



ESSEX CHAPTER GREAT BRITAIN

CHAPTER CHARTER

Preamble

The Essex Chapter shall be a family-oriented and non-political organisation.

Article I – Purpose

1. The purpose of the Essex Chapter shall be to promote responsible motorcycling activities for Harley Davidson owners by conducting Chapter activities and encouraging participation in Chapter events.
2. Chapter activities and operations shall be conducted in a manner consistent with a family-oriented, non-political philosophy.

Article II – Name and Affiliation

1. Essex Chapter shall be an independent organisation providing services to its Chapter members on a "not-for-profit" basis.
2. Essex Chapter and its members must adhere to this Charter

Article III – Officers

1. Essex Chapter Great Britain shall have the following primary officers: Director, Assistant Director(s), Secretary, Treasurer and Membership Officer. Other secondary officers may be appointed as needed. The duties and responsibilities of the primary officers shall be:
 - A. Director:** The Director shall uphold the Chapter Charter and the Chapter by-laws, conduct Chapter meetings and coordinate Chapter officer responsibilities, and the welfare of the membership. Assumes overall responsibility for complying with the Chapter Charter
 - B. Assistant Directors:** The Assistant Director(s) shall assist the Director in carrying out the Director's duties. The Assistant Directors shall also be responsible for promoting membership, membership

orientation, membership retention, and keeping the Chapter members informed of Chapter programs.

C. Secretary: The Secretary shall be responsible for the administrative needs of the Chapter, keeping the minutes and administers the Chapter annual general meetings, extra ordinary general meetings and general meetings.

D. Treasurer: The Treasurer shall be responsible for the collection and disbursement of Chapter funds, reporting the financial transactions to the Chapter committee on a monthly basis, submitting annual financial report for the AGM, compliance with all revenue recording and reporting requirements. Ensures that any charitable contributions are managed according to Charter guidelines.

E. Membership Officer: The Membership Officer shall be responsible for ensuring that all Chapter members have on file a signed copy of the Annual Chapter Membership Application Form & Release of each member as signed on an annual basis; maintains Chapter membership database. Administers annual Chapter renewal process. Enrolls new members into Chapter

2. Essex Chapter Great Britain shall have some or all of the following secondary officers: Merchandising Secretary, Editor, Safety Officer, Photographer, Webmaster, Events Coordinator, Head Road Captain, New Members Representative, Inter Chapter Representative, Historian and Ladies Officer. The duties and responsibilities of the secondary officers shall be:

A. Merchandising Secretary: The merchandising secretary shall be responsible for obtaining suitable items and providing Chapter merchandising for the members,

B. Editor: The Editor shall be responsible for assembling and organising written, oral and electronic material for Chapter publications, e.g., newsletters, press releases and editing a monthly/bi-monthly magazine for the membership.

C. Safety Officer: The Safety Officer shall be responsible for providing Chapter members with training and supplying information relating to rider training and safety. Also responsible for assisting the Head Road Captain in providing a safe riding environment.

D. Photographer: The Photographer shall be responsible for obtaining and organising Chapter photographs for use in Chapter publications and Chapter history albums.

E. Webmaster: The Webmaster shall be responsible for editing, upgrading, assembling, organising and maintaining the Chapter Web site and maintaining internet guidelines.

F. Events Coordinator: The Events Coordinator is responsible for coordinating Chapter events from members and organisations and maintaining a diary of events throughout the year.

G. Head Road Captain: The Head Road Captain shall be responsible for the Chapter road captains in the planning and of routes for Chapter rides and keeping the Chapter informed of events.

H. New Members Representative: The New Members Representative is responsible for welcoming new members to the Chapter at various events.

I. Inter-Chapter Representative: The Inter City Representative shall be responsible for liaison between our Chapter and other UK and European Chapters

J. Historian: The Historian shall be 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.

K. Ladies Officer: The Ladies Officer shall be responsible for encouraging women members to take an active part in Chapter activities and coordinating Ladies Officer Chapter activities.

Article IV – Membership

1. Subject to the below points all Harley Davidson and Buell motorcycle owners may join the Chapter as full members. It shall be the responsibility of the Membership Officer to process application forms from Chapter members and to maintain on file in the Chapter records a signed copy of the annual Chapter Membership Application/Renewal Form and Release of each Chapter member. It shall be the responsibility of any person applying for, or renewing, membership in Essex Chapter to provide proof of his or her ownership of a Harley Davidson motorcycle as a condition of eligibility for membership. Spouses/partners or children of full members living at the same address may join as joint members.
2. Non-motorcycle owners may join the Chapter as Associate Members only. This includes friends and family of Essex Chapter Full members. All Associate members must be sponsored by a full member of Essex Chapter. Associate members shall be entitled to attend all Chapter events and Chapter rides as pillions only and may attend the AGM but may not vote. Associate members shall be entitled to receive an electronic copy of the chapter magazine.
3. The Director may refuse membership or suspend or terminate a person's membership in Essex Chapter if the Director, in the Director's

sole discretion, determines that a member's conduct is or would be undesirable or contrary to the Chapter's interests.

4. **Complaints procedure.**

As a family oriented, motorcycle club, it important that members feel that they are safe to attend events and activities without fear for their own personal well being or that of their families. From time to time it may be that a small minority of members choose not to respect the diversity of culture or viewpoint of the membership which may result in behaviour which is both intimidating or upsetting. Such behaviour could result in members feeling obliged not to attend events or to leave the Chapter altogether. In order to prevent this, a complaints procedure has been devised to deal fairly with any such incidents. In the event that any member of the Chapter should exhibit behaviour which is anti-social, disruptive, disrespectful or in contravention of the ethos of the Chapter and then the following process will be followed:

- Any such complaint(s) must be put in writing to the Chapter Director.
- The Director will write to the member about whom the complaint has been made and make that person aware of the accusations brought against him/her.
- This member will then have 14 days in which to make a written reply. (There will be no discussion on a one to one basis).
- If the member chooses not to reply, a decision will be made based on the information already received.
- The Director, in consultation with the Committee will then make a decision based on the information received.
- A letter giving details of the decision will be forwarded to the member against whom the allegations were made.
- This decision is final and there is no appeal.
- Action taken against any member exhibiting antisocial behaviour which is in direct opposition to the ethos of the Chapter Charter or basic human rights will range from a formal warning to expulsion from the Chapter.
- In the event that a decision is made to suspend or revoke a membership in the Chapter, the person in question will receive a letter from the Director confirming the cancellation. This letter will give the reason for the cancellation in clear concise terms. The members Chapter dues will be refunded pro-rata

Article V – Dues

1. Essex Chapter is a not-for-profit organisation. The Committee may, in the Committee's sole discretion, establish Chapter dues to be utilised solely to pay or defray the cost of Chapter administration.
2. Essex Chapter may conduct legitimate fund-raising activities to assist in paying or defraying Chapter-operating expenses or to raise funds for charitable purposes. All such fund-raising activity shall be subject to approval by the Director.

Article VI – Activities

Chapter events and activities may include any family-oriented, safe activities that promote a positive image of the sport of motorcycling and that appeal to the Chapter membership.

Article VII– Chapter Publications

All material published by the Chapter must include the official Chapter name. All Chapter publications, whether written, oral (broadcast), or electronic must be approved by the Director

Article VIII - The Annual General Meeting

A yearly meeting of the Chapter membership will be held which will be open to all fully paid up members of the Chapter, at which agreement of the previous year's minutes, and any matters arising from the minutes will occur and the previous year's accounts will be available to members and to then be agreed and seconded. The previous year's summary of events will be outlined by the current Director, highlighting any important events. The current committee will stand down and there will follow the election of the following year's committee. There will be an allocation of time allotted for items such as agreeing any changes to the Chapter's charity policies, and any changes to the Chapter Charter which requires a vote from the general membership as well as dealing with any questions from the Chapter membership.

Article IX - Finance

- 1 The Chapter funds will be banked in the name of Essex Chapter and at least two Primary Officers are to be authorised signatories.
- 2 The club will not make collections of money to mark members' special personal occasions such as birthdays & weddings. Expenditure from the club funds of up to £50 may be incurred to mark an occasion such as a marriage or funeral if the ceremony is open to club members.

- 3 Primary Officers may authorise expenditure at their own discretion for items up to £100.
- 4 All expenditure above £100 and up to £500, including cheques, must be authorised by at least two Primary Officers.
- 5 All expenditure over £500 must be approved by the committee.
- 6 The Chapter shall not compensate Chapter Officers for their services as such but may provide for the payment of any or all expenses incurred by Officers in attending meetings or events for the purpose of conducting Club business. To be sure of payment Chapter Officers must obtain approval before incurring the expense.
- 7 No loans shall be contracted on behalf of the Club.

Article X – Election of Director and Committee

1. The membership will elect a Chapter Director and this person will remain in office for a minimum period of 2 years. The Director will appoint up to a maximum of 2 Assistant Directors who he feels will support him during his term in office. The post of Assistant Director will be given with the proviso that this person would be willing to be considered for the role of Director if this were offered in the future. These positions will be for a minimum period of 2 years.
2. Election of Director
 - The Secretary will preside over the election procedure to appoint a Director.
 - The process will usually consist of one month for applications, one month for electioneering and one month for the voting procedure (if more than one candidate) and handing over processes.
 - Only members who have previously served on the Chapter committee for a period of at least one year may apply for the position of Chapter Director
 - Members who join the Chapter after an election is formally announced may not vote in that election.
 - A candidate's application must be supported by at least two unrelated members.
 - A candidate must declare to the committee any potential conflicts of interest.

- After the closing date for applications the committee will meet to consider whether the applications are valid. If only one or none are valid then the committee will decide on an appropriate course of action.
 - If there is more than one valid candidate the Director will be elected by a majority of member's votes in a confidential method of postal ballot.
 - A serving or past Director may stand for re-election.
 - After his/her term in office, upon stepping down a past Director should be available as a mentor/consultant for the new Director for a period of one year. This is a non committee position.
 - Nominations for the positions of Secretary and Treasurer within the committee must be approved by the Director in his/her sole discretion as these roles require specialised knowledge and an understanding of the Chapter Charter. These posts will be held for a minimum of 2 years.
3. All primary post holders will remain in post for the duration of the Director's Term in office. With each change of Director, there will be the opportunity to replace the Primary Post holders. Should a Primary post holder resign from his/her position mid-term then a replacement will be appointed by the current Director and will serve for the remainder of that Directors term in office.
 4. The following Committee positions will be filled by nomination. Nominations will be invited from the Chapter membership 8 weeks prior to the AGM. All nominations will then be reviewed at the next available Committee meeting to ensure that all applicants have the best interests of the Chapter at heart. This will ensure that any one who has been excluded from the Chapter previously or who has a conflict of interest will not be invited to pursue their nomination at the AGM. Following discussion with the Committee, the incumbent Director will provide any nominee who is not invited to go through to the election process at the AGM with a letter explaining the grounds upon which their nomination has been declined. The decision of the Committee is final and there is no process of appeal.

These positions will be re-elected on a bi-annual basis:

- Secretary
- Treasurer

These positions will be re-elected on an annual basis:

- Events Co-ordinator
- Ladies Officer
- Head Road Captain
- Editor
- Photographer

- Membership Officer
 - Web Master
 - Safety Officer
 - Merchandise Secretary
 - Inter Chapter Representative
 - New Members Representative
 - Historian
5. A specific term has been given to each of the Committee roles to ensure that members wishing to take on such responsibilities recognise that it is a long-term commitment and that this period in office provides continuity in the running of the Chapter. Should a secondary post holder resign from his/her position mid-term then a replacement will be appointed by the Current Director and will serve for the remainder of the Chapter year until the AGM at which point they can submit their nomination should they wish to do so.
6. All members of the Chapter are eligible to apply for a position on the committee provided they are a fully paid member of Essex Chapter. Nominations should be made in writing 8 weeks prior to the Annual General Meeting for any of the committee positions providing that:
1. The member has no conflict of business interest towards the Essex Chapter.
 2. The member holds no committee position within any other motorcycle club.

Article XI – Chapter Code of conduct:

- Treat everyone with value and respect.
- Treat each member as you wish to be treated yourself.
- Be tolerant
- Respect the beliefs and views of others even if they are not in line with yours.
- Honour the Chapter Charter and By-laws.

Article XII –Insurance

The Essex Chapter shall procure annual indemnity insurance through the bmf or similar motorcycling organisation with comprehensive general civil liability, for all official events and activities which covers legal liability for damages and legal costs arising out of Third Party loss, injury or damage, in connection with the activities of the Chapter to include public liability, professional indemnity, liability for damage to leased and rented premises, member to member liability, indemnity to principals and liability arising out of goods sold or supplied including refreshments.

Article XIII – Disbursement of Funds

In the event of dissolution or final liquidation of the Chapter, all of the remaining funds and property of the Chapter shall, after paying or making provision for the payment of all of the liabilities and obligations of the Chapter and for necessary expenses thereof, be distributed to such organisation or organisations as are organized and operated exclusively for charitable purposes and which are registered with the Charity Commission. In no event shall any of such assets or property be distributed to any director, officer or private individual.

Article XIV – Disclaimer

All Essex Chapter members and their guest(s) participate voluntarily and at their own risk in Essex Chapter activities. The Chapter officers are and shall be released and held harmless by the member/guest for any injury or loss to the member/guest or to his or her property which may result from participation in Essex Chapter activities. This means that each and every member of the local chapter and their guest(s) have no ground for legal action against Essex Chapter or its offices for any injury resulting to them or their property.

Article XV – National, State, Local Laws

If any part of this Charter should be invalid for any reason whatsoever under any national, state or local laws having jurisdiction over the subject matter of this Charter, then that part shall be considered deleted from this Charter and the rest of this Charter shall remain valid and in full force and effect.

Approved by a majority vote at the Essex Chapter AGM on 16th October 2011