



# CHARTER GUIDE

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CHARTERING YOUR ORGANIZATION WITH THE  
AMERICAN MOTORCYCLIST ASSOCIATION

Since 1924 the familiar AMA logo has symbolized organized motorcycling activity throughout the United States and has relied on organizations to help advance the Association's purpose: to pursue, promote and protect the interests of motorcyclists. For a number of years, motorcyclists were stereotyped with the "outlaw" image, but as times change and the wheels of progress keep turning, motorcycling has grown, not only as a form of recreation and competition but motorcycling also has gained respect as an economical, legitimate form of everyday transportation.

As a motorcycle organization, you have the ability to become a tool which keeps the wheels of positive progress turning in your community. A well organized motorcycle organization presents a favorable image to motorcyclists and non-motorcyclists alike, and it assists in preserving and protecting the rights of riders.

Motorcyclists represent many different lifestyles, and while it is unwise to judge people by how they appear, many do. So the responsible motorcycle organization must place the utmost importance on a code of ethics and a functional constitution. Careful adherence to these principles, along with community involvement, are the best ways to allow the public to see you as you really are.

The outlaw image was the product of only a few. Now it's up to the majority of us to change that image and secure our place in the community.

As you read this booklet, we hope you realize the importance of becoming a well-established motorcycle organization, not just so that you can promote the best races or rallies but to ensure your future and your standing in the community as motorcyclists.

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# **PART 1**

## **THE FOUNDATIONS OF A MOTORCYCLE ORGANIZATION**

### **Togetherness**

The freedom and individuality we experience through motorcycling, coupled with the fact that our machines carry only one or two persons, tend to make us rather independent-minded. Whether its race trophies or mile markers, we usually measure our accomplishments as motorcyclists in personal terms. However, before you become too comfortable with your motorcycling habits, perhaps you should ask what you and the other motorcyclists you know have done to help ensure the future of motorcycling, particularly at the local level.

There are always challenges facing us: the “outlaw” image that TV and films still turn to when an easy villain is needed, bike bans in our communities, land closures, complaints about irresponsible riders on loud motorcycles, helmet laws and employer health insurance restrictions on motorcycling. Working together, we have overcome many problems and can more easily confront the challenges of today and tomorrow.

Despite the image of the solitary motorcyclist riding into the sunset, motorcycling is also a tremendous social activity-if for no other reason than because it’s highly visible nature makes its followers responsible to one another for maintaining a good image. In essence, if it’s good for one of us, it’s good for all of us, and vice versa. This is a primary reason why the concept of the motorcycle club is so important to us all.

But there’s much more to it than that. Motorcycling is fun. You know that or you wouldn’t be involved. The obvious extension of the pleasure and satisfaction you gain from riding your motorcycle is in sharing your enthusiasm with those of similar interest. Remember the first time you met someone else who had ridden your favorite road or that tough stretch of trail?

It’s this kind of shared experience and interest that forms the basis for all social activity and provides the foundation for the political and community relations activity that will ensure the future of motorcycling. All this is best and most logically done within the structure of an organization. It is the purpose of this booklet to describe the structure, function and potential of motorcycle organizations. Most of all though, this publication is about how to make motorcycling even more enjoyable not just for you but for the community at large.

### **In the Beginning**

The concept of a large national organization with affiliated, smaller local groups is the key to the founding philosophy of the American Motorcyclist Association. In fact, it was such a local group, the New York Motorcycle Club, which laid the groundwork for establishment in 1903 of the Federation of American Motorcyclists, the AMA’s forerunner.

The wisdom of such a structure is obvious. It works in democratic governments and for over 80 years has worked with a great deal of success for the AMA. Information and strength of numbers flow from the grassroots level to a central location, where it is consolidated and channeled toward a program of improving motorcycling.

The first step is some sort of decisions about what kind of structure best serves your organization’s needs.

You may find that the dealer who sold you your motorcycle is happy to provide an area to hold meetings. Besides the fact that the dealer too is a motorcycle enthusiast, the traffic and goodwill which the meeting will generate could not possibly hurt his business. If, however, this can’t be worked out, don’t hesitate to contact municipal officials about using a community center, public meeting room or school for your meetings. You will be working with these officials in the future, so this is as good a time as any to begin developing a good relationship.

Restaurants often will supply a meeting room, provided those in attendance purchase meals or refreshments. Another suggestion is to call on the church of a member of your group. Churches frequently provide meeting places at no charge or for a tax-deductible contribution.

In preparation for your initial meeting, ask area dealers for their help in putting together a list of names and addresses of riders they believe would make good associates. A few days before your scheduled meeting, mail a postcard to each of your prospective members giving details and directions. Follow up with a telephone call or e-mail reminder just before the meeting.

### **Getting Organized**

The primary purpose of this first meeting will be to convince a group of motorcyclists, who probably feel they have gotten along just fine on their own, that there are definite benefits to organization affiliation. In some cases, it won't be easy, especially since some riders have carefully cultivated their "loner" image. If you run into this kind of resistance, avoid the temptation to preach or harangue. The most convincing and constructive dialogue will be that which is generated among the prospective members themselves. For this reason, it is important that you provide introductions and ample time for informal discussion during your meeting. Be a moderator, not a cheerleader.

Frequently, organizations are formed to bring together riders with one particular interest—road riding, racing or brand orientation. While the natural evolution of your organization may be toward one of these areas, try to give your organization as broad a base as possible. Many times it is desirable for an organization to be composed of motorcyclists with a wide range of interests. There is no reason why a road rider can't help score at a motocross promoted by the organizer, and no reason why an enduro rider can't help lay out a poker run. Variety is the spice of life, and of motorcycling.

Once a general agreement has been reached concerning the basic direction of your group (not necessarily at the first meeting), you should

begin to prepare a constitution and a set of by-laws if you are working with a club. This paperwork won't be nearly as much fun as riding, but it is necessary and it is not as difficult as you may fear. To assist with this task, a sample constitution and by-laws, as well as explanation of officer duties are printed on pages 10-12 of this booklet.

### **Keeping It All Together: Some Legal Considerations for Clubs**

Beyond establishing a constitution and by-laws, the question of incorporation is one which you and your fellow club members may want to consider. Simply stated, incorporation means that you as an individual member of the club cannot be held liable for the negligence of others in the club should they be involved in an act that might result in a lawsuit being filed against the club and its members.

To obtain corporate status for your club, you must file the appropriate documents with the secretary of state. Most clubs will file simple "Articles of Agreement" stating that the club is a voluntary corporation established for the purpose of furthering the sport of motorcycling and with no capital stock. Even though it is a relatively simple legal exercise to file papers of incorporation, it is wise to have an attorney handle the job. To save time and money, be prepared for your visit with the lawyer. Take along a copy of the constitution and by-laws and have two or more club officers present. Additionally, be prepared to pay a filing fee when your club applies for corporation status.

If considering incorporation, be aware of the following points.

An unincorporated club:

- Is a voluntary association that in the eyes of the law is not an entity or a person.
- Has no legal standing as an organization.
- Cannot own, convey or mortgage property.
- Is probably unable to borrow money or enter into any contract.

This means every member of the club may be held personally liable for any act committed in the name of the club, even those who personally had nothing to do with the act or deed which gave rise to the debt or damage.

An incorporated club:

- Has limited liability which protects its members from being personally responsible for the debts or deeds of the club.
- Has a separate legal existence.
- Can exercise most powers that are available to individual persons.
- Can own property, enter into contracts or mortgages and sue in the courts.
- Can be sued as an entity but only to the extent of its limited liability.
- Can have its interests easily transferred.
- Continues its existence regardless of what happens to individual members.

The nonprofit corporation is available in most states for “not-for-profit” organizations. This type of incorporation avoids much of the financial burden of other types of incorporation. It is the type of organization most favored by clubs operated not for profit but seeking protection from club liabilities to individual members.

The IRS and your state tax division may have separate requirements for nonprofit corporations. Become familiar with the requirements of each. Failure to comply with federal and state tax regulations governing your club could result in fines and loss of your corporation status.

Following is a sample purpose statement for articles of incorporation. You can either use this statement as your purpose statement or as a reference when composing your own.

### ***Articles of Incorporation Purpose Statement***

*To pursue, promote and protect the interests of motorcyclists; to develop better and more enthusiastic relations between the general public, the media and the operators and riders of motorcycles; to encourage rider participation in*

*events; to encourage discussion among members of matters pertaining to motorcycles; to sponsor and promote organized events; and in general to perform any acts therewith not forbidden by laws of the state of \_\_\_\_\_.*

### **Money Matters**

Nonprofit or not, your organization will find itself handling money, and it's too important a matter to be ignored or dealt with carelessly. For these reasons, it is necessary to include a treasurer among your officers.

It is often suggested that the position of treasurer be voluntary rather than elective, since the individual concerned enough to volunteer is probably also skilled and concerned enough to handle the details on a consistent basis. Because the successful operation of a treasury depends on a timely flow of paperwork, the treasurer should be a member who understands the formalities of AMA referee reports, sanction requests and other club business documents.

The treasurer should make disbursements from a special checking account whenever possible, since each canceled check provides a written record of payment. Excess cash should promptly be deposited in an organization's savings account. Such an account is a good idea if only because the organization is more likely to carefully consider every expenditure if it means a bank withdrawal.

It is the treasurer's responsibility to keep financial records, including all income and expenditures. These records should list the source of income (ticket sales, concessions, entry fees, etc.), date and amount. Expenditure records should show who was paid, how much and the reason for the payment. A personal computer and inexpensive financial-management software can be a very useful tool. In addition to simplifying the maintaining of financial records, a computer is invaluable for correspondence, event flyers, etc.

After the considerable amount of work you have already done to get your organization together, you will want to make sure that you and the

other members are going to get the most out of your activities. The American Motorcyclist Association can help you achieve that goal. For over 80 years, the AMA insignia has symbolized the best in organized motorcycling activity in America.

The AMA remains the only national organization devoted to providing a full range of services to America's motorcyclist and equipped to effectively work for the betterment of all forms of motorcycling. Whether a rider prefers motocross or touring, the AMA exists to keep the fun in motorcycling for everyone. Over 260,000 motorcycle enthusiasts support AMA activities through their annual membership dues.

Your organization will enjoy many services and benefits through its AMA affiliation. A full-time Government Relations Department actively and effectively focuses on combating all forms of legislation and regulation unfair to motorcyclists. AMA Racing and AMA Organizer Services departments stand ready to assist in organizing events. The AMA sponsors public relations and safety campaigns geared toward overcoming the negative image of motorcycling held by some non-riders. By chartering your organization with AMA, our association is acknowledged on the AMA website, which can lead to increased membership and exposure of your organization. If your organization is up to date with the computer age and has its own website you can link to the AMA's website, [www.AMADIRECTLINK.COM](http://www.AMADIRECTLINK.COM) to find out more.

Also of special interest to motorcycling is the AMA's deep involvement with the problems of land use and noise. Through its efforts in these issues, the Association has gained the respect of legislators and regulators throughout the nation, and this relationship pays dividends in the form of keeping public lands accessible to motorcyclists. Time and again, the AMA Government Relations Department has given clubs technical assistance in obtaining public-use permits for their organized events.

Sanctioning both recreational and competition events, the AMA provides a uniform set of

nationally recognized rules and guidelines covering many types of motorcycling activity. These rules and guidelines give all members a basis on which their abilities can be fairly and consistently judged. The popularity of AMA rules is seen in the 4,000 events offered each year by AMA organizers.

Responsive to the changing needs of motorcycling, the AMA is assisted by the AMA Congress. Representatives from every AMA district attend this annual meeting to establish and define rules. Each AMA-chartered promoting organizer has the privilege of voting for Congress delegates, providing a say in how the AMA functions.

In short, affiliation with the AMA gives your organization direction and focus. Your charter provides immediate benefits to your organization and at the same time incorporates you into a national community in which your image is enhanced and through which you can better work for your interest, the interests of your community and the interests of motorcycling on a national scale.

## **PART 2 ORGANIZATION AND COMMUNITY**

As with any special interest group, people are going to be curious about the activity which has drawn you together as a social unit. It is up to you to channel this curiosity into a positive force within your community.

Don't make the mistake of thinking community approval and support isn't important. Besides being home to the people you live and work with, your community is populated by those individuals who hold the lease to your clubhouse, those who make the laws which affect your sport and hobby, and those who will attend your events – or stay home – depending largely on how they feel about you and your friends. Your standing in the community is vitally important, and it is largely dependent on the image you project.

The basis of good community relations begin with individual members of the organization. That is, simply by acting as responsible, civic-minded citizens, you can lay a foundation on which acceptance and respect within the community can be built.

Granted, you are a motorcyclist, but you also are a press operator, an office worker, a salesman or some other integral part of the community, and what's good for you the citizen is equally good for you the motorcyclist. Standards of responsible behavior are the same whether an individual is involved in his work or his hobby.

### **Getting Involved**

Being a viable and valued part of the community requires more than just behaving responsibly; it means taking an active part in the programs and activities that help the community improve and grow. Fortunately, there are many such activities particularly suited to motorcycle organizations. Here are a few examples:

- Adopt-A-Highway or trash runs.
- Distribution of material for charitable fund-raising projects.
- Providing guest speakers for civic and service organizations, giving your organization the opportunity to present motorcycling in a positive light to some of your community's most influential people.
- Traffic control or escorts for parades, community celebrations, athletic events and other crowd-drawing activities.

Basically, you should remember that you and your friends as a motorcycle organization are part of the community in which you live and ride, and you owe it the same services that any other group or organization does. Get involved and by all means avoid any tendency toward isolation or clannishness. Staying aloof from your neighbors can only reinforce the sorry misconceptions some of them might already harbor toward motorcycling.

After you are organized, it is a good idea to touch bases with your local police department. Set up a meeting that includes a couple of your

officers. Brief the local police community relations officer on who you are, why you have formed your organization and what your plans are. If you have designed an insignia, be sure the police are aware of it. Seek to keep these lines of communication open in the months and years to come.

## **PART 3 AMA CODE OF ETHICS**

To establish a successful working relationship between the AMA and a chartered organization, both parties must have the same goals and objectives. Therefore, we ask that every charter adopt the purpose stated in the AMA's Code of Regulations: "to pursue, promote and protect the interests of motorcyclists."

However, it's not enough just to pursue the interests of motorcyclists. A motorcycle organization must exist in two worlds: motorcycling and non-motorcycling. A responsible organization is concerned with how it coexists with the community at large and at the same time must not be antagonistic or hostile toward other factions within the motorcycling fraternity. To assist motorcycle organizations in a productive coexistence with the **non-motorcycling community**, the following code of ethics has been established:

- AMA chartered organizations should strive to promote good public relations through their general conduct, the media, activities and community affairs.
- AMA chartered clubs should respect the rights of all members of the community.
- AMA chartered organizations should abide by all local, state and federal laws.

To assist motorcycle organizations in a productive coexistence with the **motorcycling community**, the following code of ethics has been established:

- AMA chartered organizations should strive to promote cooperative coexistence with other motorcycle organizations.
- All formal AMA sanctioned activity will be conducted in accordance with all

current rules and guidelines set forth in existing AMA rulebooks, and informal activities should be conducted according to the spirit of this Code of Ethics both within the motorcycle community and the community at large.

## **PART 4 CHARTER REQUIREMENTS**

Motorcycle organizations are often independent organizations of motorcycle owners and enthusiasts who join together for many different reasons be it recreational and social activities, performing community service or to run organized events. Though they frequently pursue these ends on a totally independent basis, often they voluntarily affiliate themselves with the American Motorcyclist Association by obtaining an AMA/ATVA charter. The AMA recognizes these many different types of organizations and has several different ways you can charter with the AMA.

Charter applications are legal documents. Therefore, your president or principal officer is required to verify that the information provided on your charter application is correct and accurate by signing and dating the application where indicated. ***Applications that are not confirmed by dated signature cannot be approved.*** In the following segments of this booklet, chartering requirements are explained in detail. However, for your reference, basic chartering requirements are printed on each charter application.

Also, please note that regardless of which month an AMA/ATVA charter application is processed within a calendar year, all charters expire on December 31 of the year application was approved and processed.

It is strongly recommended that you make a photocopy of any and all paperwork you forward to AMA for your files.

You can confirm that your charter application has been processed by checking the “Clubs &

Promoters” listing on the AMA website, [WWW.AMADIRECTLINK.COM](http://WWW.AMADIRECTLINK.COM) (Please allow six weeks for processing). In addition, if a contact e-mail address is supplied, you will receive e-mail notice confirming approved charter status and assigned AMA/ATVA charter number, if a first year organizer. Additionally, chartered clubs will receive an AMA Charter Certificate acknowledging this information.

If the information submitted on your charter application does not satisfy chartering requirements, your contact person or will be notified via postal service and e-mail, if provided.

### **Social Clubs**

Clubs that have formed for strictly social reasons will fall under the AMA/ATVA Social Club category. Social clubs are enthusiasts who ride together, be it road or off-road, but aren’t really structured or geared up to host formal events. A signed and completed charter application must be submitted along with the appropriate charter fee. There must be at least five individual current AMA/ATVA members in the club; their names and AMA/ATVA membership numbers listed on the charter application. Social clubs are not eligible to sanction events or vote for AMA/ATVA Congress Delegates. However, Social clubs are permitted to upgrade to Promoting Club status if they decide in the future to apply for AMA sanctions. Contact the AMA Charter Coordinator for details.

### **Historic Clubs**

Clubs that have been organized for fifty years or more can choose to charter as an AMA/ATVA Historic Club. These are clubs who believe in the AMA/ATVA but do not have the membership anymore and/or are not active enough to maintain a promoting charter. A signed and completed charter application must be submitted along with the appropriate charter fee. There must be at least five individual current AMA/ATVA members in the club; their names and AMA/ATVA membership numbers listed on the charter application. Also, the club is required to provide documentation, verifying clubs existence for at least fifty years. Historic

clubs are not eligible to sanction events or vote for AMA/ATVA Congress Delegates.

### **Promoting Clubs**

Clubs that plan on sanctioning events are considered AMA/ATVA Promoting Clubs. Because promoting clubs can apply for AMA/ATVA sanctions, therefore taking advantage of AMA's established insurance policy to insure those events, and vote for AMA/ATVA Congress Delegates, chartering requirements are stricter than those required of social and historic club applicants.

A signed and completed charter application, along with the appropriate charter fee and supporting documents (described below) must be submitted. As previously mentioned promoting clubs may apply for AMA/ATVA sanctions and have the privilege of voting for AMA/ATVA Congress Delegates, the people who govern the rules for sanctioned events. Voting for AMA/ATVA Congress Delegates is held during annual AMA Sanction Meetings, or by Proxy Ballot.

First year AMA/ATVA charter club applicants are required to submit two letters of recommendation. Acceptable letters of recommendation are from established organizations in your community who have worked with your club members and are familiar with your club activities. For example, a motorcycle dealer, local official, church, fire department, etc. The purpose of recommendation letters is to support that your club and club members have established a reputation of being responsible, law-abiding citizens and have made a positive impact on your community. Acceptable letters of recommendation are printed on company letterhead stationery of the recommending organization.

In addition, first year promoting club applicants are required to submit a copy of club constitution and by-laws. Revisions of constitution and by-laws should be forwarded to AMA in following years. For reference, suggestions and sample copy of constitution and by-laws are included on pages 10-12 of this booklet.

### **Promoters**

Business or track owners that wish to charter and sanction with AMA are recognized as promoters. As with promoting clubs, promoters can apply for AMA/ATVA sanctions, therefore taking advantage of AMA's established insurance policy to insure those events, and vote for AMA/ATVA Congress Delegates. Voting for AMA/ATVA Congress Delegates is held during annual AMA Sanction Meetings, or by Proxy Ballot.

A completed, signed charter application, along with the appropriate charter fee must be submitted to the AMA.

In addition, first year applicants are required to submit two letters of recommendation. Acceptable letters of recommendation are from established organizations in your community who have worked with your organization and are familiar with your activities. For example, a motorcycle dealer, local official, church, fire department, etc. The purpose of recommendation letters is to support that your organization has established a reputation of being responsible, law-abiding citizens and have made a positive impact on your community. Acceptable letters of recommendation are printed on company letterhead stationery of the recommending organization.

### **Applying for an AMA Sanction (Promoting Clubs and Promoters only)**

An organization will not be granted a sanction until their paid AMA/ATVA charter application has been approved and processed for the current year. In addition, it is required that your Risk Management Officer and/or another officer of the organization view the AMA Risk Management Workshop prior to holding a sanctioned event. Other persons involved with organizing and overseeing your sanctioned events are welcomed and encouraged to view the Risk Management Workshop, as well.

Sanction applications will not be processed unless appropriate sanction fee accompanies the application. However, insurance fee will be billed to your club if paid sanction application is

submitted within timeline requirements stated below.

***If your paid sanction application is received and fully processed at least 90 days prior to your sanctioned date, your event will be promoted in American Motorcyclist, AMA's monthly publication, at no additional cost to your organization. In addition, sanctioned events are listed in the calendar section of the AMA's website. Both sources of advertising your events are important benefits of acquiring an AMA sanction for your meet.***

### **AMA Risk Management Workshop**

As previously mentioned, the AMA Risk Management Workshop must be viewed before your sanction can be approved, and every two years thereafter. The AMA Risk Management Workshop is now available online at this link: <http://www.amadirectlink.com/organizers/resources/rmw/index.asp>

Perhaps the most important reason to view the Risk Management Workshop – and THE reason it is required by our insurance company – is that during the workshop you will learn how to reduce your risk of being sued if someone is injured during your sanctioned event. Even if an accident occurs due to operator error, the fact that your organization will be named in a lawsuit is, unfortunately, likely. If a lawsuit is filed against your organization, your risk of losing the suit will be greatly reduced if you document complete, correct information about the accident and can produce release forms, properly and legibly signed by each participant, that release your organization of responsibility. There are other ways you can show that you held a responsible event; therefore reducing your risk, such as displaying liability posters, holding riders meetings, etc.

## **PART 5 EVENTS AND COMMUNITY**

Once you are established as a motorcycle event organizer and begin conducting events, it is essential that you show certain courtesies to the community. Through thoughtful consideration

and planning, your chance of ensuring your future within the community will be greatly improved. Always remember:

- Regardless of what type of event you are planning, always advise all local authorities who might have jurisdiction. Personally contact the local police, sheriff's office and highway patrol. Tell them what the event is, where it is, when it is and how long it will run. If they have this knowledge beforehand, they won't be likely to interrupt the event. We also recommend that you follow up with a written report.
- As a promoting organization, you may own your own property or lease, rent or use the property of another landowner or manager. Using land owned and managed by others requires thorough preparation, including planning, communications and follow up. When done properly, you will greatly increase the likelihood that you will continue to be able to use property owned and managed by others.
- For motorcyclists, noise is a double-edged sword. Two distinct but very serious problems are involved; 1) excessive noise is capable of causing actual and permanent physical damage, and 2) excessive noise for the motorcyclists is a serious political and public relations problem. Because of these two problems, the AMA, its organizers and its members have conducted a progressive national noise abatement program for well over 25 years. Attempting to curb noise is a cooperative, friendly effort.

We are all in this together and we should always try to work together to solve the problems confronting motorcycling. Each individual must make a personal effort to understand and help solve one's community problems.

### **Protecting Yourself**

Even though your organization may become affiliated with the AMA or a district, your organization remains a separate, independent

entity responsible for its own actions. It is neither legally nor practically possible for the AMA to assume responsibility for a chartered organization. Motorcycle organizations should secure adequate liability insurance coverage. This is especially important if your organization ever hosts an event to which the public is invited.

## **PART 6 DISCIPLINARY MEASURES**

As in any organization, on occasion the need for disciplinary action occurs. A probationary system has been established to minimize the possibilities of having the reputation of AMA chartered organizations damaged.

The AMA, devoted clubs, promoters and members have put a great deal of hard work, enthusiasm and effort to earn a reputation of honor and respect throughout the world. Actions – by the whole organization or individual members – which reflect negatively on motorcycling or which result in adverse media coverage for a club or promoter can directly or indirectly affect the AMA. Such activities can become the basis for review of a charter and possible probation or revocation of a charter.

In addition, infringements of the Code of Ethics or charter requirements can also become the basis for probation or revocation. Review of a charter may be undertaken if written complaints are received by the AMA national headquarters. On receiving such complaints, the organization may be placed on temporary probation pending review. In serious cases, a staff report will be delivered to the AMA Board of Directors, which may determine the need for extended probation or immediate revocation of a charter. The Directors may establish any terms of probation they consider appropriate to the situation.

The following guidelines will be followed when review, probation, suspension or reinstatement of an AMA-chartered organization is at question:

- The AMA home office may place an organization on temporary probationary status during the initiation of a staff investigation. Temporary probationary status will continue for a minimum of

three months, but not longer than one year without a recommendation to the AMA Directors.

- On completion of its investigation, the AMA home office may reinstate an organization, or may deliver to the Directors a recommendation for extended probation or revocation of charter.
- If a case is considered by the AMA Directors, the organization will be notified and will have a right to appear before the board to present all matters it wishes to be considered.
- The Directors may reinstate the organization, revoke its charter permanently or place the organization on extended probation for up to three years, during which the organization may be required to meet terms of probation which the Directors consider appropriate to the situation.

These disciplinary review procedures have been established to assure that the AMA community as a whole benefits from each individual charter functioning in a responsible considerate manner.

**FOR MORE INFORMATION ABOUT CHARTERING** or if you have questions regarding the contents of this booklet, please contact:

AMA Organizer Services  
13515 Yarmouth Dr  
Pickerington OH 43147

Telephone: 614.856.1900, extension 1241

Fax: 614.856.1921

E-mail: [jhelmick@ama-cycle.org](mailto:jhelmick@ama-cycle.org)

**FOR INFORMATION ABOUT THE AMERICAN MOTORCYCLIST ASSOCIATION**, please call 800.AMA.JOIN or check out the AMA website at:

[WWW.AMADIRECTLINK.COM](http://WWW.AMADIRECTLINK.COM)

# SUGGESTED ITEMS FOR CLUB CONSTITUTION

## **Article 1**

This club shall be known as \_\_\_\_\_.

## **Article 2**

Active members shall be riders of motorcycles, persons actively concerned with the trade of motorcycle enthusiasts. Honorary members shall be other persons as the club may decide by a two-thirds vote of those present at any regular meeting. Only active members shall be entitled to vote in club affairs or to win any prizes in club activities.

## **Article 3**

The officers of the club shall be a president, vice president, secretary, chief legislative officer, treasurer, road captain and referee. These officers shall constitute the executive board.

## **Article 4**

The duties of the **President** shall be:

- To preside at all meetings of the club
- To have general supervision of the affairs of the club
- To appoint any person or committee not otherwise ordered by the club
- To personally represent the club on proper occasions and in business contracts
- To assist all other officers of the club in their records, correspondence and other duties
- To promote interest on the part of each member in club life and activities
- To vote only when necessary to break a tie

## **Article 5**

The duties of the **Vice President** shall be:

- To perform the duties of the President in his/her absence

## **Article 6**

The duties of the **Secretary** shall be:

- To keep a record of the meetings of the club
- To send out notices of regular or special meetings
- To handle all club correspondence
- To perform such other duties as generally fall to that office

## **Article 7**

The duties of the **Club Legislature Officer** shall be:

- To monitor local and state legislative activities affecting motorcycling
- To communicate with the district legislative officer or AMA Congress Delegate any of the legislative activities identified
- To work with the district, AMA Congress Delegates and AMA Government Relations Department to promote programs and legislation that will benefit motorcyclists.

## **Article 8**

The duties of the **Risk Management Officer** shall be:

- To insure events are properly sanctioned
- To insure that liability insurance coverage is in place
- To insure that the registration process for events operates properly, including signing of release forms
- To complete and forward to AMA Headquarters the properly completed post-event paperwork required after every AMA sanction
- To research and consolidate information on all participant or spectator mishaps during an AMA sanctioned event, complete and forward the injury report form to the AMA no later than 14 days after the event. However, in the case of a fatality or serious injury - serious injury being defined as any injury requiring hospitalization - telephone the AMA the first working day following your event, and the injury report form is to be mailed to the AMA within 24 hours after the event - along with the release form and data card from the injured party.

### **Article 9**

The duties of the **Treasurer** shall be:

- To collect dues from all members
- To collect all other money due the club
- To maintain club financial records and deliver reports on a timely basis

### **Article 10**

The duties of the **Executive Board** shall be:

- To act for the club in all matters ordered by the club
- To make final decisions on member expulsions
- To properly investigate and present to the club all business or important activity situations
- To have general control over all club affairs

### **Article 11**

The duties of the **Road Captain** and/or **Meet Coordinator** shall be:

- To plan all club tours, runs, activities, etc.
- To lead the club in formation, riding, or parades
- To stimulate interest in activities
- To assist in handling club socials, parties, and other functions
- To enforce all rules of group riding
- To select assistants to aid in special tasks

### **Article 12**

The duties of the **Referee** shall be to:

- Generally supervise all sanctioned competition events promoted by the club
- Responsibilities of the referee are described in the AMA rulebooks

### **Article 13**

All elective offices shall be filled at an election to be held on \_\_\_\_\_ of each year. All officers shall hold office for one year or until their successors are elected and qualified. \*\*

### **Article 14**

The regular meetings of the club shall be held on \_\_\_\_\_ at \_\_\_\_\_ PM, but the President or Executive Board may call a special meeting at any time by advance notice.

### **Article 15**

\_\_\_\_\_ active members in good standing shall constitute a quorum for transaction of club business.

### **Article 16**

The constitution may be amended, providing the proposed amendment is submitted in writing at a regular meeting. It shall then be advertised for \_\_\_ weeks and voted on at the next meeting. A two-thirds vote of all active members in good standing shall be required to pass an amendment.

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**If information** changes after your charter application is submitted, such as officer elections, address changes, etc.; a recognized officer can request changes to your charter file at any time throughout the year by documenting the requested updates via e-mail, fax, or written letter.

# SUGGESTED AREAS TO BE COVERED IN CLUB BY-LAWS

## **Number 1**

Roberts Rules of Order shall govern the parliamentary proceeding of this club unless otherwise provided by these by-laws. The order of business shall be:

- 1) Roll call
- 2) Reading of minutes of previous meeting
- 3) Report of officers
- 4) Unfinished business
- 5) New business

## **Number 2**

Standing committees shall be the **House Committee** and the **Activities Committee**, each made up of three members.

**The House Committee** shall have supervision of the club house, if one exists, and be directly responsible for the maintenance of order and the keeping of the club furniture and fixtures in good order.

**The Activities Committee**, with the road captain and/or meet coordinator acting as chairman, shall have general charge of all tours, runs, competitive meets and club social functions, subject to such orders as the club may give. Other committees may be appointed as necessary by the President.

## **Number 3**

All bills must be reviewed and approved by the Executive Board before they are paid. All checks should be signed by both the treasurer and an additional officer.

## **Number 4**

Applications for membership must be recommended by two active members of the club in good standing. On payment of dues, the applicant will be placed on probation for one month. Afterward, his/her conduct being satisfactory, he/she becomes a member and entitled to all privileges of the club.

## **Number 5**

The club dues shall be \$\_\_\_ per month and the initiation fee \$\_\_\_. The dues for each current month shall be paid not later than the 15<sup>th</sup>. Any member two months or more behind in his/her dues shall be considered not in good standing and shall not be entitled to vote at club meetings.

## **Number 6**

Any member more than six months behind in his/her dues may be expelled from the club by a two-thirds vote of those present at any meeting.

## **Number 7**

A member may be expelled for conduct unbecoming a member of the club, but charges must first be made in writing and the accused member given a hearing before the Executive Board. The Executive Board shall take evidence and report its findings to the club with the recommendation that the charges be considered proven and the accused member be expelled, or the charges be considered not proven and the accused remain a member of the club. The club shall then vote whether the recommendation of the Executive Board shall be adopted. It shall require a two-thirds vote of the active members present and entitled to vote to veto the recommendation of the Executive Board.

## **Number 8**

All active members of the club shall be members of the American Motorcyclist Association.

## **Number 9**

Only active members shall be eligible to hold office.