

# **CHARTER and BY-LAWS OF THE OFFUTT RIDERS ASSOCIATION**

## **CHARTER**

### **ARTICLE I Name and Authority**

The name of this organization shall be the OFFUTT RIDERS ASSOCIATION and hereafter referred to as the ORA, or the association. They shall have the authority to operate on OFFUTT AFB only with the consent of the installation commander. Operation depends on compliance with the requirements and conditions of this charter, Air Force instructions, installation instructions, state laws and associated by-laws and all applicable directives and policies.

### **ARTICLE II Purpose, Goals, and Objectives**

**PURPOSE:** To establish and maintain a spirit of comradeship and esprit de corps that will enhance the prestige of all motorcycle riders, encourage on-going rider education and skills development, and reduce the potential of motorcycle mishaps. Set an example for all personnel according to the standards, traditions, and customs of the Department of Defense. To operate and conduct itself in a manner that provides equal opportunity and treatment for all motorcyclists. To support the sport of motorcycling in a safe manner, obeying all law enforcement regulations whether they are DoD, State, or local in nature.

#### **GOALS:**

1. The ORA seeks to improve morale, promote rider awareness and skills improvement. The ORA seeks to enhance the base and local community relationship through community service efforts and events by unifying and combining the unique and individual talents of the ORA members.
2. Each member is encouraged to actively participate, to support the objectives of the ORA by setting a positive example, and to promote the safety and welfare of all members.

#### **OBJECTIVES:**

1. Provide each member with the collective knowledge, experience, and influence of the ORA positively affecting motorcycling on and off the installation.
2. Improve rider skills through mentorship for new riders and continuing education for all riders.
3. Establish an effective means of communication with all members to exchange ideas and keep attuned to changes in attitudes and behaviors of installation riders.
4. Promote the positive status of motorcycle riders in the local community.

5. Promote and support safety recognition programs.
6. Introduce new riders to the ORA and familiarize them with the goals and objectives of the ORA.
7. Promote social gatherings upon the base and with local community leaders.
8. Plan for and promote the use of designated driver and other effective DWI prevention programs with all ORA sponsored, organized or attended events where alcoholic beverages are consumed.
9. Provide a forum wherein any policy, program, problem or item of interest to the members in general, may be discussed freely.
10. Assist in maintaining a high state of group morale and esprit de corps, while encouraging the highest standards of safety, bearing, and behavior.
11. Improve the morale and welfare of the ORA members and their family members.
12. Invite guest speakers to talk about topics of interest to the members, with emphasis on safety, rider skills, and community/family enhancement.

### **ARTICLE III**

#### **Qualification of Members and Fees**

#### **SECTION A: Membership**

Membership in the ORA shall be strictly voluntary and without regard to race, color, religion, sex, national origin, age, or handicap. Membership is open to all Active Duty Military, Retired Military, DoD Civilians, DoD Contractors who work at Offutt AFB or live in the Bellevue and Omaha area. Membership is also open to all dependents over the age of 16 and all Veterans who served honorably. Membership will not be granted to any prospect or member of a known or unknown outlaw motorcycle club. Active members must have a motorcycle endorsement on their license and maintain insurance as required by law. All active duty military members and civilian employees (as required by DoD and service instructions) will have a Motorcycle Safety Foundation (MSF) RiderCourse<sup>SM</sup> completion card. All members must be aware that they are jointly and severally liable for the obligations of the ORA. Membership shall consist of four categories as defined below:

1. **Charter Member:** Any individual who joined the ORA and paid the initial \$5.00 fee, prior to 1 November 2004. Charter members have all the same privileges as Active Members discussed below, and have the special designation of being a "Charter Member".
2. **Active Member:** Any individual who joins the ORA after 1 Nov 2004. An active member is authorized to vote upon and discuss all matters in which the membership has interests.
3. **New Rider Member:** Any new member, who has less than 1 year riding experience, upon applying for active membership, or is intending to purchase a motorcycle in conjunction with joining the ORA. A mentor must be selected from the general membership to observe and advise the new rider for a period of six months. The mentor is selected by an agreed upon decision of the President, Vice President, and Secretary. After completion of the six-month period, with mentor concurrence, the individual becomes an active member. During the six-

month new rider member status, the new rider may not vote in matters of the association but is encouraged to attend all meetings. If the mentor feels the member has not lived up to the principles or rules of the association a majority vote at a membership meeting is necessary for the individual to remain a member of the association.

4. **Honorary Member:** May be extended to any adult person with a simple majority vote of the active members present at any membership meeting, except as mentioned below. Such membership is restricted to individuals who have taken positive actions that support the association's principles, purposes, and objectives. Said members are not authorized to vote.

### **SECTION B: Participation**

Active participation and support of projects, activities, and functions of the ORA are encouraged and are the responsibility of every member.

### **SECTION C: Denial of Membership**

Membership may be denied or withdrawn from any member deemed inactive under the conditions prescribed by the officers of the ORA in accordance with Article III, sections A and D, of this charter and Article I of the by-laws (See Road Captains). Membership may be terminated at the written request of the member.

### **SECTION D: DUI/DWI**

Any member convicted of a DUI/DWI will be suspended from active membership status in the ORA. Suspension of active membership will be based upon actual loss of base/civil privileges as deemed appropriate by command/civil authorities, based on legal outcome.

### **DUES**

1. Charter/Active Member: \$10.00 per year
2. Honorary Member: No Dues

### **BY-LAWS**

The following By-Laws are set forth for the normal operation and administration of the ORA and are directed on, and a guide for, the ORA officers and members.

### **ARTICLE I**

#### **Officers, Their Duties, and Elections**

#### **SECTION A: (Elected Officers)**

Active members seeking elected office must have a minimum of three years street riding experience for consideration for any position. The following ORA officers are elected in accordance with the charter of the ORA, to serve a period of one year beginning 1 December.

1. President
2. Vice President
3. Secretary
4. Treasurer

The ORA 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 B: (Duties of Officers)**

### **President**

The duties are as follow:

1. Manage the ORA according to its Charter, 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 ORA spokesperson.
8. Chair Executive Committee.
9. Authorize expenditures, not to exceed \$100 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 members to the following non-elected positions as he/she sees fit.
  - a. **SAFETY DIRECTOR** (Briefs all safety issues affecting the membership)
  - b. **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.
  - c. **SERGEANT-AT-ARMS** (Administers discipline and is responsible for recovery of ORA property).
  - d. **HISTORIAN** (Maintains documentation of ORA history).
  - e. **PHOTOGRAPHER** (Photographs ORA events and members participating in/at events).
  - f. **RIDE CAPTAINS** (Maintains order during group rides, acts as ride leaders, briefs ride participants on hand signals to be used, spacing etc.)

### **Vice President**

The duties are as follows:

1. Assume duties of the President in his/her absence.
2. Appoints Nominating Committee members.
3. Serve as member of Executive Committee.
4. Act as ombudsman in resolution of disputes between members

## **SECRETARY**

The duties are as follows:

1. Record the minutes of membership meetings and take attendance.
2. Distribution of draft minutes within seven (7) calendar days electronically.
3. Receive approval of previous month minutes at next regular scheduled meeting.
4. Maintain a complete file of ORA 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 ORA.
9. Attest to the authentication of documents and any other actions by the President in the name of the ORA.
10. Maintain an ORA e-mail folder (if capability exists).

## **TREASURER**

The duties are as follows:

1. Collect and receipt for membership fees.
2. Issue and accept membership applications/resignations.
3. Maintain POC roster and make available to the ORA via e-mail or website.
4. Maintain ORA checking account(s).
5. Maintain membership roster and make available to the ORA membership.
6. Read monthly financial report at each membership meeting.
7. Provide financial report to the ORA membership, electronically.
8. Serve as member of the Executive Committee.

## **SAFETY DIRECTOR**

The duties are as follows:

1. The Safety Director acts as a liaison between other organizations.
2. Ensures that all members are briefed on safety issues affecting the membership.
3. Provides safety guidance to the association's board and membership.
4. Provides a safety briefing to the membership at least quarterly at the general membership meeting.

## **RIDE CAPTAINS**

The duties are as follows:

1. Must have at least three years street riding experience.
2. Lead the ORA in formation riding or parades. The Road Captain(s) provides 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 ORA 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 membership and will abide by the decision of the membership--majority rules.
5. One Road Captain will always ride point and set the pace. The senior Road Captain always rides drag to assure the safety of the ORA from behind and assist members with mechanical problems.
  6. Lead Ride Captain will ride at a level consistent with the most inexperienced rider's abilities.

## **SECTION C: MEMBER DUTIES AND LAWS**

1. Members will above all, uphold the basic club principles of honor, truth, respect, support, loyalty and commitment.
2. When representing the association on and off the installation, all members will conduct themselves with the highest regard of the association principles. The association must not be tarnished by unrestrained behavior, disrespect of fellow citizens, or acts that generally reflect poorly on the association's image and reputation.
3. Members will not endanger the association or any member by an illegal act or acts. If a member is arrested for illegal activities they will automatically be suspended from association activities and if found guilty of the offense(s) they will be dismissed.
4. Each member serves as a safety officer. Each member is responsible to identify and correct any condition that threatens the welfare of association members or the general public. Any willful act of unsafe riding witnessed by a fellow association member(s) may result in dismissal from membership. Members may plead their case at the next meeting.
5. Activities are conducted to encourage participation by all association members and no laws will be enacted which favor or separate members by the type of motorcycle they ride. Specific activities however, may be organized for specific bikes/riders at no risk of violation of this article, i.e. sport bike time trials at sanctioned race tracks.
6. No member will ride under an impaired physical condition. It is every member's responsibility to prevent another member from riding in an impaired condition.
7. Members will always hold the association in high regard. A member will never angrily accost, assault, or slander any other fellow association member. Members found in violation of this article will have their membership revoked. Grievances may be brought to the Vice President who will act as ombudsman in settling of the dispute.
8. Members will embrace and encourage an atmosphere of skills improvement, responsible riding, and riding enjoyment and discourage aggressive, competitive, and potentially self destructive riding behaviors.

## **SECTION D: Elections, Voting, and Officer Removal**

### **ELECTIONS**

Election of ORA officers is held annually during the November general membership meeting. The ORA Vice President at the August membership meeting will appoint a Nominating Committee consisting of at least three members. The committee will deliver to the September regular membership meeting a "Letter of Intent" which lists those members seeking election.

Members seeking to serve as officers of the ORA will have until the October regular membership meeting to return to the Nomination Committee a completed application and bio. The committee will submit a slate of candidates and accept nominations from the floor at the October membership meeting. Floor nominations will not be accepted unless the candidate is present and verbally accepts, or has provided an affidavit to the Nomination Committee. Nominees must have enough retainability to complete the term for which they are being nominated. If a member of the Nominating Committee becomes a candidate, that member is removed from the committee and a new committee member is appointed.

## **VOTING**

Voting for the election of officers will be by secret ballot. Voting on all other ORA business is by a show of hands with the majority ruling, or as stated below. Ballots for the annual election are provided to all members in good standing. For those active members unable to attend the November general membership meeting, absentee ballots may be obtained from the ORA secretary. Members of the nominating committee will tabulate ballots. The candidate for each position with the most votes wins.

## **OFFICER REMOVAL**

ORA 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 II Meetings of the ORA**

### **SECTION A: General Membership Meeting**

Shall be held once a year, in November for the purpose of electing new officers, disseminating other business, and inviting new riders to join. To convene a general membership meeting, a quorum of one-fourth (1/4) or more of the active membership is necessary. Motions/solutions and revisions/amendments 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.

### **SECTION B: Regular Membership Meeting**

Shall be held monthly as so stated in the by-laws for the purpose of conducting business that may be brought before the ORA, listening to guest speakers, etc. To convene a regular membership meeting, a quorum of at least three board members, and 10 percent or more of the active membership is necessary. Motions/resolutions and revisions/amendments 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.

## **ARTICLE III Revisions, Adoptions, Amendments, and Review**

### **SECTION A: Revisions/Adoptions**

The adoption and or revision of this 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 written notice is given the ORA. Any revision to this charter and associated by-laws shall not conflict with any installation or

