

# CHROME HILL CHAPTER 9943

## CONSTITUTION



### INTRODUCTION

The purpose of the Constitution is to create structure and consistency between the way the Chapter is managed and the HOG Chapter Charter. Where there is a conflict between this Constitution and the HOG Chapter Charter, the HOG Chapter Charter shall always prevail.

### MEMBERSHIP

1. Any member of the Harley Owners Group (“HOG”) may join the Chrome Hill Chapter.
2. All prospective members must submit a completed application form annually to the Membership Officer, along with the appropriate membership fee.
3. The Chapter, in conjunction with the Dealer Principal, reserves the right to refuse membership.
4. Members shall always bound by the terms and principles of the HOG Chapter Charter, the standards required by the Sponsoring Dealership and the Chapter Constitution.
5. Membership renews annually in December. Any members who have not renewed their membership by 1<sup>st</sup> January will be removed from the Chapter membership
6. The cost of membership will be recommended by the Primary Officers and ratified by the Dealer Principal.

### CODE OF CONDUCT

1. All members will abide by the HOG Chapter Charter and the Chapter Constitution.
2. The Chapter requires all of its members to treat everyone with respect and dignity, regardless of their race, nationality, ethnic origin, disability, sexual orientation or gender and to respect the views of others even if they do not agree with them.
3. Threatening or aggressive behaviour will not be tolerated.
4. Chapter members are encouraged to socialise, integrate, establish relationships and nurture friendships with other Chapter members. However, if in doing so a member or group of members are seen to be creating a sub-group with its own identify, they may be deemed to be working in opposition to the Chapter. Examples include:
  - a. Arranging rides for Chapter members that conflict with those on the Chapter’s official ride schedule and that could be construed as being an official Chapter ride or event, not just a gathering of a small group of friends.
  - b. Creating a forum for Chapter members to negatively and publicly comment on the Chapter and / or its Sponsoring Dealer or Dealership staff.
5. Chapter members are not allowed to wear any 1% or MC club patches of any sort alongside Chapter or HOG Patches at any Chapter or HOG event, meeting or ride. Any member seen wearing a 1% or MC club patch will be asked to remove them immediately.
6. Action will be taken against any member exhibiting behaviour that does not align with the HOG Chapter Charter, the standards required by the Sponsoring Dealership and the Chapter Constitution.
7. All members should positively promote the Chapter and the Sponsoring Dealership to the best of their ability.

# CHROME HILL CHAPTER 9943

## CONSTITUTION



### CODE OF CONDUCT (cont'd)

8. The Dealer Principal, in conjunction with the Primary Officers, may suspend or revoke a person's membership if it is determined that a member's conduct is undesirable or contrary to the Chapter Constitution, the standards required by the Sponsoring Dealership or the HOG Chapter Charter. Where a decision is made to suspend or revoke membership, the Dealer principal will write to the member confirming the cancellation. The letter will explain the reason for the cancellation. The member's membership fee will be refunded for the year and a copy of the cancellation letter will be sent to the Regional HOG Manager.

### WHISTLEBLOWING PROCEDURE

1. A member should approach one of the Primary Officers or the Dealer Principal if they witness behaviour that does not align with the Chapter Constitution, the standards required by the Sponsoring Dealer or the HOG Chapter Charter.
2. An investigation will be conducted by the Dealer Principal and a decision on the appropriate sanctions will be taken in consultation with the Primary Officers.

### PRIMARY OFFICERS

1. The Chapter must at all times have 4 Primary Officers, the Director, Assistant Director, Secretary and Treasurer. The responsibility of each of the Primary Officers is outlined in the HOG Chapter Charter.
2. The Primary Officers are appointed by the Dealer Principal.

### OTHER OFFICERS

1. Any member may volunteer for an Officer position (except the 4 Primary Officer positions).
2. Appointment will be at the discretion of the Director and Dealer Principal.

### COMMITTEE

1. The Committee is made up of the following Officers
  - a. All Primary Officers
  - b. Dealer Principal
  - c. Head Road Captain
  - d. Ladies of Harley Officer
  - e. Webmaster
  - f. Membership Officer
  - g. Activities Officer
  - h. Editor
  - i. Social Media Officer
2. The Committee is responsible for the day to day running of the Chapter under the leadership of the Director. The responsibility of each of the Committee members is outlined in the HOG Chapter Charter.
3. Committee meetings will be held quarterly and minutes will be taken and made available to all members.
4. Committee meetings require a quorum of 3 Primary Officers and 60% of other Committee members.

# CHROME HILL CHAPTER 9943

## CONSTITUTION



### COMMITTEE (cont'd)

5. Where a vote is required, a simple majority passes the decision. Where votes are tied, the Director holds the casting vote.
6. Once a decision has been made, whether unanimous or otherwise, all Committee members are expected to support and implement it.
7. Committee members who consistently fail to undertake their roles may have their position revoked after consideration by the Director and the Dealer Principal.
8. Committee members may reclaim reasonable expenses, provided they are agreed in advance with the Treasurer.

### AGM

1. The purpose of the AGM is to give members the opportunity to vote on key decisions for the following year, to review the summary financial position of the Chapter and the budget for the following year.
2. The AGM will be held in January of each year.
3. Notice of the meeting will be issued on the website and social media.
4. Papers for the AGM will be distributed no less than 2 weeks before the AGM, including all financial information.
5. All members are entitled to vote on key decisions considered at the AGM and arrangements will be made to facilitate postal votes.

### CHAPTER MEETINGS

1. Meetings will be held quarterly.
2. The purpose is to allow the Committee to update members with the activities going on in the Chapter.
3. They also represent an opportunity for Committee members to meet with, socialise and obtain feedback on Chapter progress and events.
4. The meetings are also a way for members to socialise and the Committee will make every effort to ensure they are as friendly and welcoming as possible.

### FINANCE

1. At all times the Chapter will maintain an independent bank account.
2. The bank account should maintain a minimum balance of £1,000 at all times and expenditure that would take the balance below this level will require the approval of all 4 Primary Officers.
3. No Officer may enter into any debt arrangements on behalf of the Chapter.

### LIABILITY

No liability shall be entered into by the Chapter or the Committee in respect of goods or services offered by the Chapter.

### AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution require the consent of the Committee, Dealer Principal and approval of the Regional HOG Manager.