



National By-Laws
Final Draft
Effective 05/25/2024

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 a part of this family. This is done through the common interest of motorcycles, helping those in need, educating, 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. If at the time of a vote, the co-founders also hold the President's position, they will get one vote only in regards to how the chapter they represent has voted. The National Board will have direct oversight on all chapter activities, but will refrain from interfering with individual chapter decisions unless it is a violation of the by-laws or will affect the image/integrity of the club as a whole. Should the National Board be required to make a decision based on another chapter, the vote must have the majority of their prospective chapters, and the majority vote of the national board to pass. This does not apply to expulsion of a chapter and change to By-Laws, which requires a 100 percent vote. 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 by-laws, the motion for change can come from an individual chapter as a whole or a co-founder. At this time each president will return to their respective chapter and conduct a vote. The president will then return to the National Board with their chapter's decision. Each Co-Founder will make their vote at this time.

Membership

Full Member:

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

- Male / Female
- Must be 18 years old
- Must own and have a license to operate a motorcycle and be capable of maintaining safe highway speeds. It shall also be properly inspected, insured, and registered as required by State Law.
- Spouses or common law spouses of full patch members, are eligible for full patch membership.
- 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:

- The *hang around* must file an application and submit required paperwork.
- The *hang around* 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* about their qualifications and reasons for wanting to join the SERVANT SOULS RC.
- *Hang around* phase will last no less than 60 days and starts from the point of application. This period cannot be overruled by vote from the chapter or board.

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* will be assigned a sponsor.
 - Sponsors are responsible for *prospects* 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 their bike is running.
- *Prospects* will wear the round SERVANT SOULS RC patch on the front of their vest along with the *Prospect* name plate.
- Although there is no predetermined amount of time that one should hold a prospect patch, the process shall last at least 6 months. This process will be mandatory across all chapters and cannot be overruled by chapter or board vote unless it is necessary to keep the minimum 4 members to continue the chapter. At the 6 month mark, the chapter is under no obligation to move the prospect to a FPM.
- *Prospects* must be voted in with a 100% Chapter vote. Two “NO” votes equal a rejection. One “NO” must be explained.

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 meetings.
- Chapter Board Members must make a minimum of **75%** of chapter meetings.
- All members are required to notify the Chapter Secretary of their current address, telephone number, and two emergency contacts.
- Members are not allowed to use illicit drugs.
- Members must ride no less than 3,500 miles per year.
- Mileage will be turned into the Chapter Secretary on January 1st of each year.
- If a member’s bike is not running for a period of 30 days, unless the member is in jail or the hospital, their colors may be confiscated. This is at the discretion of the Chapter Board. 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.

Meetings/Activities

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, messaging applications, and through posting on the SERVANT SOUL RC website or Facebook. All members will be notified at least 6 months in advance of the Annual National Meeting. All chapters will be involved in the decision of when and where the Annual National Meeting will be held. The National Meeting is a Mandatory event, which requires all club members to be present. If a member cannot be in attendance they should seek permission from the Chapter Board.

Chapter Meetings:

- Chapter meetings will be set by individual chapters
- Chapter meeting votes can only be passed if 75% of the chapter's members are present and will be based on the majority of the votes cast. (Official Chapter meetings should be recorded via minutes taken) Should a vote take place during an unofficial meeting, the secretary should record the vote into an addendum.)
- Video calls will be permitted for attendance and voting for those with compromised health, work dispositions, or members out of town.
- Meetings can be held in conjunction 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.
- **Sanctioned Ride/Activity:** 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. When notified by the Chapter Board, Class B t-shirts are permitted for those 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:

- There shall be five voting officers for each chapter:
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - Sergeant-at-Arms.
- These officers make up the chapter board.
- The Secretary and Treasurer can be combined to one position.
- The Road Captain shall serve on the chapter board as a non voting member, except when the Treasurer and Secretary are one position so that there are five voting board members.
- A vote conducted within the chapter board is that of the majority, with the President acting as a tie break vote when needed.

Duties and Authority:

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 /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 – Each board member must bear the responsibility of ensuring that the SERVANT SOULS RC complies with the applicable federal, state, 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 their delegate shall assume the Chair at all chapter meetings. They are 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, 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 their attention.

Additionally, the Vice-President is the Second-in-Command to the President and shall assume all responsibilities or 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
- records of colors, patches, or reproductions issued to members

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 chapter board at the Annual National Meeting.

Sergeant-at-Arms

The Sergeant-at-Arms is responsible:

- ensuring that the by-laws of the club are not violated
- ensure that the orders of the chapter board are carried out in an expeditious manner
- responsible for policing and keeping order at all club events
- for securing any patches or colors from any member who retires, resigns, or is expelled

- for the safety and security of the club, as well as the protection and defense of its members and prospects

Upon becoming aware of any real or perceived threat to the club, whether it's Members/Prospects/or events, the SAA shall immediately notify the chapter board of that information.

Additional Requirements:

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

- EMT (ECA, EMR, Basic, Advanced)
- Paramedic
- Registered Nurse
- Advanced Practice Provider (NP or PA)
- Medical Doctor (MD or DO)
- Fire Fighter
- (Active or Retired for all above)
- 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 chapter 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 chapter 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
- confirming information on start times of rides and events
- reorganization of riders at stops during rides so no one is left behind
- for a safety briefing prior to any ride or event.

Tail Gunner

Responsible for:

- being the eyes for the Road Captain
 - by watching the formation
 - informing the Road Captain of any potential problems, hazards or dangerous situations
 - will watch for merging lanes
 - 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
- conducting bike blessings for the club
- 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 or by expressing their intention through electronic communications. A member may not run for more than one office at a time. The member seeking the position must meet the requirements as stated previously in the by-laws.

Elections:

Elections will be held in March of even years for all chapters. This includes those that may have recently been moved from probation to an active chapter. Officer's terms will begin on the 1st of April immediately following the election.

Special Election/Vacancies before a General Election:

The Chapter 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 then eligible for re-election.

Transfer of Leadership:

Upon election of a new Chapter 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 (even 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 a new chapter must contact the national board and their request to establish a SERVANT SOULS RC chapter and 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 for review to the national board and then will be voted on by the national board.
- All new chapters will serve a one (1) year probationary period. During this time they do not have voting rights that would affect the club as a whole.
- There must be a chapter wide vote to induct the new chapter to probation status prior to seeking approval from the UC/COC or other outside sources needed to move on.
- The probationary chapter will be assigned a sponsor chapter that will oversee the formation and overall activity during the 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 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.
- 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 sponsor chapter 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 respective chapter, Paypal or other accounts can be used in place of a bank account.
- 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 of that chapter's money 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/record 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 seven (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 president fails to comply with the request 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 RC 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, it must be reported to the Chapter 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
- expulsion from SERVANT SOULS RC.

The Chapter Board must have 100% vote and it must be recorded in the Secretary's minutes.

The Sergeant-at-Arms will:

- contact the member
- advise the member of the outcome of the investigation
- 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 Board along with evidence for review.

The national board will notify the chapter immediately if the 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 SERVANT 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 a member refuses to return their patches the 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 will be worn on the left side of the 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.

The chapter or national 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 must be (black/blue) in color and made up of leather or denim with all patches stitched in appropriate locations.

- Class B (shirts) – Any shirt, tee, long sleeve or sweatshirt that has been issued or approved by the National 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 board.

Voting Policy

In order to regard the best interest of the individual chapter and the club as a whole, voting will be done by majority. This will allow each member voting to have the same amount of power as the next.

Chapter Level Votes: Majority

Chapter Board: Majority

National Board: Majority

The exceptions to be followed are stated previously within the bylaws.

Amendment of By-laws

- By-law may be amended by the National Board by a 100 percent vote. The president shall cast the majority vote of their respective chapter. Each chapter reserves the right to operate at a higher level than the stated bylaws, as long as that standard does not fall below the requirements as stated and agreed to by majority vote of the chapter.
- 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 prior to the next scheduled National Board meeting for consideration. In cases prior to National meetings, where a change must be made to avoid a potential issue, the vote shall take place with all respective documentation taking place.

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. State weapon restrictions apply and the failure to comply with State and Federal Laws could result in revocation of membership status.

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