

**By-Laws
Harley Owner's Group
Old Town Chapter Brandon, Florida #8194**

PREAMBLE

The Harley Owners Group (H.O.G.) is an organization founded and sponsored by Harley-Davidson Motor Company. The group was established to offer motorcycling benefits and services to Harley-Davidson enthusiasts throughout the world, and to develop a close relationship between the Harley-Davidson rider, the Harley-Davidson dealer and Harley-Davidson Motor Company.

The opportunity to start an independent chapter affiliated with the Harley Owners Group is offered to bring members together for the common interest of promoting motorcycling activities. The goal of each chapter is to generate an increased level of enthusiasm for riding Harley-Davidson motorcycles. The chapter shall be a family-oriented and a nonpolitical organization.

ARTICLE I - NAME

The name of the organization shall be Old Town Chapter Brandon, Florida. The Chapter will conduct business under the name Old Town Chapter Inc. (herein referred to as Old Town Chapter).

ARTICLE II - PURPOSE

The purpose of the Old Town Chapter is to promote responsible motorcycling activities for Harley Owners Group members by conducting chapter activities and encouraging participation in other H.O.G. events while maintaining a family oriented philosophy.

ARTICLE III - AFFILIATION

The Harley Owners Group, a division of Harley-Davidson Motor Company, is the governing body of all local H.O.G. chapters. Brandon Harley-Davidson Shop, Tampa, Florida is recognized by the Harley Owners Group to be the sponsoring dealer of the Old Town Chapter Brandon, Florida.

ARTICLE IV - MEMBERSHIP

All Harley Owners Group members in good standing are eligible for membership in Old Town Chapter. If a member's membership in National H.O.G. lapses, membership in Old Town Chapter will be suspended. The Secretary will notify the respective member of his/her lapsed national H.O.G. membership. If, after a grace period of 30 days, the member fails to renew their national H.O.G. membership, their membership in Old Town Chapter will be terminated and their dues will not be refunded.

If Brandon Harley-Davidson Shop determines that a member's conduct at an Old Town Chapter activity, whether business or social, is undesirable that person's membership in Old Town Chapter may be suspended or revoked and their dues refunded.

**By-Laws
Harley Owner's Group
Old Town Chapter Brandon, Florida #8194**

All Old Town Chapter members participate in all chapter related activities at their own risk.

ARTICLE V - PRIMARY OFFICERS

The Old Town Chapter Director will either be appointed by the Sponsoring Dealer or will be elected to the office by a majority vote of the active membership in good standing for a term of one year, beginning on January 1st of each year. The Director candidate will have served on the Old Town Chapter Board of Directors for no less than one year prior to running for Director. The Director is not limited to one year, but must run for reelection annually if he/she wants to continue in the position.

The Director will then appoint his/her Primary Officers, which are Assistant Director, Secretary, and Treasurer. The Primary Officers shall serve a term of one year, not to exceed two years in the same position, beginning January 1st of each year except as appointed by the Sponsoring Dealer. No Primary Officer shall be appointed to more than one Primary or Discretionary position simultaneously except as appointed by the Sponsoring Dealer.

All Primary Officers will work to uphold the "Annual Charter for H.O.G. Chapters" and promote H.O.G. and the Old Town Chapter. No Primary Officer receives any compensation for services performed for Old Town Chapter, nor shall they profit from any and all services provided to the Chapter.

SECTION 1. DIRECTOR

The Director's duties shall be to coordinate and schedule all chapter activities and to uphold the by-laws of Old Town Chapter.

SECTION 2. ASSISTANT DIRECTOR

The Assistant Director's duties shall be as outlined in the HOG Chapter handbook and to assist the Director as requested.

SECTION 3. SECRETARY

The Secretary shall be responsible for all administrative needs of Old Town Chapter.

SECTION 4. TREASURER

The Treasurer shall be responsible for all financial accounting of Old Town Chapter.

ARTICLE VI –DISCRETIONARY OFFICERS (OPTIONAL)

The Primary Officers shall select from the general membership all Discretionary Officers, to serve a term of one year, not to exceed two years in the same position, beginning January 1st of each year. No member shall be appointed to more than one Primary or Discretionary position simultaneously. All discretionary officers shall not

By-Laws
Harley Owner's Group
Old Town Chapter Brandon, Florida #8194

receive any compensation for services performed for Old Town Chapter, nor shall they profit from any and all services provided to the Chapter.

SECTION 1. ACTIVITIES OFFICER

The Activities Officer oversees the administration of chapter events and recruits volunteers for all chapter activities.

SECTION 2. LADIES OF HARLEY OFFICER

The Ladies of Harley Officer shall encourage women members to take an active part in all Old Town Chapter activities.

SECTION 3. HEAD ROAD CAPTAIN

The Head Road Captain shall call upon and assist Road Captains in planning and executing all chapter rides. The Head Road Captain shall educate Road Captains and chapter members about group riding techniques.

SECTION 4. EDITOR

The Editor organizes and assembles written material for the chapter, including the chapter newsletter. The Editor shall be responsible for publishing a minimum of six newsletters per year. The Editor submits chapter events to Hog Tales for publication, and sends a copy of all publications to the National H.O.G. office.

SECTION 5. SAFETY OFFICER

The Safety Officer provides motorcycle safety information to the members and promotes the beginner and advanced rider classes. He/she also assists the Head Road Captain in educating members about group riding techniques.

SECTION 6. PHOTOGRAPHER

The Photographer takes, and recruits other members to take, photos of chapter events and organizes chapter photos for chapter publications, Hog Tales and the chapter history album.

SECTION 7. HISTORIAN

The Historian organizes written accounts of activities, records names of current officers and organizes photos of chapter activities.

SECTION 8. MEMBERSHIP OFFICER

The Membership Officer shall sign up all members, check the validity of their National H.O.G. membership to be sure it has not expired and will collect all chapter dues. Membership will be accepted at all Old Town Chapter functions and by mail. All money collected shall be given to the Treasurer upon receipt.

SECTION 9. WEBMASTER

The Webmaster authors, edits and updates the chapter website. Works with the chapter Editor to ensure the same information is being communicated to all chapter

**By-Laws
Harley Owner's Group
Old Town Chapter Brandon, Florida #8194**

members. Organizes and assembles electronic information for the chapter. He/she also informs the chapter members of chapter activities by including them in the chapter website.

SECTION 10. MERCHANDISE OFFICER

The Merchandise Officer shall place all chapter merchandise orders and collect all monies for chapter merchandise. All money collected shall be given to the Treasurer upon receipt. The Merchandise Officer will maintain organized inventory records of all chapter assets.

SECTION 11. PUBLIC RELATIONS OFFICER

The Public Relations Officer shall contact the media about chapter events, assist's in finding advertisers for the newsletter, and works with the Editor in gathering articles, photos and information to be sent to Hog Tales, other chapters within Florida, and other pertinent publications. The Public Relations Officer shall be a "Good Will" ambassador for the Old Town Chapter in our community.

SECTION 12. NEW MEMBER COMMITTEE OFFICER

The New Member Committee Officer is responsible for contacting and welcoming new members. The New Member Committee Officer shall create and send to each new member printed material as approved by the Membership Officer.

SECTION 13. SENIOR ROAD CAPTAIN

The Senior Road Captain shall assist the Head Road Captain as requested.

SECTION 14. COMMUNICATIONS OFFICER

The Communications Officer is responsible for creating and distributing Director approved announcements to the general membership on a weekly basis by email. The Communications Officer shall coordinate the announcements with the Head Road Captain and Activities Officer.

SECTION 15. FUNDRAISING OFFICER

The Fundraising Officer shall be responsible for organizing and coordinating the fundraising events of the Old Town Chapter for the benefit of charitable or non-profit or non-government organizations as directed by the Board.

SECTION 16. PARLIAMENTARIAN

The Parliamentarian shall familiarize himself/herself with and understand the H.O.G. Chapter Handbook and Robert's Rules of Order, current edition. The Parliamentarian shall counsel the Board of Directors on H.O.G. rules and decision-making procedures.

SECTION 17. TRAINING OFFICER

The Training Officer is responsible for planning and conducting all aspects of training and developing/refining chapter group riding procedures. Records existing and

**By-Laws
Harley Owner's Group
Old Town Chapter Brandon, Florida #8194**

develops new techniques and procedures in conjunction with the Safety Officer and with the approval of the Head Road Captain. Develops material for the Safety and Training Section of the Chapter website and Chapter newsletter.

SECTION 18. VOLUNTEER COORDINATOR

The Volunteer Coordinator shall solicit volunteers from within the chapter to assist Primary and Discretionary Officers in the execution of their duties as requested by the individual Primary or Discretionary Officer.

ARTICLE VII - ACTIVITIES

Old Town Chapter activities can include any motorcycle related activity that appeals to the Old Town Chapter membership and include, but are not limited to, monthly meetings, organized rides, State/Local rallies, social gatherings, and charity events.

ARTICLE VIII- DUES

If it is deemed necessary by the Board of Directors of Old Town Chapter, reasonable dues will be established to be used solely for the purpose of funding the general expenses of Old Town Chapter. In the final quarter of the calendar year, the dues will be prorated to 25% of the annual dues for the current year with the requirement that the full annual dues for the following year be paid at the same time.

ARTICLE IX - PROCEDURE

All policy-making decisions involving Old Town Chapter affairs, both business and social, shall be made by the Old Town Chapter Board of Directors.

SECTION 1. BOARD OF DIRECTORS

Old Town Chapter shall have a policy-making Board consisting of and limited to the Primary Officers, Discretionary Officers, Past Directors, Past Primary Officers from the previous year, and other appointed board members from the general membership.

SECTION 2. BOARD MEMBERS

Board members represent the general membership in the decision-making process for Old Town Chapter affairs, both business and social. Any board member who misses 3 unexcused meetings will be removed or replaced at the discretion of the Board of Directors.

SECTION 3. BOARD MEETINGS

Old Town Chapter shall conduct board meetings monthly or as the Director deems necessary. Board meetings shall be conducted in accordance with Robert's Rules of Order. Such meetings are limited to board members; however, a chapter member

**By-Laws
Harley Owner's Group
Old Town Chapter Brandon, Florida #8194**

may attend at the discretion of the Board of Directors. A board meeting shall not exist if less than half the voting board members are present.

SECTION 4. POLICY VOTING

Members of the board shall be limited to one (1) vote on each separate issue presented at scheduled board meetings. The Director shall vote only in the event of a tie among present voting members. All issues presented to the board shall be passed by a simple majority of the board members present.

SECTION 5. GENERAL ELECTION VOTING

Old Town Chapter members in good standing are entitled to vote and are limited to one (1) vote in the general election. A member in good standing is defined as a member of Old Town Chapter on or before September 1st of the current year. All members must be present to vote and no absentee votes shall be counted.

SECTION 6. EXPENDITURES

- 6.1 Expenses up to \$100 can be made when pre-approved by one board member and the Treasurer.
- 6.2 Expenses greater than \$100 and up to \$300 can be made when pre-approved by one Primary Officer and the Treasurer.
- 6.3 Expenses greater than \$300 must be pre-approved by a majority of the Board.
- 6.4 All expenses will be paid directly to a vendor with a verifiable invoice upon approval of one Primary Officer, the Treasurer and 2 Discretionary Officers. Any cash reimbursements to any member for verified expenses will be paid within the approved guidelines as stated in 6.1, 6.2 and 6.3 above.
- 6.5 Only current year money shall be spent to cover operating expenses within the year that those monies are deposited into the Old Town Chapter bank account. Any dues collected for the following operating year shall not be used to cover any current year's expenses.

SECTION 7. INTERNET DOMAIN NAME

No member shall own an Old Town Chapter related domain name, or names, without obtaining approval from the Board of Directors. Members who own a chapter related domain name, or names, that are unwilling to transfer ownership of the domain name, or names, to Old Town Chapter may have their membership terminated in accordance with Article IV.

SECTION 8. REPLACING DIRECTOR UPON RESIGNATION or REMOVAL

In the event that the current director resigns or is removed in accordance with Article IV, a new director shall be appointed by the sponsoring dealer. In the event that the sponsoring dealer does not want to appoint a new director, the remaining board members shall select a new director from the current board members by majority vote and the results of the vote are subject to approval by the sponsoring dealer.

**By-Laws
Harley Owner's Group
Old Town Chapter Brandon, Florida #8194**

All other Primary and Discretionary Officer positions shall remain for the balance of their terms.

ARTICLE X - DISCLAIMER

While a member of Old Town Chapter is affiliated with the Old Town Chapter, each member remains a separate, independent person responsible for his or her own actions. All Old Town Chapter members and their guest(s) participate voluntarily and at their own risk in all Old Town Chapter activities. The sponsoring dealer, Brandon Harley-Davidson Shop, Harley Owners Group, Harley-Davidson Motor Company, its subsidiaries and distributors, Old Town Chapter and their respective officers, members, agents and employees are and shall be released and held harmless by the member and their guest(s) for any injury or loss to the member and/or guest(s) or to his or her property, which may result from participation in Old Town Chapter and Old Town Chapter activities. This means that each and every member and their guest(s) of Old Town Chapter have no grounds for legal action against the sponsoring dealer, Brandon Harley-Davidson Shop, Harley Owners Group, Harley-Davidson Motor Company, its distributors and its subsidiaries, the local chapter, Old Town Chapter and their respective agents and employees for any injury resulting to them or their property.

ARTICLE XI - AMENDMENTS

The Old Town Chapter Board of Directors may amend these by-laws at any time by a simple majority vote of the board. While these by-laws are in existence, they will be superseded at all times by the Annual Charter for H.O.G. Chapters as prescribed by the National Organization of the Harley Owners Group. The Annual Charter states that the "sponsoring dealer" is responsible for all matters related to the operation of the chapter and the sponsoring dealer can make any policy or policy changes necessary with or without the permission of the board.

ARTICLE XII - DISSOLUTION

If the Old Town Chapter is dissolved for any reason and after settlement of all claims, all remaining assets of Old Town Chapter Inc. shall be turned over to Brandon Harley-Davidson Shop to be donated to the charity of their choice.

END OF BY-LAWS