

**Manchester H.O.G. Chapter #1294
By-Laws**

July 2009

The following Manchester Chapter By-laws may not replace, supersede or conflict with the National Charter and H.O.G. Operating Policies.

The Manchester Harley Owners Group (“H.O.G.”) Chapter #1294 abides by and enforces all articles of the H.O.G. Charter for Local Chapters, which have been provided and set forth in the H.O.G. Chapter Handbook.

ORGANIZATION:

The Manchester H.O.G. Chapter has adopted and put into effect a proper “Chain of Command” as a governing body. A copy of this organizational structure is an attachment and part of these By-Laws.

OFFICERS:

In accordance with Article V of the H.O.G. Charter for Local Chapters, the sponsoring dealership (Manchester Harley-Davidson and Buell, Inc.) has chosen to allow the general membership to vote on an annual basis for all officer positions. The voting for officers will take place in the month of November, and the elected officers will assume their position on January 1st of the next calendar year. Voting will be by a ballot format and only Manchester Chapter members in good standing (a member in good standing is defined as any Manchester Chapter member whose both National and Local dues are paid and current) will be allowed to vote. Nominations for all officer positions will be solicited from the membership during the October general meeting. Notice of the upcoming nominations and election will be communicated by way of the Chapter newsletter and at the monthly general membership meeting. In order for all Chapter Members to become familiar with the nominees, a “Meet the Candidates Night” will be held two (2) weeks prior to the November elections. Results of the November election will be announced in the next available issue of the Chapter newsletter, and also posted on the ‘Members-Only’ section of the website.

In the event that an officer position is not filled, the newly elected Primary Officers will solicit members in good standing to fill the vacant position(s). The Primary Officers will select and appoint interested members to occupy unfilled Officer positions, and will make the appointment(s) known at the next general meeting. In the event an Officer is unable to complete his/her term of office, whether elected or appointed, the Primary Officers will appoint a replacement to serve until the end of the current term. Manchester Harley-Davidson and Buell, Inc. may overrule any or all votes and appoint officers at any time.

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PRIMARY OFFICERS

In accordance with the National Charter, the four positions described below constitute the Primary Officers: Director, Assistant Director, Treasurer and secretary. Co-Officers are not permitted. A Manchester Chapter member may not hold more than one Primary Officer position nor can he/she run for more than one Primary Officer position at the same time. Primary Officers of other H.O.G. Chapters are ineligible to run for or hold a Primary Officer position in the Manchester Chapter. An individual may serve as a Primary Officer and a Discretionary Officer concurrently. The term for Primary officers will be one (1) year. The term for Discretionary Officers will be one (1) year

DIRECTOR:

The Director will uphold the National Charter and the Chapter By-Laws, conduct Chapter meetings and coordinate Chapter Officer responsibilities. The Director is the key interface between the Chapter, Manchester Harley-Davidson and Buell, Inc. and the Regional H.O.G. Manager.

ASSISTANT DIRECTOR:

The Assistant Director will assist the Director in carrying out the Director's duties. The Assistant Director is also responsible for promoting membership, membership orientation, membership retention and keeping the Chapter members informed of H.O.G. programs. The Assistant Director will also act as H.O.G. State Rally Liaison and will ensure that information regarding H.O.G. State Rallies is communicated to the Chapter membership.

SECRETARY:

The Secretary is responsible for the administrative needs of the Chapter, keeping the minutes of Chapter annual business meetings and general meetings, overseeing the position of Membership Officer, if it exists, and submitting to H.O.G., the H.O.G. Chapter Charter Application and any other reports as required by H.O.G. Further, the Secretary will ensure that all insurance requirements are met (including participating signatures to required release forms), shall ensure preparation of injury report forms, timely submission of injury report forms to the appropriate insurance company and shall be responsible for the maintenance and storage of release forms and injury reports. The Secretary may serve, at the discretion of the Director, as Membership Officer.

TREASURER:

The Treasurer is responsible for the collection and disbursement of Chapter funds, preparing a Profit & Loss Statement, which will be made available to the Membership on a monthly basis, submitting an annual financial report to H.O.G. and compliance with all revenue recording and reporting requirements. The Treasurer is also responsible for administering any and all federal, state and local revenue reporting and taxation requirements.

DISCRETIONARY OFFICERS:

The following Officer positions are Discretionary. National H.O.G. only recognizes one individual for each position. In the best interest of the Chapter, we allow two (2) individuals to be elected and serve as Co-Officers in all Discretionary officer positions. When Co-Officers are elected, only one will be listed on the National H.O.G. paperwork as the "Officer of Record". In all Chapter matters and publications, both will have the same job description, responsibilities and benefits of their office.

LADIES OF HARLEY OFFICER:

The Ladies of Harley (L.O.H.) Officer is responsible for encouraging women members to take an active part in Chapter activities. The L.O.H. Officer will conduct regularly scheduled L.O.H. meetings and activities as needed, which are open to all Chapter members.

MEMBERSHIP OFFICER:

The Membership Officer is responsible for ensuring that all Chapter members are current National H.O.G. members, having on file a signed copy of the Annual Chapter Membership and Enrollment Form and Release of each member as signed on an annual basis; maintains Chapter membership report, providing quarterly updates to the National H.O.G. office or maintaining on the 'Chapter Business' site of members.hog.com. At the discretion of the Director, the Membership Officer position may be combined with the Secretary position.

ROAD CAPTAINS:

The Head Road Captain is required to have completed all of the requirements for a Road Captain as well as an Experienced Rider Course (ERC). The Head Road Captain is also responsible for ensuring that he/she has an adequate number of Road Captains, and is also responsible for their instruction.

The requirements to become a Road Captain:

1. A Manchester Chapter Member in good standing for a period of one (1) year;
2. Minimum of 5,000 miles riding experience;
3. Ridden with the Chapter on three (3) rides;
4. Completed the *Rider's Edge* Group Riding Course;
5. Completed the Manchester Chapter Road Captain Training Program;
6. Satisfactorily assisted on a Chapter ride as "Sweep" (prior approval of Head Road Captain required);
7. Satisfactorily planned and led one (1) ride under the supervision of the Head Road Captain (or his/her designee);

It is recommended that all Road Captains complete an Experienced Rider Course (ERC).

In order to maintain Road Captain status, the Road Captain must:

- Plan and lead one (1) ride during the calendar year
- Act in a Road Captain capacity on three (3) other rides during the calendar year
- Attend a Manchester Chapter Road Captain Refresher Course on a yearly basis

In appreciation of their service to the Chapter, any member who has served as an Officer and simultaneously as a Road Captain will be granted Honorary Road Captain status with no participation requirements. However, Honorary Road Captains must attend the Chapter yearly Road Captain Refresher Course to lead any Chapter rides.

The Head Road Captain is also responsible for preparing and posting a Chapter ride schedule

ACTIVITIES OFFICER:

The Activities Officer is responsible for all social, non-riding activities of the Chapter. He/she must ensure that all activities that are planned meet with Primary Officers' approval.

SAFETY OFFICER:

The Safety Officer is responsible for providing Chapter members with information relating to rider safety training. He/she is also responsible for coordinating rider safety programs to include, but not limited to:

- Experienced Rider Course (ERC)
- CPR and First Aid Training
- Riders' Edge Program

EDITOR:

The Editor is responsible for assembling and organizing written, oral (broadcast) and electronic material for Chapter publications, e.g., newsletters, press releases. All Chapter publications, whether written, oral (broadcast) or electronic, shall be subject to approval by Manchester Harley-Davidson and Buell, Inc. prior to publication.

PHOTOGRAPHER:

The Photographer is responsible for obtaining and organizing Chapter photographs for use in Chapter publications and Chapter history albums.

HISTORIAN:

The Historian is responsible for the preparation and maintenance of a written account of the history of the Chapter, to include Officer positions, Chapter activities and membership levels.

WEBMASTER:

The Webmaster is responsible for assembling, organizing and maintaining material for the Chapter Website and seeking approval from the Director and/or Assistant Director prior to publication.

OTHER POSITIONS

The Primary Officers may create other positions they deem beneficial to the Chapter. Appointees must be approved by a majority vote of the Officers. Appointments will expire at the end of the calendar year.

OFFICERS MEETINGS:

The Officers will meet on a regular basis to ensure proper management of the Chapter. The Secretary will be responsible for documenting and distribution of the meeting minutes.

ANNUAL MEETING:

The Primary Officers must meet annually with Manchester Harley-Davidson and Buell, Inc. for the Chapter Business Meeting.

FUNDRAISING:

At the January meeting, the General Membership will vote to determine the single charity the Chapter will support for the year. Funds raised for this charity must be raised under the charity's Federal ID Number, go directly to the charity, and not enter the Chapter account. From time to time, the Chapter may choose to hold fundraising events for the benefit of the Chapter. These types of events are for the purposes of generating revenue for the Chapter and must never be publicized as charitable events.

CHAPTER WEBSITE:

Due to concerns over content that has been posted on the "Forum" section of the Chapter Website, the following policy will take effect immediately: Under the heading of "General Manchester HOG Discussion", all postings will be removed after sixty (60) days. The rest of the sections will not be affected by this policy. In addition, if any postings on the Forum are deemed to be unacceptable and inappropriate towards the Chapter, Chapter Members, or the Dealer, the posting will be removed immediately by the Forum Administrator. The Forum Administrator is one of three anonymous people that have been designated by the Officers.

MEMBERSHIP:

Any National H.O.G. member, which may include both Harley-Davidson and Buell owners, may join the Manchester H.O.G. Chapter. The annual membership dues in the Manchester Chapter are \$20. An expired membership in National H.O.G. automatically terminates membership in the Manchester Chapter. It will be the responsibility of any person applying for or renewing membership in the Manchester Chapter to provide proof of his/her National membership as a condition of eligibility for membership. Membership cards will be issued immediately upon verification of National membership, receipt of dues and enrollment form. Membership in the Manchester Chapter will run for one year and will expire during the anniversary month of the members' National date. Manchester Harley-Davidson & Buell, Inc. reserves the right to suspend or terminate membership in the Manchester H.O.G. Chapter.

NEWSLETTER:

The newsletter must be printed and distributed a minimum of six times in a calendar year. It is the responsibility of the Secretary to ensure that the Editor complies with Article IX of the H.O.G. Charter for Local Chapters. The Chapter newsletter will contain no information of personal intent or for personal gain. In addition to the general membership distribution, all local H.O.G. Chapters will be sent a copy of the newsletter, as well as the Harley-Davidson District Manager, the Regional H.O.G. Manager, and Manchester Harley-Davidson and Buell, Inc.

COMMUNICATION:

The Chapter supports and utilizes six vehicles of communication: Chapter newsletter, monthly Chapter meetings, a voice-mail messaging mailbox (hotline), electronic mail, Chapter Website and H.O.G. bulletin board (located at Manchester Harley-Davidson and Buell, Inc.). Any immediate changes that cannot be posted in the Chapter newsletter, will be brought to the attention of the general membership at either the monthly general membership meeting, and/or posted on the Chapter Website and/or posted on the hotline and/or distributed via email. Also, any benefit that may be offered to a Manchester Chapter member will be communicated via these networks, i.e. special Chapter or dealer promotions.

VISITING RIDERS/GUESTS:

It is mandatory that any visiting riders sign a Waiver/Release for both rider and passenger and present it to the Road Captain. A member, in good standing, may sponsor multiple visiting riders/guests during the course of a riding season. A member, in good standing may sponsor an individual rider up to three (3) times per riding season. It is mandatory that the visiting rider be riding a Harley-Davidson or Buell motorcycle (unless previous arrangements have been made with the Chapter Director or Head Road Captain). All visiting riders are required to attend Pre-Ride Meetings and abide by the direction of the Road Captain.

RIDING OF NON-HARLEY MOTORCYCLES:

The riding of non-Harley/Buell motorcycles is permitted at all Chapter rides by National H.O.G./ BRAG[®] Associate members only. National Associate members must also be members in good standing in the Manchester H.O.G. Chapter.

DEFINITION OF ACTIVE MEMBER:

The Sponsoring Dealer and the Primary Officers will define the term "Active Member", for the purpose of any special member benefit offered by the Sponsoring Dealer. In all such matters the Sponsoring Dealer will have final authority.

BY-LAW CHANGE/VOTING PROCESS:

In order to make a change to a Chapter By-Law:

- The issue must not conflict with the National H.O.G. Charter for Local Chapters.
- If there is no conflict, the Secretary will read the issue back to the member to ensure the issue is clearly stated.
- Approved by the Dealer and Regional H.O.G. Manager
- The issue will be printed in the next issue of the Chapter Newsletter
- The voting will be by ballot format.
- Be validated by three (3) non-interested party.
- The voting results will be published in the next Chapter Newsletter
- If the issue is approved, the Secretary will incorporate the change into the By-Laws.

