

# **VIRGINIA CHAPTER 27-10 BY-LAWS**

**Scope and Purpose:**

The Virginia Chapter 27-10 By-Laws are used to govern the day-to-day operations of Chapter 27-10.

All By-Laws will be in accordance with (IAW) the current Combat Veterans Motorcycle Association® (CVMA®) National By-Laws with the additional Chapter requirements.

All By-Law changes will be captured in Annex1, Summary of Changes

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

### **Section 1 (a)**

The name of the association is: Combat Veterans Motorcycle Association® Chapter 27-10 (hereinafter referred to as Chapter 27-10)

- 1) Principle office of Chapter 27-10 is P.O. Box 684, Upperville, VA 20184
- 2) Change of Address. The designation of Chapter 27-10 principal office may be changed by amendment of these By-Laws. The board of Officers may change the principal office from one location to another within its area of incorporation by noting the changed address and effective date below, and such changes shall not be deemed minor, and require an amendment of these By-Laws.
- 3) Other Offices. Chapter 27-10 may also have offices at such other places, within or without its state of incorporation, where it is qualified to do business, as its business and activities may require, and as the board of directors may from time to time, designate.

### **Section 1 (b)**

IRS Section 501(c)(3) Purposes. Chapter 27-10 is organized exclusively for charitable, religious, educational and/or scientific purposes as specified in Section 501(c)3 of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)3 of the Internal Revenue Code. The "Chapter Executive Board" (CEB) has the authority to change the Chapter By-Laws if any part is found to be in conflict with Federal or VA state tax laws.

### **Section 2**

Logo: In accordance with (IAW) National By-Laws.

## **ARTICLE 2: OBJECTIVES**

IAW National By-Laws.

## **ARTICLE 3: MEMBERSHIP**

All membership requirements shall be IAW National By-Laws with the following exceptions:

### **Section 1 (a)**

- 1) Full Member:
  - a) IAW National By-Laws.

### **Section 1 (b)**

- 2) Support Members:
  - a) May only vote on Chapter 27-10 level business
  - b) Cannot hold a CEB position
  - c) Can hold an appointed Chapter position

### **Section 1 (c)**

- 3) Auxiliary Member:  
IAW National By-Laws.

### **Section 2**

Application: IAW National By-Laws, with the exception:

- 1) Chapter 27-10 application packets will only be given to potential members at chapter meetings
- 2) Potential member will fill out CVMA® application, patch agreement form and review all safety and group riding documents and will return a completed and signed application and patch agreement form at any following monthly Chapter meeting
- 3) Chapter 27-10 CEB will review potential member's qualifying documents, application and patch agreement form at the next CEB meeting.
- 4) Chapter 27-10 will forward potential member's qualifying documents, application and patch agreement form to the Virginia State Representative for approval and forwarding to National Board of Directors (NBOD).

### **Section 3**

Attendance: IAW National By-Laws.

### **Section 4**

Conduct: IAW National By-Laws.

### **Section 5**

Licensing: IAW National By-Laws.

### **Section 6**

Deployed members: IAW National By-Laws

## **ARTICLE 4: MEMBERSHIP DUES**

IAW National By-Laws.

## **ARTICLE 5: ELECTIONS**

### **Section 1**

All nominees for any Chapter office must be:

- 1) Active and in good standing in the association
- 2) Have a minimum of one (1) full year of CVMA® membership, or a minimum of six months of CVMA® membership if a member of one year or more does not elect to run for office
- 3) Medically retired members of Chapter 27-10 may not hold an officer position

### **Section 2**

All CEB and appointed officers must remain active members in good standing for the duration of the term while in office. Any CEB or appointed member can be removed from a held position, by vote of the members, under the following conditions:

- 1) Failure to maintain a status of "Member in Good Standing"
- 2) Excessive absences: Generally considered absent from four (4) or more chapter meetings within a twelve (12) month period
- 3) Dereliction of duty

### **Section 3**

All officers are to be nominated and elected at a Virginia Chapter 27-10 meeting in May of an election year and will assume office no later than 1 June of the same year.

- 1) Elections shall be staggered as follows:
  - a) Commander and Secretary; odd years
  - b) Executive Officer, Treasurer, Sergeant at Arms; even years
- 2) Term of office shall be 24 months or until a successor is/are duly qualified
- 3) Consecutive terms are permitted
  - a) Two (2) consecutive term limit is imposed

### **Section 4**

Nominations for Virginia Chapter 27-10 CEB shall be taken for three (3) consecutive months starting in February of the election year.

### **Section 5**

Should any member of the CEB for Chapter 27-10 resign or be removed for any reason, the CEB has the authority to appoint a qualified member to replace the vacant position until an election can be held at the next scheduled Chapter meeting.

- 1) The term of duty will be for the duration of the current term.

## ARTICLE 6: DUTIES OF OFFICERS

### Section 1

- 1) The CEB constitutes the Executive Board of the Association, through its officers, by majority votes, responsible for:
  - a) The execution of the authorized policies
  - b) Fills vacancies in any office of the CEB
  - c) Submits to the Chapter meetings and recommendations affecting policies of the Chapter which have been previously approved
  
- 2) The Chapter Executive Board shall consist of the following and will be elected positions:
  - a) Chapter Commander
  - b) Executive Officer
  - c) Secretary
  - d) Treasurer
  - e) Sergeant at Arms
  
- 3) The Chapter Staff shall consist of the following and may be appointed by the CEB and confirmed by Chapter members:
  - a) Immediate Past Commander
  - b) Public Relations Officer
  - c) Chaplain
  - d) Road Captain/Safety Officer
  - e) Quartermaster
  - f) Webmaster
  - g) Detachment Commander (If applicable)

### Section 2

- 1) The Chapter Commander shall:
  - a) Preside over all meetings of the association
  - b) Serve as Chairman of the CEB
  - c) Act as Ex officio member of all committees
  - d) Issue the call for regular and special, CEB and Staff meetings
  - e) Schedule regular and special elections
  - f) Ensure all meetings are held IAW these Bylaws
  - g) Carry out the directives of the CEB
  - h) Act as signatory for all monetary transactions where required

### Section 3

- 1) The Executive Officer shall:
  - a) Perform all duties of the Commander in his/her absence or by his/her direction
  - b) Hold accountable all CEB/Staff positions in the performance of their duties

- c) Organize, schedule, provide agenda for all Chapter meetings
- d) Hold the position of Chair of Chapter By-Laws committee
- e) Act as signatory for all monetary transactions where required

#### Section 4

- 1) The Secretary shall:
  - a) Receive, review and submit membership applications and administrative requests to the State Representative
  - b) Keep minutes of the Board and general membership meetings, to include:
    - i) Number of members present at the meeting,
      - (1) Broken down by status, i.e. Full Members, Support Members and Auxiliary Members
    - ii) Record of motions and seconds
    - iii) All other pertinent information discussed at meetings.
  - c) Act as custodian of the Chapter 27-10 By-Laws
    - i) Ensure they are reviewed and updated to reflect approved amendments, no less than annually

#### Section 5

- 1) The Treasurer shall:
  - a) Collect dues and other forms of income due to the association
  - b) Maintain Chapter accounting books
  - c) Perform all duties as related to the IRS and the status of a 501(c)3
  - d) Make payments from the association's funds when so ordered by the CEB
  - e) Act as signatory for all monetary transactions where required
  - f) Make regular reports of the association's financial status to:
    - i) The CEB
    - ii) State Representative
    - iii) The Chapter membership
  - g) Assist the Quartermaster in the purchase of supplies for the Chapter Store
  - h) Act as main liaison to the State Representative and State Quartermaster in the issuance of member Patches

#### Section 6

- 1) Sergeant at Arms shall:
  - a) Ensure that the bylaws, policies, and standing rules are not violated
  - b) Ensure that the orders of the CEB are carried out in an expeditious manner and that the directives of the Chapter members are carried out by the CEB in a timely manner
  - c) Keep order at all chapter events in a respectful manner
  - d) Report inappropriate or improper behavior of incident to the CEB
  - e) Obtain and secure any patches from any member who resigns or is expelled
  - f) Be responsible for the safety and security of the chapter's members

- g) Keep and maintain a record of all data pertinent to the safety and security of the chapter and its members

### **Section 7**

- 1) Immediate Past Commander shall:
  - a) Act as advisor to the CEB
  - b) Assist the CEB as necessary

### **Section 8**

- 1) The Public Relations Officer (PRO) shall, in conjunction with and approved by the association's Commander:
  - a) Maintain a file of all the Virginia Chapter 27-10 publicity and have it ready to present at each meeting and all association functions
  - b) Duties will include:
    - i) Historian
    - ii) Pictures
    - iii) Newspaper articles
    - iv) TV and radio announcements
    - v) Web presence, to include all multi-media

### **Section 9**

- 1) The Chaplain shall:
  - a) Provide, non-denominational, spiritual guidance when requested.
  - b) Provide assistance emergency situations and times of crisis. E.g.
    - i) Hospitalization, injury, or death
    - ii) Funerals
  - c) Organize an honor guard
  - d) General counseling to members and their families
  - e) Find appropriate resources for dealing with such issues as post-traumatic stress disorder, substance abuse, or other critical incident stress management problems
  - f) Conduct visitation with veterans and their families to provide comfort and encouragement
  - g) Give invocations, dedicatory prayers, or benedictions

### **Section 10**

- 1) Road Captain shall:
  - a) Be recommended for appointment to the Commander and report directly to the SAA
  - b) Act as ride safety officer



**Section 11**

- 1) The Quartermaster shall:
  - a) Maintain the 'Chapter Store' at meetings and events
  - b) Maintain a balance sheet
  - c) Report directly to the chapter Treasurer for all money matters

**Section 12**

- 1) The Webmaster shall:
  - a) Be appointed by the CEB and report directly to the PRO
  - b) Maintain all matters related to the web site, social media, etc.

**Section 13**

- 1) The Detachment Commander shall:
  - a) Preside over all meetings of the Detachment
  - b) Issue the call for regular and special, Detachment meetings
  - c) Ensure all meeting are held are held IAW these bylaws
  - d) Carry out the directives of the CEB with regards to Detachment business
  - e) Ensure Detachment meeting minutes are given to the Chapter Secretary

**ARTICLE 7: MEETINGS****Section 1**

A quorum of conducting business shall be a minimum of at least 5 Full Members present and 3 CEB members at a properly announced meeting.

**Section 2**

Special Membership meetings and special CEB meetings can be called by the Commander or two active members after notifying the CEB.

**Section 3**

"Robert's Rules of Order" shall be followed as the guidelines for running all Chapter 27-10 meetings.

**Section 4**

Meeting location, time, and dates will be set by the CEB IAW these bylaws.

- 1) Meetings shall be held within the Chapter area. Exceptions can be made at the discretion of the CEB.

## **ARTICLE 8: DELEGATIONS**

Delegations will be appointed by the Commander, but are subject to the approval of the CEB, to represent the association at any convention, meeting, rally, and/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**

These By-Laws may be altered, or repealed and new By-Laws adopted only at scheduled chapter meetings by two thirds (2/3) vote of the members present and casting a vote.

### **Section 2**

- 1) All submissions for changes will be brought to the membership prior to a meeting and voted on at the next scheduled meeting
- 2) No Bylaw changes will be submitted and voted on at the same meeting

### **Section 3**

- 1) Approved and accepted amendments take effect immediately upon approval by the NBOD
- 2) Any changes to any Article and/or Section of Chapter 27-10 will be discussed and voted on during a meeting where a quorum of members is present.

## **ARTICLE 10: DONATIONS**

### **Section 1**

The CEB has the authority to give a donation up to \$200 on behalf of the Chapter. Any amount above this limit shall require vote by the general membership.

Distribution of Assets:

- 1) Upon the dissolution of VA Chapter 27-10, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or shall be distributed to the federal government, or to a state or local government, for a public purpose. Such distribution shall be made in accordance with all applicable provisions of the laws of this state.

## **ARTICLE 11: CONFLICT OF INTEREST**

### **Section 1**

Whenever a member or CEB officer has a financial or personal interest in any matter coming before the Chapter or CEB, the CEB shall ensure that:

- 1) The interest of such member or officer is fully disclosed.
- 2) No interested member or CEB officer may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting of the members or CEB at which such matter is discussed or voted upon.
- 3) Any transaction in which a member or CEB officer has a financial or personal interest must be duly approved by the CEB as being in the best interests of the organization.
- 4) Payments to the interested member or CEB officer shall be reasonable and shall not exceed fair market value.
- 5) The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

**ANNEX 1**

**SUMMARY OF CHANGES:**

