

# **New Mexico Motorcycle Rights Organization**

## **Central New Mexico Chapter Bylaws**

(Revised: January 5, 2011)

### **ARTICLE 1:**

#### **Section 1:** Name and Location

The name of this organization shall be the Central New Mexico Motorcycle Rights Organization (CNMMRO). It shall exist and shall be maintained in the city of Rio Rancho, New Mexico.

#### **Section 2:** Organization

This organization shall exist as a chapter of and in accordance with the bylaws of the New Mexico Motorcycle Rights Organization (NMMRO).

#### **Section 3:** Membership

A) Charter Members: The initial members of this Chapter established under these Bylaws with dues fully paid, or members who joined within ninety (90) days after the establishment of the organization will be designated Charter Members.

B) Regular Members: Any person who has applied for membership and has paid their dues in full for one year.

C) Associate Membership: Associate Membership is designated for out-of-state persons at a reduced annual fee with no voting privileges.

D) Auxiliary Membership: Auxiliary Membership may be provided for persons under the age of eighteen (18). Such members shall have no voting rights in the affairs of the organization.

E) Dues: Dues shall be due annually on the date of the member's admission to membership into this chapter. Membership shall be non-assessable, non-transferable, non-assignable, and non-refundable.

F) Membership Cards: This chapter shall be responsible for the issuance of cards noting the member's name, dues paid, and membership in good standing for one year from the date of issue.

G) Termination of Membership: The membership of any member may be terminated after a majority vote of the chapter membership. The following steps must have been taken prior to the vote:

1. The member must be given a written notification of the impending vote and the reasons for the vote.
2. The member must be given the chance to reply to the allegations with a written or verbal response prior to the vote.
3. The member must be given written notification of the results of the vote.
4. Termination of membership should be considered as an option only after all other attempts at the resolution of a dispute have been pursued.

#### Section 4: Objects and Purposes

The objects and purposes of this chapter shall be to form a united motorcyclist right's organization of association at the local level. The chapter's membership shall promote, or support, motorcyclist's rights, motorcycle safety education programs, and motorcycle rider-training programs. The chapter shall support the New Mexico Motorcycle Rights Organization(NMMRO) at a state level and the Motorcycle Riders Foundation(MRF) at a national level.

### **ARTICLE 2: Chapter Board of Directors**

#### Section 1: General

The affairs of the chapter shall be managed by the chapter's Board of Directors, which shall consist of five (5) positions elected annually by the membership, or appointed to serve on an interim basis until elections can be held. These persons shall include a chapter Chairman, a chapter Vice Chairman, a chapter Secretary, a chapter Treasurer, and a chapter Sergeant-at-Arms (or any combination thereof).

#### A) Terms of Office and Elections:

1) All officers shall be elected annually and serve one (1) year terms, or until resignation, death, or removal from office in accordance with Article 3.

2) Nominations for the offices of the chapter's Chairman, Vice Chairman, Secretary, Treasurer, and Sergeant-at-Arms shall be held when necessary, or in the month of May of each year at a time and place designated by the then current chapter's Chairman.

3) Voting ballots shall be mailed by June 1st to each chapter member in good standing, whose dues are paid in full in accordance with the Bylaws. Ballots must be returned or postmarked no later than June 28th of the same year to a designee of the chapter's Board of Directors. Elections shall be determined by a simple majority. The results of the election must be verified by the chapter's Board of Directors, and shall be announced to the chapter's members at the next or first meeting in July.

4) There shall be a thirty-(30) day transition period for the new chapter officers to acquaint themselves with their respective duties. Newly elected

officers shall assume office no later than the first meeting in August, unless sooner is agreed to by both the outgoing and incoming officers.

5) Vacancies on the chapter's Board of Directors shall only exist upon the death, resignation, or removal of any of the chapter's officers.

6) Except for the position of the chapter's Chairman, vacancies on the chapter's Board of Directors shall be temporarily filled by the board at the next regular meeting, or at a special meeting called for that purpose. Such vacancies shall be subsequently filled during the next election cycle. The chapter's Board of Directors shall not be limited to filling such vacancies from within its own ranks. A vacancy occurring in the position of the chapter's Coordinator shall be filled at the next regular meeting of the chapter after the position has been declared vacant through the resignation, death, or removal from office of the person who previously held that position.

B) Compensation:

1) The chapter's officers shall receive no compensation for their term as Directors. Re-imbursement for approved reasonable and necessary expenses shall be allowed.

C) General Powers:

1) All chapter powers shall be exercised by, or under the authority of, the chapter's Board of Directors. The business and affairs of the chapter shall likewise be exercised by, or under the authority of the chapter's Board of Directors. The chapter's Board of Directors shall otherwise organize, coordinate, and/or arrange for any other programs or events that are considered to be in the best interest of the chapter and its members.

Section 2: NMMRO Chapter Meetings

A) Regular Meetings:

1) Regular meetings of the chapter shall be held once a month with a minimum of six meetings per year. Such meetings shall be made known to the membership and public to the maximum extent practicable. The time and place of chapter's meetings shall be held constant insofar as it is possible, however, these may be subject to change without prior notice. Every attempt should be made to schedule chapter meetings so that they do not conflict with NMMRO meeting times and dates.

B) Special Meetings:

1) Special Meetings of the chapter's Board of Directors may be called by the chapter's Chairman, or by any three (3) members of the Board. The call for a

special meeting shall state the nature of the business to be considered, and the place, date, and time of the meeting. Notices of Special Meetings shall be sent to each officer in accordance with Article 6 of these Bylaws. Business considered and acted upon shall be limited to that stated in the call for the meeting. Business conducted at special meetings shall be ratified by the attending membership at the next regularly scheduled meeting of the chapter.

C) Attendance:

1) All meetings of the chapter's Board of Directors shall be open to all members of the chapter. Participation by persons other than the chapter's officers in meeting discussions and presentations shall be at the discretion of the chapter's Chairman.

D) Quorum:

1) A simple majority of the chapter's officers at any scheduled meeting shall constitute a quorum for the transaction of business.

E) Rules of Order:

1) Robert's Rules of Order shall be the parliamentary authority for the conduct of all meetings of the chapter.

F) Voting:

1) All chapter members in good standing shall have voting powers at all regular chapter meetings. Chapter officers shall only have voting powers at any Executive Board Meeting. Proxy votes will not be recognized in either case.

**ARTICLE 3: Officers**

Section 1: Number

A) The officers of the chapter shall consist of a Chapter Chairman, who shall serve as Chairman of the Board and President of the chapter, and whose working title shall be Executive Director of the organization; a Vice Chairman, who shall also serve as Vice President of the organization; a chapter Secretary, who shall serve as Secretary of the organization; a chapter Treasurer, who shall serve as Treasurer of the organization; and a chapter Sergeant At Arms who shall serve as Sergeant At Arms of the organization.

Section 2: Election, Terms of Office, and Qualifications

A) Each officer elected annually by the membership shall hold office for one year or until resignation, death, or removal from office in accordance with Article 1, Section 3.

### Section 3: Chapter Officer Qualifications

#### A) Chapter Chairman:

1) A candidate for this position shall have been a member in good standing for at least one (1) year, and have demonstrated management skills.

#### B) Vice Chairman:

1) A candidate for this position shall have been a member in good standing for at least one (1) year, and have demonstrated management skills.

#### C) Chapter Secretary:

1) A candidate for this position shall have been a member in good standing for at least one (1) year, and shall have experience with typing skills and the filing of records.

#### D) Chapter Treasurer:

1) A candidate for this position shall have been a member in good standing for at least one (1) year, and have some accounting experience.

#### E) Chapter Sergeant-at-Arms:

1) A candidate for this position shall have been a member in good standing for at least one (1) year..

#### F) Other Officers:

1) Appointed, Honorary, or other Officers of the Chapter shall be approved by the general membership..

### Section 4: Removal

A) Any officer may be removed, with cause, on recall by a majority vote of the membership, or in the case of an officer appointed by the Board, or by any committee or officer upon whom such power of removal may be conferred by the Board. An officer removal vote may proceed only after the following steps are taken:

1. The officer must be given a written notification of the impending vote and the reasons for the vote.
2. The officer must be given the chance to reply to the allegations with a written or verbal response prior to the vote.
3. The officer must be given written notification of the results of the vote.
4. Removal of an officer should be considered as an option only after all other attempts at the resolution of a dispute have been pursued.

5.

Section 5: Resignation

A) Any chapter officer may resign at any time by giving written notice to the chapter's Chairman, or to the chapter's Secretary. Any such resignation shall take effect at the time specified therein, or at the pleasure of the Board. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. It is the responsibility of the resigning officer to return all non-personal chapter property to the succeeding officer no later than the date of resignation.

Section 6: Chapter Chairman

- A) The chapter's Chairman shall:
1. Be the Chief Executive Officer of the chapter, and shall, in general, be subject to the will of the membership; shall supervise and control all business and affairs of the chapter, and shall be the lawfully registered agent of the chapter.
  2. Perform all duties incident to their office, and other such duties as may be required by law, by the Articles of Incorporation, these Bylaws, or that which may be prescribed by the chapter's Board of Directors.
  3. Preside at all meetings of the Board of Directors, and be an ex-officio member of all standing committees.
  4. Keep the NMMRO Chairman and the Board of Directors informed as to what is going on in the chapter.
  5. Make every attempt to attend all NMMRO meetings. In the event that the Chairman cannot attend an NMMRO meeting he/she may designate a representative from the chapter to attend the meeting. This representative will then be responsible for all chapter communications at that meeting.
  6. Make every attempt to attend all NMMRO Board of Directors meetings. In the event that the Chairman cannot attend an NMMRO Board of Directors meeting he/she may designate an officer from the chapter to attend the meeting.
  7. Be responsible for all official chapter communications with the NMMRO which shall take place on both a monthly and quarterly basis as follows:

Monthly

A monthly report which consists of:

1. Agendas for Chapter meetings which have taken place since the last NMMRO meeting.
2. Minutes for Chapter meetings which have taken place since the last NMMRO meeting.

### Quarterly

A quarterly report which consists of:

1. The chapter's membership report for the quarter prior.
2. The chapter's treasury report for the quarter prior.
3. Moneys due to the state for the quarter prior.
4. Any changes to the chapter, to include officers, meeting place, or events for the quarter prior.

### Section 7: Chapter Vice Chairman

A) The chapter's Vice Chairman shall, in the absence of the chapter's Chairman, perform all duties required of and possess all powers vested to the chapter's Chairman. The chapter's Vice Chairman shall act as an ex-officio member of all standing committees, and shall perform such other duties as may be assigned by the chapter's Chairman or the chapter's Board of Directors.

### Section 8: Chapter Secretary

A) The Chapter Secretary Shall:

1. Maintain chapter records and archives in an orderly fashion and respond to all requests for information from the Chapter Chairman.
2. Create an agenda for chapter meetings based on instructions from the Chapter Chairman. Chapter meeting agendas should include at a minimum:
  - a. Monthly treasurer's report
  - b. Minutes from the prior meeting
  - c. Member renewal notices
  - d. Old business
  - e. New businessUpon completion and prior to the meeting the agenda shall be sent to the chairman.
3. Keep accurate minutes of all meetings. Minutes of chapter meetings shall be sent to the Chairman after each meeting and shall be read at the next chapter meeting.
4. Keep accurate records of membership applications and renewal due dates.
5. Create the monthly chapter report which shall be sent to the Chapter Chairman.
6. Create the quarterly chapter report which shall be sent to the Chapter Chairman.
7. Ensure that all notices are duly provided in accordance with these Bylaws, or as required by law.
8. Perform all duties incident to the office, and such duties that may be assigned by the chapter's Board of Directors.

### Section 9: Chapter Treasurer

A) The Chapter Treasurer Shall:

1. Be responsible for the deposit of all corporate funds to the proper account.
2. Ensure that a current signature card is on file with the chapter's chosen financial institution.
3. Withdrawals of chapter funds shall be made by check, and signed by the chapter's Secretary or another officer whose name is on the bank signature card.
4. Maintain a record of chapter income and distribution of all chapter funds.
5. Create a monthly chapter treasury report which shall be given to the chapter secretary for inclusion in the monthly meeting agenda.
6. Create a quarterly chapter treasury report which shall be given to the chapter secretary for inclusion in the quarterly chapter report.

Section 10: Chapter Secretary-Treasurer

- A) If necessary the positions of Chapter Secretary and Chapter Treasurer may be combined into a position titled Chapter Secretary-Treasurer. The responsibilities of this position shall be the combination of all responsibilities listed above for the individual positions.

Section 11: Chapter Sergeant-at-Arms

- A) The chapter's Sergeant-at-Arms shall be responsible for maintaining order along with the chapter Chairman or Vice Chairman at all regular and special meetings.

**ARTICLE 4:** Committees

Section 1: Structure

- A) There shall be, from time to time, standing special committees appointed by the chapter's Board of Directors to perform special duties, in general or specific, as determined by the Board..

Section 2: Appointment

- A) Except as otherwise provided for in these Bylaws, all appointments to committees shall be made by the chapter's Chairman.

Section 3: Size, Chairman, and Quorum



A) Unless otherwise provided for in these Bylaws or by resolution, all committees shall consist of a Chairman and others as may be designated by the organization's Chairman. A simple majority of the committee shall constitute a quorum.

Section 4: Ex-officio Members

A) The chapter's Chairman and Vice Chairman shall be ex-officio members of all committees, with the power to vote, and shall be counted for the purposes of determining a quorum.

Section 5: Duties and Responsibilities

A) The chapter's Board of Directors shall, by resolution, define and modify the authority and duties of each standing committee. Each standing committee shall be prepared to present recommendations concerning its specific responsibilities to the general membership at each meeting. The general membership shall review and approve these recommendations as necessary.

**ARTICLE 5: Miscellaneous Provisions**

Section 1: Contracts

A) The chapter's Board of Directors, except as otherwise provided in these Bylaws, may by resolution authorize any officer or agent of the chapter to enter into contract, or execute, or deliver any instrument in the name of and on behalf of the chapter, and such authority may be general or conformed to special instances. Unless so authorized, no officer, agent, member, or employee shall have any power or authority to bind the chapter by any contract or engagement, or to pledge its credit or render it liable pecuniarily for any purpose or amount.

Section 2: Corporate Seal

A) The chapter's Board of Directors may adopt and use an organization Seal, to be affixed on all chapter instruments at the direction of the Board.

Section 3: Fiscal Year

A) The fiscal year of the chapter shall be from July 1st through June 30th of each year.

Section 4: Personal Liability

A) No director or member of this chapter shall be held personally liable for any debts, liabilities, or other obligations of the chapter, in accordance with Article 5, Section 1 of the Bylaws..

Section 5: Waiver of Qualifications

A) The chapter's Board of Directors shall, by simple majority vote, have the authority to waive any or all qualifications for chapter officers.

Section 6: Club Support

A) The chapter's Board of Directors, by simple majority vote, may choose to support, financially or otherwise, any other organization or club whose efforts to further the goals of the chapter are considered worthy by the Board.

Section 7: Dissolution Clause

A) If, by natural and/or unforeseen causes, the chapter should dissolve and no longer be in existence, after paying or adequately providing for the debts and obligations of the corporation, any monies remaining in the organization's treasury shall go to any charities the organization is working with at that time, or one voted upon.

**ARTICLE 6: Notices**

Section 1: Notices

A) Whenever any notice is required to be given to any Director, or to any other person by statute or these Bylaws, whether of a meeting or for any other purpose, it may be given personally or sent to the Directors or other persons by mail, telegram, email, telephone, or any other form of communication. Such notice shall be provided not less than five (5) or more than thirty (30) calendar days prior to the meeting.

Section 2: Waiver of Notices

A) A Director may waive notice verbally or in writing. Written waivers, signed by the person(s) entitled to such notice, shall be filed with the records of the organization.

**ARTICLE 7: Amendments and Effective Date**

Section 1: Effective Date

A) These Bylaws, and all amendments thereunto proposed and accepted shall become effective immediately upon adoption by a majority vote of the general membership, unless otherwise directed by the Board of Directors.

Section 2: Amendments

A) These Bylaws may be amended or repealed at any regular meeting of the chapter by a majority vote of the general membership, provided that notice of the nature of the proposed amendment or repeal shall have been given at a previous regular chapter meeting.

**Chapter By-Laws/Signature Page:**

With each successive election or appointment to the board of each chapter of the New Mexico Motorcycle Rights Organization, the newly elected or appointed officers will read the chapter by-laws and sign the signature page of said by-laws. A signature will indicate compliance with the Chapter By-Laws. Upon completion, a copy of signature page will be sent to the office of the NMMRO Secretary for the purpose of up-dating the chapter records.

**Chapter Chairman**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Chapter Vice Chairman**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Chapter Secretary**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Chapter Treasurer**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Chapter Sergeant At Arms**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_