is PO Box 31504 Security, CO 80931
2. Change of Address. The designation of the CVMA Chapter 3-2 principal office may change by amendment of these bylaws. The board of Officers may change the principal office from one location to another within the named geographic area by noting the changed address and effective date below, and such changes shall not be deemed minor, and require an amendment of these bylaws.

a) New Address:

b) Dated:

3. Other Offices. CVMA Chapter 3-2 may also hold official meetings at such other places, within its state of incorporation, where it is qualified to do business, as its business and activities may require, and as the CVMA Chapter 3-2 officers may from time to time, designate.

B. IRS Section 501(c)(19) Purposes. CVMA Chapter 3-2 is organized exclusively for charitable, religious, educational and/or scientific purposes as specified in Section 501(c)(19) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(19) of the Internal Revenue Code. CVMA Chapter 3-2 officers have the authority to change the CVMA Chapter 3-2 By-laws if any part is found to be in conflict with Federal or CO state tax laws.

## Section 2

A. The approved Official Chapter Logo (OCL) used by CVMA Chapter 3-2 is the sole property of the CVMA Chapter 3-2. The logo of the CVMA Chapter 3-2 requires written approval from the CVMA Chapter 3-2 officers prior to the logo being used in any manner of sales or marketing. Any item(s) given approval and features the full logo may then only be sold to FMs, Auxiliary Members, or CVMA Supporters of the CVMA Chapter 3-2.

B. Modifications to the logo will be submitted for review and voted on by all FMs during official CVMA Chapter 3-2 business. Modifications to the OCL will be submitted to the NBOD prior to use.

1. The emblem of CVMA Chapter 3-2 is in the shape of a mountain, representing Pikes Peak, with the CVMA "Skully" embedded within the mountain.

2. The logo encompasses the following colors.

a) Red, representing the blood that has been shed on the battlefield.

b) Military Gold, representing all branches of the military service of the United

States.

c) Black, representing the heavy hearts possessed for those who gave their lives and for those that are considered missing in action or prisoners of war.

d) White representing peace that all combat veterans yearn since they and their families are the ones that hold the ultimate burdens of war.

e) Blue representing the clear skies that make-up Colorado and the thanks that we are alive to remember those before us who paid the ultimate sacrifice.

f) The skull and ace of spades represent the death that war leaves in its wake.

## ARTICLE 2: OBJECTIVES

A. General: CVMA Chapter 3-2 Protocol. The CVMA Chapter 3-2 is formed for the betterment of communication and camaraderie between other motorcycle associations, veterans'

organizations, and or motorcycle groups within the State of Colorado and outside when participating in National or Regional sanctioned CVMA events.

**Section 1.** To promote interest in various forms of motorcycle activity associated with veterans.

**Section 2.** To create and maintain camaraderie among combat veterans from all U.S. branches of service and its allies.

**Section 3.** To support veteran organizations.

**Section 4.** To raise awareness for the plight of POW's, MIA's and their families, post-traumatic stress disorder (PTSD), traumatic brain injury, (TBI); and, other combat related medical conditions.

**Section 5.** To conduct Association functions and activities in a manner befitting the members of the CVMA Chapter 3-2 and as well as the Chapter's Auxiliary Members.

**Section 6.** To encourage a better understanding of motorcycle riders as a constructive sport among members of the public, press, and law enforcement agencies.

### **ARTICLE 3: MEMBERSHIP**

A. IAW CVMA National By-Laws, Article 3, Sections 1-6

### **ARTICLE 4: MEMBERSHIP DUES**

**Section 1.** Membership dues shall be at such rate, schedule or formula as may from time to time be prescribed by the governing body of the association and approved by the general membership.

**Section 2.** The CVMA Chapter 3-2 Treasurer shall determine deadlines for payment of renewal membership dues.

**Section 3.** New, or current members requiring patches of the Combat Veterans Motorcycle Association will obtain them through the Chapter Quarter Master at cost.

**Section 4.** CVMA Chapter 3-2 dues of the amount of \$20.00 annual will be paid to the Chapter Treasurer. All national dues continue to go straight to national.

### **Section 5.**

A. The National Benevolent Fund for CVMA members will be up to, but not to exceed, \$1,500.00 per incident.

B. CVMA Chapter 3-2 must help raise money prior to applying for additional funds from the NBOD.

C. Money given out will not be required to be given back. CVMA Chapter 3-2 can petition the NBOD for additional funds.

D. 20% of CVMA Chapter 3-2 membership dues will be set aside for the Chapter Benevolent Fund.

## **ARTICLE 5: ELECTIONS**

### **A. Section 1-2 refer to National-Level elections and are subject to change IAW CVMA National By-Laws, Article 5, Section 1-2**

#### **Section 3.**

Chapter officers are to be nominated and elected 90 days prior to the CVMA National meeting and will assume office within 60 days of the election and hold that office for 36 months or until their successors are duly qualified. Consecutive terms are permitted.

#### **Section 4.**

A. Nominations and elections for Chapter officer positions must be made during a CVMA Chapter 3-2 meeting.

B. No Chapter Officer will be elected with less than a majority vote in an election.

C. In Chapter elections where there are more than two candidates, where no single candidate receives a majority vote, the two candidates who receive the most votes will compete in a runoff election. The Chapter Commander will vote only in the event of a tie.

#### **Section 5.**

A. Chapter members will be considered for re-election in the following order: Chapter Commander (CC)/Secretary, Executive Officer (XO)/Treasurer, Sergeant-at-Arms (SAA)/ Public Relations Officer (PRO).

B. Should any elected Officer resign or be removed from the Chapter for any reason, the CEB has the authority to replace the officer, as an interim, until an election can be held at the next regularly scheduled meeting.

**Section 7.** No member may serve more than two (2) full terms, or a total of eight (8) years, in any one Chapter Officer position. This does not preclude a change in position, i.e., Chapter SEC to Chapter Sergeant of Arms, etc.

## **ARTICLE 6: DUTIES OF OFFICERS**

**Section 1.** The Chapter Commander (CC) will preside over all CVMA Chapter 3-2 meetings.

**Section 2.** The Chapter Executive Officer (XO) will perform all duties of the Chapter Commander (CC) in his absence.

**Section 3.** The Chapter Secretary (SEC) shall keep minutes of the Chapter meetings. The Chapter Secretary (SEC) shall provide copies of minutes to the Chapter members and State Representative (SR) within sixty (60) days of meeting. The Chapter Secretary (SEC) will also receive and process all applications for CVMA membership following rules set forth by the membership for applicant qualifications.

**Section 4.** The Chapter Treasurer (TRES) will collect dues and other forms of income due to the Chapter, maintain the accounting books, make payments from the Chapter's funds when so ordered by the Chapter Commander (CC), sign all Chapter checks (along with another Chapter officer's signature) and make regular reports of the Chapter's financial status to the Chapter's officers and the Chapter members.

**Section 5.** The Chapter Public Relations Officer (PRO) will be in charge of all of the CVMA Chapter 3-2 publicity, in conjunction with and approved by the Chapter's officers. Duties will include; Historian, pictures, newspaper articles, TV and radio announcements the Chapter's web site and all duties assigned by the Chapter's officers.

**Section 6.** The Chapter Sergeant at Arms (SAA) will; maintain order during Chapter meetings; is responsible to ensure the CVMA National By-Laws, National Protocols and Chapter By-Laws and policies are adhered to; is the Chapter's Point of Contact for all discipline issues; assumes all duties as assigned by the Chapter Commander (CC).

**Section 7.** The Chapter Executive Board (CEB):

1. Constitutes the Executive Board of the Chapter.
2. Is comprised of the Chapter Commander (CC), Executive Officer (XO), Secretary (SEC), Treasurer (TRES), Sergeant-at-Arms (SAA), and Public Relations Officer (PRO).
3. Is responsible for the execution, through its officers, of the authorized policies.
4. By majority votes, fills vacancies in any office of the CEB.
5. Submits to the Chapter, meetings and recommendations affecting the policies of the Chapter which have been previously approved.
6. Is responsible for implementing the overall policy and direction of the Chapter.
7. Is responsible for day-to-day operations of the Chapter and shall make decisions as necessary to maintain the Chapter's viability and order.

8. At their discretion, may delegate responsibility of implementing policy operations to Chapter FMs who have a minimum of one (1) year in good standing.

9. Will draft policy letters to cover day-to-day operations. These policy letters, once approved by membership will be submitted to the Regional Representative (RR) and State Representative (SR) for review. Once approved by the CEB, they will remain in force for a period of 18 months unless incorporated in the By-Laws. After this period of time they will expire and not be valid. Upon CEB approval, each policy letter will be printed with an expiration date (NTE 18 months).

**Section 8.** Chapter 3-2 Executive Board (CEB) members may not simultaneously hold the position of Regional Representative, State Representative, or positions on the NBOD.

**Section 9.** The Chapter Chaplain will be appointed by, and serve at the pleasure of, the CEB, to provide spiritual guidance to the Chapter membership. The Chapter Chaplain will perform the Invocation at each Chapter Meeting; attend all board meetings when required by the CEB. The Chapter Chaplain is a non-voting, advisory position. No member may serve more than eight (8) years as the Chapter Chaplain, nor may the Chapter Chaplain hold any other officer position while assigned.

#### **ARTICLE 7: MEETINGS**

**Section 1.** A quorum of conducting business shall be those present at any given meeting. There must be a minimum of one (1) Chapter Officer present to officiate the Chapter meeting.

**Section 2.** Special membership meetings and special CEB meetings can be called by the Chapter Commander (CC).

**Section 3.** Roberts Rule of Order will be applied during meetings to affect parliamentary procedures, unless otherwise amended and provided for in the By-Laws. The Chapter Commander will appoint a member of the CBOD to serve additional duty as parliamentarian.

**Section 4.** The CEB shall develop an agenda for the Chapter Meeting no later than (NLT) the weekend prior to the Chapter Meeting.

**ARTICLE 8: DELEGATIONS.** Delegations will be appointed by the Chapter Commander (CC), but are subject to the approval of the CEB, to represent the Chapter at any convention, meeting, rally, or other assembly that may be deemed necessary, and all delegations are authorized to exercise only those powers specifically vested in them by the CEB.

#### **ARTICLE 9: AMENDMENTS**

**Section 1.** Amendments to the Chapter 3-2 By-Laws, when ratified by two-thirds (2/3) of the



Chapter membership present and casting a vote at during a Chapter meeting, will become effective on the first day of the month following the next Chapter meeting in which they were ratified unless a time frame is otherwise specified.

## **Section 2: Bylaws Amendment procedure:**

A. When any Chapter member desires to seek a Chapter vote to change the CVMA Chapter 3-2 By-Laws, they must complete the **“BYLAW CHANGE PROPOSAL FORM”** and submit it through the CEB to the By-Law Committee. The By-Law Change Proposal Form is located in ANNEX B “Bylaws Forms” of the Chapter 3-2 By-Laws.

B. The time line for Amendment Procedure is July 1 through October 31:

1. All proposals must be submitted using the By-Laws change proposal form.
2. Full Members (FM’s) submit their By-Law change proposals to the CEB for discussion and review.

C. During this time frame, Chapter membership will discuss the proposal(s) and decide whether to support the change or not.

D. If the proposal is supported by the chapter membership, the proposal is signed by the chapter commander and submitted to the State Rep before November 1st.

E. Between November 1 through November 15:

1. State Representatives review completed proposals.
2. Sign off on the proposals that are correct to form.
3. Proposals are sent to the By-Laws Committee by November 15th.

F. Between November 16th and February 28th, the Chapter Secretary (SEC) will communicate the Bylaws Committee submission to the rest of the CEB and assign the proposals a place on the next scheduled Chapter meeting agenda.

G. The Chapter Secretary (SEC) sends the agenda’s By-Law change proposals to the State Representative (SR) and Chapter Commander (CC).

H. Between March 16 to National Meeting:

1. The Chapter will circulate By-Law change proposals to FMs and schedule meetings for a determination of membership support for the proposals.
2. The Chapter Secretary (SEC) will circulate the proposals to the membership.
3. The Chapter will report the results of the chapter voting to the state representative.

## **Section 3: By-Laws Committee**

A. Members of the By-Laws Committee consists of one CEB officer and two (2)

Full members (FM's) appointed by the Chapter Commander (CC).

**B. Responsibilities:**

1. Receive, review, correct, clarify, and consolidate By-Law change proposals.
  - a) Shall arrange proposals in order according to Article, Section, and Subsection.
  - b) Shall check proposals for conflicts with CVMA National By-Laws, National Protocols, National Policy Letters, principals, language, grammar, alignment with proper By-Law article/section/subsection, and redundancy.
  - c) When necessary, discuss with the proposal's Point-of-Contact such areas needing clarity, intent, consolidation with other proposals, etc.
  - d) When more than five (5) proposals qualify to form, reduce the number to the 5 most supported or useful proposals.
  - e) Provide such comments as the Committee believes useful for the membership. Such comments shall be attached to the proposal as "By-Laws Committee Comments" and can be in support, recommending disapproval or no comment and a reason for the position taken.
  - f) All proposals denied, postponed, consolidated or changed will require such decision to be communicated to the Point-of-Contact for the proposal.
  - g) Submit the 5 or fewer qualifying proposals to the Chapter Secretary (SEC) for inclusion in the Agenda for the next Chapter Meeting.

2. Grammatical, term, redundancy, and clarification revisions to the By-Laws. These changes are authorized to be made if they do not cause affect to the intentions of the section of the By-Laws. These changes will be included as an addendum to be voted on at chapter level and approved/denied during the Chapter Meeting but will not count against the five (5) allotted, annual bylaw change proposals.

**C. Proposals for amendments to By-Laws may be submitted to the chapter membership meeting for consideration for a maximum of 2 months. If the proposal is denied for two (2) consecutive Chapter Meetings, it shall not be placed on the agenda again unless one of the following criteria is met:**

1. A two-month time limit has elapsed.
2. The CEB approves the item for placement on the agenda.

<<< End Of Bylaws >>>

## ANNEX A (see reference in Article 9 Section 2)

### CVMA Chapter 3-2 BY-LAW CHANGE PROPOSAL FORM INSTRUCTIONS

When any chapter FM desires to seek a chapter vote to change the By-Laws of this Chapter, they must complete the **“BY-LAW CHANGE PROPOSAL FORM”** and submit through the Chapter By-Laws Committee.

The proposal shall include the following:

1. Name and FM CVMA membership number, and proponent name and number proposing the change.
2. The point-of-contact person who will address questions concerning proposal.
3. Email address for the point-of-contact listed in #2.
4. Phone number of the point-of-contact.
5. Check if proposal is to amend or delete an existing portion of current By-Laws of the Chapter or add a new article/section/subsection to existing By-Laws.
6. Specify which Article, Section and Subsection is being amended, deleted, or added.
7. Specify the Article, Section and/or Subsection affected by proposal as currently written according to the latest updated version of the Chapter By-Laws.
8. Print the proposed wording as it is to be considered. All text to be deleted shall be shown by means of strikethrough, e.g. ~~must be 5'6" tall~~. Added text should be shown underlined, e.g. motorcycle make isn't relevant.
9. Print a clear and simple reason/justification as to why the proposal is needed and should be considered by the Chapter membership for adoption. Use additional sheet(s) if necessary to fully explain.
10. Chapter Commander will sign off that proposal has been presented, discussed and approved by the FM submitting.
11. Chapter Secretary will sign off that proposal has been presented, discussed and meets the criteria to submit to the By-Laws Committee.
12. The By-Laws Committee will communicate with the point-of-contact if clarification is necessary on the change or intent of the change. They may choose to consolidate different proposals, postpone or reject a proposal but they must record their action and in a report to the CBOD and the membership at the following chapter meeting, indicate how many proposals were considered, consolidated, postponed and/or rejected. If a proposal is rejected or returned to the proponent, an explanation of committee action will accompany the response.
13. The Chapter Secretary will document the vote tally, if proposal is approved or fails, and date of vote.

**CVMA Chapter 3-2 BYLAW CHANGE PROPOSAL**

**Name & # of Chapter or Member Submitting:**

**Contact Person:**

**Email Address:**

**Contact Telephone #**

**This request to change the bylaws does the following: Indicate which Article(s), Sections and Subsections are affected:**

**Amend Add Delete Article Section Subsection**

**Changes shown here See attached**

**Justification for change shown here See attached**

**Chapter Endorsement:**

**Chapter #**

**By Chapter Officer: Indicate name & position**

**Chapter Secretary. Name & Signature:**

**BY-LAWS COMMITTEE ACTION: FORWARD \_\_\_ TABLE \_\_\_ RETURN \_\_\_**

**MEMBERSHIP ACTION: APPROVE: \_\_\_\_\_ DISAPPROVE: \_\_\_\_\_**

