

PINOY HARLEY RIDERS CLUB
BY-LAWS (Amended -November 2018)

ARTICLE I – OBJECTIVES

- a) To promote a safe and responsible motorcycling to all members by organizing rides and family-oriented activities.
- b) To participate, promote, and augment activities with national and local organizations.
- c) To encourage membership participation among other motorcycling events.

ARTICLE II – MEMBERSHIP

Section 1. Qualifications

The following criteria must be met in order to qualify for membership in the PINOY HARLEY RIDERS CLUB (PHRC, Mother Club, the Club):

- a) Must own, operate, and ride a Harley-Davidson motorcycle.
- b) Must be of Filipino heritage with good moral character.
- c) Must have a valid motorcycle driver's license (an M1 endorsement for a two-wheeled motorcycle), current registration, and vehicle insurance as required by law.
- d) Must not have any felonies on record including and not limited to pending federal offense or awaiting trial.
- e) Must not have any affiliation or connection to any biker clubs that could potentially harm the PHRC.
- f) Returning PHRC members, after a long absence or non-member status must comply with Section 2.a) and must be voted in at 90% by all members present. The President will confirm the membership and require the returning member to pay the initial membership fee and yearly dues.
- g) After one year (1) of non-payment of yearly dues, a member will be reassessed as a new member subject to payment of initial membership fee and yearly dues.

Section 2. Membership Initiation and Admission

- a) Applicant (Prospect) must:
 - Must satisfy Section 1. Qualifications
 - Sign a Waiver/Release Liability form (kept current every renewal period)
- b) Applicant (Prospect) must be presented to the membership by a sponsor (an active PHRC member) during a PHRC Monthly Meeting.
- c) Prospects will not have voting rights and are not allowed to wear the PHRC patch. Prospect must:
 - d) Attend 3 PHRC monthly meetings during probation.
 - e) Ride in 2 PHRC organized ride/event during probation.
 - f) Must ride to all meetings during probation.
 - g) After completing probation, Prospect must be voted in at 90% by all members present. The President will confirm the membership and require the Prospect to pay the initial membership fee, yearly dues and purchase a set of PHRC patches.
 - h) Acceptance of a prospect and returning member to the club requires at least 90% votes.
 - i) A prospect that had past affiliation with another motorcycle club, is subject to inquiry and approval of Club President and BOD.

During the Prospect period, the Prospect should make every attempt to meet each member of the Club by introducing himself and get acquainted to know the Members and that he is serious in becoming a member of PHRC.

PROSPECT VOTING: Once a Prospect has completed the requirements as set forth within these Bylaws, and the Prospect's Sponsor will advise the President that the Prospect is ready for a vote on his/her 4th monthly meeting.

- a) Prospect must receive a 90% vote of the voting membership present.
- b) Any negative votes must be explained to the membership.
- c) If the Prospect does not receive a 90% vote, the decision will be made by the Club officers whether to extend the Prospect's time or to dismiss the Prospect.
- d) The Prospect will not be present in the room during the voting process. Spouses are non-voting members but can purchase passenger patch once Prospect are voted in. Spouses are representatives of the club and must also abide by club rules.
- e) If the Prospect receives at least 90% vote, he/she will have full membership and the privilege to wear the Club colors.

PROSPECT SPONSOR Responsibilities:

- a) A Sponsor must be a mentor to the Prospect, and guide him/her through the process of becoming a member of the PHRC.
- b) It is the Sponsor's job to make sure that the Prospect knows the requirements to become a member, and to keep track of where his Prospect is in the process.
- c) Once the Prospect has completed all the requirements to become a member, it is the Sponsor's job to bring this to the attention of the President.
- d) The Sponsor will advise the President that the Prospect has completed his requirements. At the next general meeting, the President will call for a vote of membership on the Prospect.

Section 3. Club Membership in Good Standing

Members in good standing must meet the following criteria to be considered an active member with voting rights and privileges:

- a) Member must meet all requirements of Article II, Section 1
- b) Member must comply with PHRC By-Laws.

Section 4. Initial Membership Fees and Yearly Dues

a) A one-time initial membership fee of \$75.00 is due from new and returning members at the time of their acceptance into the club. The annual membership fee of \$75.00 is due from all members on January 31st of each year or payable in three (3) installments.

- \$ 25.00 due January 31,
- \$ 25.00 due February 28, (MUST PAY \$50.00 for Jan Feb installments)
- \$ 25.00 due Mar 31st, (late if paid after April 1st MUST PAY \$75.00 if no payment for January, February and March installments for full payment).

b) Failure to pay after the grace period by any member shall constitute being dropped from the rolls and considered inactive. A member will be temporarily removed from the PHRC mailing/Email list.

- c) A late fee of \$50.00 will be charged after March 31. All privileges will be re-instated upon full payment of amount due plus the late fee.
- d) Members with more than 1-year inactive membership must pay \$75.00 Late fee plus the current year membership dues. (Returning Members are subject for Voting process).

Section 5. Membership Suspension & Termination

Conduct of inappropriate and/or undesirable behavior by any member will result in membership suspension or expulsion. The decision to suspend a member shall come solely from the Board of Director. The decision to remove a member from the club will be through a membership vote requiring approval from two-thirds (2/3) majority of those members present. A review prior to the decision may include an explanation, a defense, and an appeal by all participating parties.

Section 6. Sub-chapters

Any sub-chapter being considered for approval must meet the following minimum requirements:

- a) The founder of the sub-chapter must be a current member of PHRC club
- b) Approval by the Board of Directors
- c) Adherence to the PHRC By-laws
- d) Six (6) approved members with four (4) elected officers (President, Vice-president, Secretary, and Treasurer)
- e) Separate accounting and management of funds
- f) Located outside a 100-mile radius from the Mother Club or another sub-chapter (Clarification : the way it describes)
- g) Initial membership fee of \$75.00 per member is due and payable to the Mother Club.) All PHRC products and merchandise must be purchased through the Mother Club.

Section 7. Disciplinary Action

- a) A unanimous vote of the Officers will be required before any disciplinary action can take place. Notice of disciplinary action must be made in writing to the involved party(s). The party has the right to appeal the decision to the Officers. The types of disciplinary action taken shall depend upon the offense and results of the investigation. A member may be dismissed from the Club for cause, suspended from any/all events for a specified period of time, may receive a written reprimand or notice, or any other disciplinary action deemed appropriate by the Officers.
- b) Any member of the club may be dismissed from a club meeting or club activity as a result of inappropriate behavior. The member will be warned concerning such inappropriate conduct by any Board Member. The President will turn the matter over to his officers and BOD to determine the action to be taken in these matters.
- c) In such case where the President is the subject of the allegation, then, throughout the entire conduct investigation process, whenever it is stated that the president shall normally act, the VP shall act instead. The president will be suspended automatically as a member of BOD.

Section 8. Misconduct (Subject for disciplinary Action by Suspension or Expulsion)

- a) If any member within the Club should do anything that causes dissension among the members, or does anything that against the PHRC values, the matter will be brought to the attention of the President.
- b) Behavior not conforming to prevailing standards or bylaws; impropriety. Unacceptable or improper behavior, assaulting another member or guest. Disruptive behavior within the club function meetings and other activities involving PHRC.
- c) Failure to Abide the Club Values and bylaws.
- d) Disrespecting another member or wrong doing, Immoral or Unethical or any Insulting remarks. Including: Defacing property of the Club and Colors (Patch), Banner etc.
- e) Disrespecting the Club Colors (Mutilate, deface, throws on the floor).

- f) Harassment: Create an unpleasant or hostile situation for especially by uninvited and unwelcome verbal or physical conduct.
- g) Mismanagement and especially culpable neglect of duties or improperly executing/following the club bylaws.
- h) Dishonest: a) deceitfulness shown in someone's character or behavior to harm the club or members of the club. b) Improper disclosure of Club Documents (Financial, Bylaws – Amendments, etc)
- i) The following shall be the basis for, but not limited to, inappropriate behavior and disciplinary measures:
 - Wild, unsafe riding habits, especially any activity which jeopardizes the safety of other persons.
 - Obnoxious behavior that is detrimental to the image of the club.
 - Any member(s), selling merchandise with club LOGO or engaging in fund raising using the Club's name for individual profitable gain without the written approval of the officers or BOD, is subject for expulsion.
 - If approved, a minimum of 5% of the gross sales goes to the club funds.

ARTICLE III – OFFICERS

Section 1. Board of Directors

The Board of Directors shall be comprised of four (4) past Mother Club presidents to a one (1) year term. The current Mother Club President and current sub-chapter presidents shall automatically become members of the Board of Director. The Chairman of the Board will be elected by the Board of Directors whose tenure will be for a period of one (1) year. Outgoing Mother Club president shall automatically become a member of the Board of Directors. If past presidents are no longer members of the club, deceased, or loss the capacity to perform the job, the current president will appoint a replacement(s).

The Board of Directors will function as follows:

- a) Approve sub-chapter applications.
- b) The Incumbent President and past year president are automatic member of the BOD.
- c) Maintain sub-chapter alliance.
- d) Preside over membership suspension proceedings.
- e) Resolve conflict between members as it relates to the club if needed.
- f) Govern the organization by broad policies and objectives, formulated and agreed upon.
- g) Determine the Organization's Mission and Purpose.
- h) Support the Club Officers and Review His or Her Performance.
- i) Enhance the Organization's Public Image.

Section 2. President

- a) The President act as the CHAIRMAN of the Executive Committee and the Chief Executive Officer of the club chapter.
- b) The President shall oversee all Club meetings and ride activities,
- c) Uphold the PHRC by-laws
- d) Serve as the PHRC representative and liaison between members and other organizations that the Club conducts business with.
- e) Management oversight and administrative operation of the club and to provide leadership and support to all its members.
- f) Plan, organize, and carry out responsibilities associated with your role as the club's chief executive officer. Most members will help you succeed if the tasks and

expectations are clearly defined, reasonable, and the members share appropriate interest and skill.

- g) Represent your Club at in a positive and professional manner, actively promote PHRC Club.
- h) Have a good and clear understanding of Club rules, the constitution and the responsibilities of the various office bearers.
- i) Ensure you Club rules, constitution and by-laws are respected and observed by everyone involved. Know how to run a meeting (i.e. Chairmanship) The president must understand the entire bylaws and implement.
- j) Ensure your clubs financial management procedures and budgeting remains on target and is achieved Treasurers report regularly to committee and members.
- k) Ensure at all times the management of your Club remains open, positive, progressive and the objects and aims of your Club are respected and observed.
- l) All matters concerning relations between the club and any outside person or organization should be routed to the President for appropriate action.
- m) Assume the as chairman to all meetings.
- n) Liaison between other motorcycle clubs, public relations and law enforcement.
- o) Represents the club in any business contracts, and promotes the club life among members and family members.
- p) Oversee all affairs of the Club and may appoint persons or committees as may be required for Club business.
- q) Lead and work with the members to achieve the goal of the Club, recognize outstanding member.
- r) Resolve conflicts within the club.
- s) President Appoints BOD members, Road Captains, SGT at ARMs,
- t) If any officer in the Club is unable to, or fails to perform his duties, it is the responsibility of the President to appoint a replacement until the general election.
- u) The President shall inform the Vice President when the President is unable to preside over any club meeting, function or activity.

Section 3. Vice-President

- a) The Vice-president shall assist the President in carrying out the duties of the office.
- b) In the absence of the President, the Vice-president shall assume those duties.
- c) As necessary performs other duties which may be assigned by the President.

Section 4. Secretary

- a) The Secretary shall be responsible for the administration and clerical needs of the Club.
- b) The Secretary shall provide and maintain a list of Club members and officers and provide and distribute any reports on Club activities.
- c) The Secretary shall be the keeper of all Club records.
- d) The Secretary shall be responsible for the administration and clerical needs of the Club.
- e) The Secretary shall provide and maintain a list of Club members and officers and provide and distribute any reports on Club activities.
- f) The Secretary shall be the keeper of all Club records. (Updates member bike insurance info, emergency contact information, member license information etc.)
- g) The Secretary shall write minutes of the monthly meeting to be communicated at the Facebook.

Section 5. Treasurer

- a) The Treasurer shall be responsible for the collection and disbursements of funds for the Club.
- b) Keep an itemized account of all receipts and expenditures.
- c) The Treasurer shall provide a written financial report to the Club on a monthly basis and maintain a separate savings or checking account on behalf of the Club.
- d) Receive all funds and process Request for Payment.

Section 6. Ride Administrator (Lead Road Captain)

- a) The Ride Administrator (Lead Road Captain) shall be appointed by the President as needed and will plan and implement all Club rides.
- b) The Ride Administrator (Lead Road Captain) will be responsible for training and selection of Road Captains who will manage/help all club rides. They are in charge while the Club is on the road.
- c) The Road Captain shall be responsible for directing the movements of the Chapter while traveling together in a safe and lawful manner.
- d) The Road Captain shall assist in setting routes for upcoming events and/or rides, and he shall be responsible for keeping that route in the event of detours or road hazards.
- e) The Road Captain shall consider time restrictions, rest stops, meals and other meetings when setting a route.
- f) The Road Captain is expected to take a quick visual survey of all bikes before a ride for any noticeable safety issues. However, each rider should be responsible in making sure that their bikes are in good safe riding condition.
- g) The Road Captain is expected to work with other Road Captains to promote efficiency of the ride and maintain tightness of formation.
- h) Road Captains shall be appointed by the current President.

Section 7. Sweeper & Deuce

- a) The Sweeper assists the Road Captain on all runs. He rides at the very rear of the motorcycle formation and enforces all safety rules of the ride.
- b) If any member in the ride should have mechanical difficulties or crashes for any reason, the Sweeper assist them in making repairs to the bike or if need be, calls a tow truck to pick it up.
- c) The Deuce is second in command to the Road Captain and assumes his responsibilities on a run if he is not available.
- d) A Sweeper provides eyes in the rear of the formation and usually carries a first aid kit in case it is needed on a run.
- e) Rides in an area so that motorists can see the formation of the entire club and is observant of rider's conduct or road hazards that need reporting to the Road Captain when it is safe to do so. When the group is on a run and is getting ready to make a lane change, the Deuce changes lanes first, then the Road Captain in the front, followed by the group. This keeps the group in its formation and allows them all to change lanes safely and together so motorists do not split the group up.

Section 8. SERGEANT at ARMS

- a) A Sergeant at Arms shall be appointed by the Officers for the term of one year. His/her position is to promote safety throughout the Club.
- b) Duties include setting up skills and safety classes for the Club members, maintaining

order as prescribed in the By-Laws and protecting the rights of the Club and its members.

c) Responsible for managing all complaints through the complaint process.

d) Promotes safety throughout the Club. The duties include maintaining order during all Club meetings, events and functions, and to protect the rights of the Club and the members. It is also his duty to manage all complaints and to bring them to the attention of the President.

e) Sgt. At Arms will also keep an up to date record of all members to make sure that each member's motorcycle driver's license, motorcycle insurance, bike registration and inspection are all current.

Section 8. Standing Committees and Other Officers

Standing committees and other officers may be created or appointed by the President or elected by the general membership as needed.

ARTICLE IV – Meetings and Ride Events

Section 1. Meetings

The PINOY HARLEY RIDERS CLUB shall have monthly meetings. The President or any member of the Board of Directors can call a meeting from time to time as needed.

Section 2. Ride Events

Official rides and meetings identified in the annual PHRC Ride Schedule allows for only Harley-Davidson motorcycles ridden by members and guests. Non-Harley-Davidson motorcycles may be ridden by members and guests on unofficial Club rides. Guest riders must sign a Waiver/Release of Liability form.

Section 3. Notification

The Club members shall be notified of general business meetings and/or other meetings and events through the Website, e-mail or by telephone. Only PHRC members and member's guests are allowed to attend the general meeting.

ARTICLE V – ELECTIONS

Section 1. Nominations/Elections

a) Nomination for club officers (Nominees must be a member for at least one year prior to election) shall be made to the president's designated election official during the last two weeks of October.

b) Nominations will be made privately through internet communication.

c) One week prior to the November meeting, the President's designated election official will post officer nominees on the designated club internet site and all members (including PHRCSF) will be given the opportunity to cast their votes through private internet messaging.

d) Members who have not voted through internet will also be given the opportunity to cast a paper ballot during the November meeting. Election official and volunteers will tabulate electronic votes with paper ballots and announce new officers during the November meeting.

e) PHRC Chapter(s) members shall have the right to vote at the annual PHRC Mother

Chapter election of officers.

- f) Nominees must receive a majority of the votes cast in order to be elected.
- g) Vote count and results will be verified by the Chairman of the Board of Directors.

Section 2. Installation of Officers

New elected club officers shall be installed during the scheduled January meeting. Prior to assuming office in January, incoming and outgoing officers shall meet to exchange ideas and information in order to achieve a smooth transition of responsibilities.

Section 3. Special Elections

In the event that an officer position becomes vacant during the year, the president or vice-president may call for volunteers to fill the open position and choose from the available volunteers.

Section 4. Voting

- a) Only dues paid members can vote. One member, one vote. Article V process is for the purpose of officer elections only and no other voting events that may take place throughout the year.
- b) Spouses of active members are considered non-voting members and are allowed to wear the PHRC patch.

ARTICLE VI – CLUB COLORS

The patch representing membership in the organization is often referred to as “the club colors” or simply “the colors”. The colors are treated with great respect and reflect a member’s allegiance to his fellow bikers. To disrespect the colors would be tantamount to disrespecting the entire group. As such, this violation would be seen as a very serious offense.

Section 1. Members Action

Members shall not act in a manner, which would bring any negative image upon the club or himself while wearing the colors.

Section 2. Wearing of Club Colors

- a) "The Club Colors" must be worn at all times during club meetings, official club functions and rides. A \$10.00 non-wearing fee will be imposed for failure to wear the Club Colors during these events.
- b) While it is understood that some members may own and ride other motorcycle brands "The Club Colors" may only be worn while riding their Harley Davidson motorcycles.
- c) “The Club Colors” shall remain the property of the club unless a member has been in good standing for a period of 10 years. After the 10 years period, the Club Colors shall become the property of such member.
- d) If a long established member (10 years or more) had to leave the club and he is in good standing at the time of his departure, he is allowed to take the colors as a memento ONLY. He will not display (i.e., wear) the colors in public.
- e) If a member is dismissed from the club for negative reasons, the colors are to be returned to the club regardless of the length of membership.

Section 3. Placement of Club Colors

- a) “The Club Colors” shall be sewn on to back of the members motorcycle vest (not a

jacket). It will be centered or (approximately 3-4 inches from the base of the riders neckline)
b) There will be no other patches or embroidery around it (as viewed from the back)

ARTICLE VII – BY-LAWS AUTHORITY

Section 1. Adoption

This document and the general membership shall govern the operation, function, and organization of the PINOY HARLEY RIDERS CLUB. To become effective, this document must be read and distributed to the general membership of the Club at a regularly scheduled meeting, be voted on and accepted by a majority of those members present.

Section 2. Amendments

Amendments to the By-Laws shall be proposed and submitted in writing to the President and shall be presented to the general membership at a regularly scheduled meeting. Adoption of the Amendments will require a vote and acceptance of the proposed changes by a two-thirds (2/3) majority of those members present.

Section 3. Resignation

Any officers who are not able to perform their duties for a successive period of three (3) months shall be required to render their resignation and a replacement shall be voted by the general membership at the next club meeting.

New Article VIII - Calendar and Ride Schedule

Hollister Bike Rally/4th of July weekend to be an official PHRC ride and shall be included in the PHRC annual calendar.

“It is the purpose of these Bylaws to preserve and protect the integrity and character of the Club for its membership, and to promote the ideals this club was founded tor, brotherhood, fun, fellowship, and riding“