



**National By-Laws**

**Final Draft**

**7-29-2022**

## Mission Statement

The mission of the SERVANT SOULS RC is to promote brotherhood and sisterhood among medical personnel and our armed forces; whether active or retired. As well as like minded individuals that prove that they possess the Respect, loyalty and honesty needed to be part of this family. This is done through the common interest of motorcycles, helping those in need, educating and giving back to our community, as well as being there for each other.

## Motto

*What we have done for ourselves dies with us. What we have done for others is immortal.*

## History

We are a Not-For-Profit, law abiding, non-territorial, medical and military riding club that was created because we felt that the members of our club should have an equal voice as well as a sense of ownership. That not one person or board should decide what is best for the club. We are a dedicated family that is strong in our faith and pride ourselves in being there for each other as well as giving back to our community. We welcome all motorcycle riders 18 and over regardless of gender, color or religion because we believe we are all created equal under God.

## *National Board*

The National Board is made of the individual Presidents from each chapter along with both Co-founders. The National Board will have direct oversight on all chapter activities but will re-frame from interfering with individual chapter decisions unless it is a violation of the by-laws or will effect the image or integrity of the club as a whole. The members of the National Board will have no more voting power than their respective chapter as a whole. In cases where the need arises to amend the bylaws the motion for change can come from individual chapter as a whole or Co-Founder. At this time each president will return to their respected chapter and conduct a vote. The president will then return to the national board with their chapters decision. Each Co-founder will make their vote at this time. The National Board must have a 100% in favor vote for the motion to pass.

## **Membership**

### *Full Member:*

IN ORDER TO BE RECOGNIZED AS A FULL PATCHED MEMBER **WITH** FULL VOTING RIGHTS, ONE MUST MEET THE FOLLOWING REQUIREMENTS:

- Male or Female
- Spouses or common law spouses of full patch members, are eligible for full patch membership , by sponsorship but will be required to obtain and maintain a current First aid/CPR card.
- A full member must own and have a license to operate a motorcycle capable of maintaining safe highway speeds. It shall also be properly inspected, insured and registered as required by State law.
- Full Members must have completed their prospect phase in good standing with all Full Patch Members of their chapter.
- Chapter board must agree 100% in favor for the prospect to be presented to the general membership for vote.
- Prospect members must be voted in with 100% in favor from the general membership

### *Hang Around: Chapter Specific where allowed*

IN ORDER TO BE RECOGNIZED AS A HANG AROUND **WITHOUT** VOTING RIGHTS, ONE MUST MEET THE FOLLOWING REQUIREMENTS:

- File an application and submit required paperwork.
- Must become familiar with the membership by attending club events and activities.
- The Hang Around will be invited to general meetings and social events.
- Chapter members should take this opportunity to question the Hang Around regarding his/her qualifications and reasons for wanting to join the SERVANT SOULS RC.
- This phase will last no less than 60 days.  
The hang around can be removed at anytime at the discretion of the Chapter Board with a 100% vote in favor.

### *Prospect: Chapter Specific where allowed*

IN ORDER TO BE RECOGNIZED AS A PROSPECT **WITHOUT** VOTING RIGHTS, ONE MUST MEET THE FOLLOWING REQUIREMENTS

- Prospects must be at least 18 years old
- Prospects must show a sincere interest in club and bikes
- Prospect must be sponsored by a full member who has known him at least one year (may be waived by majority club vote)
- Sponsor is responsible for prospect and may remove their prospect status at their discretion
- Prospects must attend all meetings and club functions on their motorcycle as long as weather permits and bike is running.
- Prospect will wear the round Servants Souls patch on the front of his vest along with the prospect name plate.
- Prospect must ride his bike to meeting at time of being voted into club
- Prospective member's prospecting period is at the discretion of sponsor and the club.
- Prospect members must be voted in. Two 'no' votes equal a rejection. One 'no' vote must be explained
- Prospect must pay that day \$155.00 for his membership before receiving his patch.

### *Good Standing Requirements:*

- All members are required to participate in at least **two** sanctioned events per year and attend no less than 50% of chapter meeting.
- Chapter Board Members must make a minimum of **75%** of chapter meetings.
- Miss three meeting in a row and you are out of the club, unless approved by Chapter board for example: Deployment
- All members are required to notify the Chapter Secretary of their current address, telephone number and two emergency contacts.
- All members are required to obtain and maintain a current First Aid/CPR certification.(This is not the responsibility of the club)
- If the member is unable to continue maintaining a current First Aid/CPR certification due to physical condition or age, he/she will be moved to Support Member.
- All members are required to have a basic first aid kit on their bike. If they do not have one or unable to obtain one, it will be provided by the chapter.
- No use of Illicit drugs
- Member must ride no less than 3500 miles per year. (mileage will be turned into the secretary on January 1st of each year.)
- If a member's bike is not running for a period of 30 days, unless he is in jail or hospital, his colors will be confiscated. A member's bike must be running for at least one week (e.g., not fifteen minutes), to be exempt from the above rule. This is a MOTORCYCLE RIDING CLUB!

### *Resignation of Membership:*

- If any member of SERVANT SOULS RC wishes to terminate their membership, that member must submit a written resignation to their Chapter Board.
- The Board has 72 hours to respond to the resignation in writing. All resignations must be recorded in the following meeting minutes by the Secretary. Sergeant at Arms must retrieve the resigned member's club patches within 14 days.

### *Annual National Meeting:*

An Annual National Meeting will be held in compliance with the by-laws. All members will be notified of the Annual National Meeting via email, through posting on the Servant Souls website. All members will be notified 6 months in advance and each chapter will be represented by their President or Vice President. All chapters will be involved in the decision of when and where the Annual National Meeting will be held.

### *Chapter Meetings:*

- Chapter meetings will be set by individual chapters on the same day of each month.
- You must ride your motorcycle to these meetings as long as weather permits or your bike is not running.
- In order for a vote to be passed at the meeting 75% of members must be present.
- Zoom calls will be permitted for attendance and voting for health, work or not in town
- Meetings can be held in conjunctions with other club activities or events. "Member Only" meetings must be clearly announced. Guests and family are encouraged to attend meetings

### *Involvement and Activities:*

- Rides and activities may be suggested and organized by any club member. Officially sponsored rides should be coordinated with the chapter president.
- A sanctioned ride/activity is a ride/activity organized and sponsored by the Servant Souls RC which has received approval by a vote of the Chapter Board. All members shall wear their vest when participating in a sanctioned ride/activity. All members are encouraged to participate to promote a good image for the organization. Unless otherwise notified by the Chapter Board, Class B t-shirts are permitted for these events.
- Non-sanctioned Ride/Activity: A non-sanctioned ride/activity is a ride that has not been voted on by the membership. Members are free to participate if there is no violation of Servant Souls RC by-laws, code of conduct or chapter operating policy. Members have the choice to wear Class A vest or Class B t-shirt.

# Officers

## *Chapter Board*

- Principal Officers – Executive Board

There shall be five voting officers for each chapter; President, Vice-President, Secretary, Treasurer, and Sergeant-at-Arms. These officers make up the Executive Board. The Secretary and Treasurer can be combined to one position. The Road Captain shall serve on the Executive Committee as a non-voting member, except when the Treasurer and Secretary are one position so that there are five voting board members.

- Duty of Care – Each board member has a responsibility to participate actively in making decisions on behalf of the Servant Souls RC and to exercise his or her best judgment while doing so.
- Duty of Loyalty – Each Board member must put the interests of the Servant Souls RC before their personal and professional interest when acting on behalf of the club in a decision-making capacity. The club's needs come first.
- Duty of obedience – Board members bear the responsibility of ensuring that the Servants Souls RC complies with the applicable federal, state, and local laws and adheres to its mission.

## *President*

The President is the Chief Executive Officer of the club chapter. All matters concerning relations between the club and any outside person or organization should be routed to the President for appropriate action. The President or his delegate shall assume the Chair at all chapter meetings. He is responsible for controlling the meeting and keeping order. If necessary, the Chair may utilize the services of the Sergeant-at-Arms to aid in keeping order. The President may not make or second any motion and may only vote where their vote would affect the outcome, as in breaking a tie vote. The President has the right to veto or change a vote if he feels that it is in the best interest of the club. This position may be aware of information that they are not able to share with the club. The President must not abuse this power for their own gain.

### *Vice-President*

The Vice-President shall coordinate all committees and supervise plans for all club events. The Vice-President shall act as an intermediary between the President and the Members and Prospects. All questions or comments concerning any club business not specifically related to the duties of the other officers should be brought directly to his attention. Additionally, the Vice-President is the Second-in-Command to the President, and shall assume all responsibilities and duties of the President in their absence. In the event that the President steps down or is removed from their position, the Vice-President will be required to step in as the interim President until a special election can be held.

### *Secretary*

The Secretary is responsible for making and keeping all club chapter records including, but not limited to: Membership List, Chapter Bylaws, Rules of Order, Standing Rules, Records of all committee appointments, all written reports, copies of all correspondence between the club and any outside person or organization, Meeting Minutes. They are responsible for calling roll at the meetings. The Secretary must notify active members of special or emergency meetings and must notify all the members of any appointments or elections in their absence.

### *Treasurer*

The Treasurer keeps all the funds of the club chapter. All non-issued Club Colors and Patches, as well as a record of colors, patches, or reproductions issued to members. They may disburse funds to pay expenses as prescribed in the Standing Rules. The Treasurer must keep an accurate record of all income and expenses. They are required to report the fiscal status of the club at each regular meeting for the information of the members. The Treasurer must submit a written annual report to the Executive Board at the Annual Meeting.



## *Sergeant-at-Arms*

The Sergeant-at-Arms is responsible for ensuring that the Bylaws and Standing Rules of the club are not violated. He is responsible to ensure that the orders of the Executive Committee are carried out in an expeditious manner. He is responsible for policing and keeping order at all club events, except as noted under the Duties of the Chairman. He may conscript members to aid in keeping order on their own authority. He has the responsibility to the club to report any unseemly behavior of incident to the Executive Committee. He is responsible for securing any patches or colors from any member who retires, resigns, or is expelled. The SAA is responsible for the safety and security of the club, as well as the protection and defense of its members and prospects. Keep and maintain a record of all data pertinent to the safety and security of the club and its members and prospects. Upon becoming aware of any real or perceived threat to the club, its Members, Prospects, or events, he shall immediately notify the Executive Committee of that information.

## *Additional Requirements*

President, Vice President and Sergeant at Arms must be one of the following:

- EMT
- Paramedic
- Registered Nurse
- Advanced Practice Provider (NP or PA)
- Medical Doctor (MD or DO)
- Active military or Veteran of the armed forces

The President and the Treasurer are to be listed as signees on the Chapter bank account. In the event the president and treasurer reside within the same household, the executive board can designate another committee member to act as signee on the chapter bank account

## *Appointed Positions*

Appointed positions are leadership roles but not part of the executive board and serve at the discretion of the board. Board members may hold dual positions as both elected officers and appointed positions if desired.

### *Road Captain*

Responsible for helping with planning the logistics of club rides and activities. The Road Captain is responsible for confirming information on start times of rides and event, and the reorganization of riders at stops during rides so no one is left behind. The Road Captain is responsible for a safety briefing prior to any ride or event.

### *Tailgunner*

Responsible for being the eyes for the Road Captain by watching the formation, and informs the Road Captain of any potential problems, hazards or dangerous situations. They will watch for merging lanes, and will move into a merging lane (or stay in a merging lane just vacated by the group) in order to "close the door" on other vehicles that may otherwise find themselves trying to merge into the formation. At the Road Captain's request, the Tail Gunner changes lanes before the formation, to secure the lane so the formation can move into it.

### *Chaplain*

Responsible for overseeing the spiritual needs of the club. Conducts bike blessings and leading prayers for the club before events and rides. The Chaplain may be a member of any faith

## Eligibility

Any Active Member may run for office. Nominations are not required to run for any principal office. Any Active Member may become a candidate by simply stating their intention to do so at the January or February monthly meeting. A member may not run for more than one office at a time.

## Elections

Elections will be held in March. Officer's term will begin on the 1<sup>st</sup> of April immediately following the election.

## *Special Election/Vacancies before a general election*

The Executive Board will take nominations from the voting membership. Candidates must be nominated and elected by a majority vote of all full members. The elected member will hold office until the end of that term and is eligible for re-election.

## *Transfer of Leadership*

Upon election of a new Executive Board, outgoing board members are required to transfer any and all pertinent information, property and records to the incoming officers without delay.

## *Length of Terms*

Chapter elections will be held every **two** years and current officers are eligible for re-election.

## ***Expansion***

### *Request for a New Chapter*

- In the event that another chapter, in a new location, is requested to start, all parties involved in starting of a new chapter must contact the national board and their request to establish a SERVANT SOULS RC chapter must be submitted in writing.
- Minimum of four members is requested to start a new charter chapter, in order to fill the previously listed required positions.
- These requests will be sent to the national board for review, and will be voted on by the national board.
- All new chapters will serve a one (1) year probationary period.

## *Requirements for Membership in a New Chapter*

- All members of the probationary new chapter, including transferring members from already existing chapters, shall complete and resubmit a membership application.
- Members in good standing that wish to transfer from an existing chapter are not required to pay again for patches if a chapter is approved for opening.

## *Additional Chapters*

All chapters that are selected to open as the SERVANT SOULS RC will do the following:

- The new chapter executive board shall sign a document indicating they agree to follow and maintain the integrity of the SERVANT SOULS RC by-laws.
- Establish individual chapter operating policies.
- Each chapter is responsible for seeing that a roster of current members including their contact information is provided to the national board on a yearly basis.
- In addition to keeping a list of current members, the chapter shall notify the national board of all new members and forward a copy of those applications to the national secretary/treasurer
- Be responsible for the proper conduct and licensing of any and all fundraisers.
- Include their chapter name on all notices, flyers, and calendar entries of events, fundraisers, raffles, etc.
- Require all chapter members to obey all local, state, and federal laws.
- Apply for, and open a banking account for their respected chapter, and keep track of all chapter funds and all money brought to the chapter through fundraisers etc.
- If their SERVANT SOULS RC chapter should decide to close, all moneys of the chapter must be transferred to a charitable organization.
- The said charitable organization must be recognized as exempt from federal taxes under internal revenue service tax code 501(c).

## *Expulsion of a Chapter*

Any member who alleges that a chapter is conducting itself in a manner that conflicts with the SERVANT SOULS RC by-laws must send substantiated proof of such allegations to the National Board. The national board will proceed with the possible expulsion as follows:

- The national board will have a meeting to discuss the allegations.
- If the allegations cannot be substantiated, a letter will be sent to the accused chapter president informing him of the allegations and that they cannot be substantiated.
- The allegations will be provided to the chapter in question in the form of a written letter and will be sent as a certified letter with return receipt.
- The accused chapter will have thirty (7) days to contact the national board and set up a meeting to contest the accusations.
- If the allegations can be substantiated, a 100% vote of the national board members, present at a meeting, are required to expel a chapter.
- If the national board decides to expel a chapter, a written letter sent by means of a certified letter with return receipt will be sent to the president of the expelled chapter indicating expulsion and the rationale thereof.

When formal expulsion from the SERVANT SOULS RC is mandated, the expelled chapter will:

- Cease and desist from the SERVANT SOULS RC.
- Turn over their patches and any other SERVANT SOULS RC property to the national board within thirty (30) days of expulsion notification.
- Will have no right, title, interest, or claim in any assets of the SERVANT SOULS RC.
- Relinquish any rights to a refund of fees or contributions by the expelled chapter to the national board.
- Dispose of all assets to a charitable organization. The charitable organization must be recognized as exempt from federal taxes under internal revenue service tax code 501(c).
- The national board will notify all SERVANT SOULS RC chapters of the expulsion.

If the expelled chapter fails to return any and all property owned by the SERVANT SOULS RC within thirty (30) days, the national board will file a criminal complaint with the state police of the expelled chapters location requesting theft charges be filed against the chapter's president and/or its general membership.

- No member from that chapter may transfer to another chapter during the time of the allegations to escape the pending decision of the national board.

## Code of Conduct and Discipline

### *Code of Conduct*

All members of the Servant Souls are expected to conduct themselves in a manner that will bring honor, integrity, and respect to the club at all times.

### *Reporting of Misconduct*

In the event that the actions of a member are deemed harmful to the organization, other members, or self must be reported to the chapter Executive Board. All evidence of the allegations of misconduct must be turned over to any available Board Member.

### *Disciplinary Actions*

- In the event that any [level] member is accused of actions harmful to the SERVANT SOULS RC, they will be brought up for review before the Chapter Board.
- Review of disciplinary actions may occur before a regularly scheduled meeting. A special meeting, in person, group messaging, or phone conference with a majority of Board Members will take place.
- All evidence regarding the allegations will be presented and the member in question will be given an opportunity to explain their actions.
- If the member is found guilty, the Board will decide the disciplinary actions against the member.
- Disciplinary actions include, but are not limited to verbal warning, written warning, probation, removal from office, demotion and expulsion from SERVANT SOULS RC.
- The Chapter Board must have 100% vote and it must be recorded in Secretary's minutes.
- The Sergeant-at-Arms will contact the member, advise the member of the outcome of the investigation and notify the member of all penalties imposed.

- In serious cases the Executive Board may invoke a temporary suspension prior to the disciplinary hearing by a unanimous vote.
- Any punishment that rises to the level of suspension or expulsion must be submitted to the National Executive Board along with evidence for review.
- National Board will notify the Chapter immediately if decision stands or is denied.

### *Patches*

Club patches are defined as the one piece patch worn on the back of a black vest or other approved clothing.

### *Ownership*

All issued patches are the sole property of the SERVANT SOULS RC and issuance of patches to a member should be taken to mean nothing less.

### *Rights*

The SERVANT SOULS RC name and emblems are property of the Servants Souls RC and should not be reproduced by any individual, chapter member or local chapter without expressed consent.

### *Surrender*

Any member who leaves the club is required to return their patches immediately as well as any other items that denote membership or property belonging to the club.

If member refuses to return their patches, local law enforcement will be notified of stolen property and criminal charges will be filed.

### *Displaying of Patches*

- Members must wear their patches when participating in all club functions unless otherwise advised.
- Wearing club patches is a privilege not a right.
- Medical License or Veteran name plate patch will be worn on left side of vest.

- Ride/event patches, pins or other decoration must be worn on the front of the vest and may not go past the side of the vest, jacket or clothing.
- “In memory” patches must be worn at the bottom hem of the vest, jacket or clothing. These are the only patches permitted on the back of the vest and must remain along the hem of the vest. (Begin “In memory” patches on the left side/back of the vest.)
- Members are not permitted to wear rib rockers or any other patches claiming territory, patches or pins that are considered vulgar, inappropriate, sexual or racial in nature (i.e. FTW, DILLIGAF).
- The chapter or National Executive Board will determine the appropriateness of pins and patches.
- Patches are never to be worn by non-club individuals.
- Patches are to be worn and handled with respect.
- Members must maintain control of their Patches at all times when in public.

Location of required patches is applicable are as follows.





### *“Class A” and “Class B” vests and T-shirts*

- Class A (vests) – member vests (black) with all patches stitched in appropriate location.
- Class B (shirts) – Any shirt, tee, long sleeve or sweatshirt that has been issued or approved by the National Executive Board which displays the full patch on the back.
- Members may wear Class A vests at any function, event or independent ride they wish, so long as it does not bring disrespect to the club.
- All members are required to own a Class A vest and will be required to wear them at specific events designated by the chapter Executive Board.

### **Amendment of By-laws**

- Any chapter by-law may be amended by the National Board by a 100% vote.
- Proposed amendments to the by-laws must be suggested by a full member to the Chapter Board and presented to the National Board
- Proposals should be submitted in writing at least 30 days prior to the next scheduled National Board meeting for consideration.

### *Liability*

The SERVANT SOULS RC accepts no responsibility or liability for the actions of any of its members or the actions of any other chapter or organization. All chapters and members must have written permission to wear the SERVANT SOULS RC patches.

### **Weapons**

The SERVANT SOULS RC is not responsible for an individual member who carries a weapon unlawfully. Weapon restrictions apply and the failure to comply with club by-laws and federal law could result in revocation of membership status. Open carry (in plain view) is **NOT** permitted when the member is representing the club by wearing a Class-A vest or Class-B shirt/apparel at any club function, event or ride. Members may carry folding and “fix blade” knives. Blades may not exceed the length set forth by the state they are in.