

Proposed changes/updates to RKMC MN 4 SOG's

The Executive Board of MN4 is proposing the below indicated changes/updates to our SOG's

Please take the time to review these proposed changes/updates. A vote will take place at the Spring meeting, 4.14.19 at 1500 at the Hamel VFW. Information on the meeting will come out as the meeting nears.

You may ask why are we proposing at this time. The SOG's have not been reviewed for approximately 7 years and it was time to review and update.

When reviewing the SOG's please note that the current SOG's are in black with proposed changes in the "RED" writing. The actual changes are highlighted "Green"

If **Stricken** that means removal of wording

If **highlighted only** - it is new wording to be added

Please do not hesitate to ask for clarification. Any board member will be happy to assist.



Red Knights Firefighters Motorcycle Club

Minnesota Chapter 4

Chapter Established: July 29, 2005

SOG's ratified: March 28, 2010

Revised and approved: March 26th, 2011

Standard Operating Guidelines

Contents

ARTICLE	TITLE
Article 1	President
Article 2	Vice President
Article 3	Secretary
Article 4	Treasurer/ Quartermaster
Article 5	Road Captain
Article 6	Chaplain
Article 7	Sergeant-at-Arms
Article 8	Communications Officer
Article 9	Membership
Article 10	Policy & Procedures

ARTICLE	TITLE
Article 1	President
Article 2	Vice President
Article 3	Secretary
Article 4	Treasurer- Quartermaster
Article 5	Quartermaster
Article 6-5	Road Captain
Article 7-6	Chaplain
Article 8-7	Sergeant-at-Arms
Article 9-8	Communications Officer
Article 10-9	Membership
Article 11-10	Policy & Procedures

RED KNIGHTS

Red



FIRE FIGHTER MOTORCYCLE CLUB
LOYAL TO OUR DUTY

Knights Firefighters Motorcycle Club Minnesota Chapter 4 Standard Operating Guidelines

Proposed change in Logo to below:



The name of this chapter shall be known as “THE RED KNIGHTS FIREFIGHTERS MOTORCYCLE CLUB, MINNESOTA CHAPTER 4.” It shall be referred to within these standard operating guidelines as “The Chapter”.

The official name of the national association is the “RED KNIGHTS INTERNATIONAL FIREFIGHTERS MOTORCYCLE CLUB, INC.” It shall be referred to within these standard operating guidelines as “International”.

These are the standard operating guidelines (sog's) that will complement Red Knights international firefighters motorcycle club, inc. Constitution and by-laws. The sog's shall define the duties and responsibilities for each elected and appointed officer in the chapter. The sog's shall define the policies and procedures for The Membership of the chapter.

The Executive Board of Officers of the chapter shall consist of the following chapter officers: President, Vice President, Secretary, Treasurer, Road Captain (Elected) and Sergeant At Arms. It shall be referred to within these standard operating guidelines as the "Board." Members of the board shall be referred to within these standard operating guidelines as "Executive Officers."

The Executive Board of Officers of the chapter shall consist of the following chapter officers: President, Vice President, Secretary, Treasurer, Road Captain (Elected), Sergeant At Arms and Quartermaster. It shall be referred to within these standard operating guidelines as the "Board." Members of the board shall be referred to within these standard operating guidelines as "Executive Officers."

This document makes no effort to address items detailed in the International By-laws that The Chapter is required to adopt

Article 1: President

The President shall at all times, enforce a due consideration and observance of the International and chapter constitution, by-laws and rules and regulations and shall preserve order and harmony within the chapter. The position of President is an elected position.

The duties of the President shall be as follows:

1. The President shall preside at and direct the regular meetings, at the special meetings, and at the annual meeting of the chapter.
2. The President shall be the chairman of the board of directors.
3. The President shall be an ex officio member of all committees.
4. The President shall appoint committees and their chairperson(s) or any other non-elected officer position(s).
5. The President shall be the co-signer with the Treasurer on notes, checks, and other legal documents unless other arrangements have been made.
6. The President shall accept all gifts and donations on behalf of the chapter.
7. There is no term limit or re-election limits for the position of President.
8. The President's term end's at the end of the annual chapter meeting on odd numbered years.

Proposed: Article 1: President

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3. The President shall be an ex officio member of all committees.
4. The President shall appoint committees and their chairperson(s) or any other non-elected officer position(s).
5. The President shall ~~be the co-signer with~~ approve all expenses made by the Treasurer on notes, checks, and other legal documents unless other arrangements have been made.
6. The President shall accept all gifts and donations on behalf of the chapter.
7. There is no term limit or re-election limits for the position of President.
8. The President's term ends at the end of the annual chapter meeting on odd numbered years.

Article 2: Vice President

The Vice President shall lead under the direction of the President in his/her absence and is to assist the President with the affairs of this chapter. The position of vice President is an elected position.

The duties of the Vice President shall be as follows:

1. Vice President in the absence of the President, the Vice President shall assume the duties and responsibilities of the President.
2. Vice President should be a co-signer on the chapters checking/savings account in case the President is not available as the second signer with the Treasurer.
3. Vice President shall be the chairperson of The Membership committee.
4. Vice President shall notify all prospective members of their first three meetings of the chapter. Vice President shall introduce prospective members to the group
5. The Vice President shall be chairman of the audit committee. At the vice President's direction, the audit committee, will verify the Treasurers financials prior to the chapter's annual meeting
6. There is no term limit or re-election limits for the position of vice- President.
7. The vice-President's term end's at the end of the annual chapter meeting on even numbered years.

Article 2: Vice President

The Vice President shall lead under the direction of the President in his/her absence and is to assist the President with the affairs of this chapter. The position of vice President is an elected position.

The duties of the Vice President shall be as follows:

1. Vice President in the absence of the President, ~~the Vice President~~ shall assume the duties and responsibilities of the President.
2. Vice President should be a co-signer on the chapters checking/savings account ~~in case the President is not available as the second signer with the Treasurer~~
- ~~3. Vice President shall be the chairperson of The Membership committee.~~
3. Vice President shall notify all prospective members of their first three meetings of the chapter.
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4. The Vice President shall be chairman of the audit committee. At the vice President's ~~discretion an direction, the~~ audit committee, will verify the Treasurers financials prior to the chapter's ~~annual~~ ~~spring~~ meeting
5. There is no term limit or re-election limits for the position of vice- President.

6. The vice-President's term ends at the end of the annual chapter meeting on even numbered years.

Article 3: Secretary

The Secretary shall attend all meetings and rides when possible, keeping records of all proceedings. The position of Secretary is an elected position.

The duties of the Secretary shall be as follows:

1. The Secretary shall keep a correct and accurate record of the proceedings of each meeting and such other records as required by the chapter.
2. The Chapter Secretary will maintain a separate and up to date ledger of all motions. The motions will be numbered chronologically, in the format starting with xxx-yyyy, whereas xxx is the consecutively numbered motion i.d. and yyyy designating the respective year, and list the motion's disposition, such as passed, failed, tabled, etc.
3. The Secretary shall be well versed on the international bylaws and chapter sog's.
4. The Sergeant-at-Arms shall make themselves available to any member to provide their interpretation of international by-laws and
5. The Secretary shall answer and file all communications of the chapter.
6. The Secretary shall write such communications as The Chapter or its officers may require.
7. The Secretary (with input from the Treasurer and communications) shall make a full report of The Membership status of The Chapter at the annual meeting.
8. The Secretary shall be responsible for maintaining and updating the constitution & by-laws and the standard operating guidelines for the chapter.
9. The Secretary shall be responsible for issuing each member of The Chapter a copy of the constitution & by-laws and the standard operating guidelines. This may be done electronically
10. The Secretary shall be responsible for conducting all chapter elections with the assistance of club members that are not officers.
11. The Secretary shall coordinate with the Secretary so that all members receive their annual dues
12. Cards.
13. The Secretary may contract for supplies, printing, postage and other minor purchases to maintain The Chapter at his/her discretion, presenting bills to be paid for by the Treasurer with The Membership approval at a stated meeting.
14. The Secretary should consider themselves the "historian" of The Chapter and endeavor to gather information, pictures, etc. On formal and informal chapter activities.
15. **The Secretary shall be responsible for finding a chapter member, who is not an officer, to take notes in their absence.**
16. **There is no term limit or re-election limits for the position of Secretary**
17. The Secretary's term end's at the end of the annual chapter meeting on even numbered years.

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3. The Secretary shall be well versed on the international bylaws and chapter sog's.
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4. The Secretary shall answer and file all communications of the chapter.
5. The Secretary shall write such communications as The Chapter or its officers may require.
6. The Secretary (with input from the Treasurer and communications) shall make a full report of The Membership status of The Chapter at the annual meeting.
7. The Secretary shall be responsible for maintaining and updating the constitution & by-laws and the standard operating guidelines for the chapter.
8. The Secretary shall be responsible for issuing ~~each member of The Chapter~~ a copy of the ~~constitution & by-laws and the standard operating guidelines~~ ~~to the membership.~~ ~~This may be done electronically.~~
9. The Secretary shall be responsible for conducting all chapter elections with the assistance of club members that are not officers.
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10. The Secretary shall be responsible for finding a chapter member, who is not an officer, to take notes in their absence.
 11. There is no term limit or re-election limits for the position of Secretary
 12. The Secretary's term end's at the end of the annual chapter meeting on even numbered years.

Article 4: Treasurer

The **Treasurer** is responsible for all monies of The Chapter inward and outward and the recording of these monies, in a ledger.

The duties of the Treasurer shall be as follows:

1. The Treasurer shall receive all monies belonging to the chapter.
2. The Treasurer shall keep an accurate and correct account of all receipts and disbursements of the chapter.
3. The Treasurer shall provide a financial report if requested at chapter meetings and at the annual meeting of the chapter.
4. The Treasurer shall deposit the monies of The Chapter in a timely manner.
5. The Treasurer shall dispense the monies of The Chapter in a timely manner.
6. The Treasurer shall require an official receipt prior to dispensing the monies of the chapter.
7. If the official receipt is unavailable, the Treasurer shall accept a hand written receipt. The hand written receipt shall contain the purpose of the purchase, the amount of the purchase, where the items were purchased, the items purchased, and the date when the

- items were purchased. The hand written receipt than will be dated and legibly signed by the purchaser.
8. The Treasurer shall maintain a financial ledger of the chapter's members and their dues status.
 9. The Treasurer shall begin collecting the annual dues at the beginning of each riding season to assure funds are ready for payment to the international chapter.
 10. The Treasurer shall work with the Vice President to identify and contact members who are delinquent in the payment of their annual dues.
 11. The Treasurer shall deposit all excess monies into the savings account. The checking account shall maintain sufficient monies to cover both the financial requirements and the unexpected expenses of the chapter.
 12. The Treasurer shall remit to the international The Chapter annual dues fifteen (15) days prior to the date set by the international. The current annual dues date set by the international is February 15th.
 13. At the expiration of his/her term of office, he/she shall transfer all books, paper, monies and other chapter property to his/her successor in office within 10 days.
 14. The Treasurer shall be responsible for money raising projects of the chapter.

Article 4: Treasurer

The **Treasurer** is responsible for all monies of The Chapter inward and outward and the recording of these monies, in a ledger.

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2. The Treasurer shall keep an accurate and correct account of all receipts and disbursements of the chapter.
3. The Treasurer shall provide a financial report if requested at chapter meetings and at the annual meeting of the chapter.
4. The Treasurer shall deposit the monies of The Chapter in a timely manner.
5. The Treasurer shall dispense the monies of The Chapter in a timely manner.
6. The Treasurer shall require an official receipt prior to dispensing the monies of the chapter.
7. If the official receipt is unavailable, the Treasurer shall accept a hand written receipt. The hand written receipt shall contain the purpose of the purchase, the amount of the purchase, where the items were purchased, the items purchased, and the date when the items were purchased. The hand written receipt than will be dated and legibly signed by the purchaser.
8. The Treasurer shall maintain a financial ledger of the chapter's members and their dues status.
9. The Treasurer shall begin collecting the annual dues to ensure at the beginning of each riding season to assure funds are ready for payment to the international chapter.
10. The Treasurer shall work with the Vice President to identify and contact members who are delinquent in the payment of their annual dues.
11. The Treasurer shall deposit all excess monies into the chapters savings account. The checking account shall maintain sufficient monies to cover both the financial requirements and the unexpected expenses of the chapter.
12. The Treasurer shall remit to the international The Chapter annual dues fifteen (15) days prior to the date set by the international. The current annual dues date set by the international is February 15th.

13. At the expiration of his/her term of office, he/she shall transfer all books, paper, monies and other chapter property to his/her successor in office within 10 days.
14. The Treasurer shall be responsible for money raising projects of the chapter.
15. There is no term limit or re-election limits for the position of Treasurer
16. The Treasurer's term ends at the end of the annual chapter meeting on odd numbered years.

Article 4.5: Quartermaster

The **Quartermaster** is responsible for ordering, storing, distribution of, chapter merchandise. The position of Treasurer/Quartermaster is an elected position.

the duties of the Quartermaster shall be as follows:

1. The Quartermaster shall be responsible for ordering, storing, and distribution of chapter memorabilia.
2. The Quartermaster shall be responsible for working with The Chapter communication officer to ensure all members know what memorabilia is available and the price.
3. The Quartermaster shall make every effort to seek the lowest cost for like quality memorabilia.
4. The Quartermaster shall assist new members in ordering vests and other chapter memorabilia.
5. The Quartermaster shall be versed on all international requirements and advising The Membership on proper display and use of chapter memorabilia.
6. The Quartermaster shall provide an annual report containing the number of chapter memorabilia available and their dollar value.
7. The Quartermaster shall maintain a master inventory list of all chapter memorabilia ordered, the purchase price of the memorabilia, and the date the memorabilia was ordered.
8. The Quartermaster shall maintain a master distribution list of all chapter memorabilia ordered, the purchase price of the memorabilia, the date the memorabilia was ordered, the name of the purchaser, and the date of payment by the purchaser.
9. The Quartermaster shall distribute The Chapter memorabilia upon receipt of payment for the full purchase price.
10. The Quartermaster shall retain the ordered chapter memorabilia until delivered to the purchaser if the full purchase price is received at the time of the order.
11. The Quartermaster shall retain the ordered chapter memorabilia for the purchaser for three months if the full purchase price was not received at the time of the order. At the completion of the three months, The Chapter memorabilia will be placed in the general inventory of The Chapter memorabilia.
12. The Quartermaster shall request funding at any meeting to purchase chapter memorabilia.
13. The Quartermaster shall provide the financial reports annually or upon request of the executive board.
14. The Quartermaster shall make every effort to deliver any items ordered within 60 days. (**ideally** a 30 day "order" period, a 30 day (or less) "production" period, and a prompt "delivery" period.)
15. There is no term limit or re-election limits for the position of Treasurer/Quartermaster.
16. The Treasurer/Quartermaster's term end's at the end of the annual chapter meeting on odd numbered years.

Article 5 ~~4.5~~: Quartermaster

The **Quartermaster** is responsible for ordering, storing, distribution of, chapter merchandise. The position of ~~Treasurer~~ Quartermaster is an **appointed** ~~elected~~ position.

The duties of the Quartermaster shall be as follows:

1. The Quartermaster shall be responsible for ordering, storing, and distribution of chapter memorabilia.
2. The Quartermaster shall be responsible for working with The Chapter communication officer to ensure all members know what memorabilia is available and the price.
3. The Quartermaster shall make every effort to seek the lowest cost for like quality memorabilia.
4. The Quartermaster shall assist new members in ordering vests and other chapter memorabilia.
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6. The Quartermaster shall maintain a master inventory list of all chapter memorabilia ordered, the purchase price of the memorabilia, and the date the memorabilia was ordered.
7. The Quartermaster shall maintain a master distribution list of all chapter memorabilia ordered, the purchase price of the memorabilia, the date the memorabilia was ordered, the name of the purchaser, and the date of payment by the purchaser.
8. The Quartermaster shall distribute The Chapter memorabilia upon receipt of payment for the full purchase price.
9. The Quartermaster shall retain the ordered chapter memorabilia until delivered to the purchaser if the full purchase price is received at the time of the order.
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10. The Quartermaster shall provide the financial reports annually or upon request of the executive board.
11. The Quartermaster shall make every effort to deliver any items ordered within 60 days. (**ideally** a 30 day "order" period, a 30 day (or less) "production" period, and a prompt "delivery" period.)
- ~~12. There is no term limit or re-election limits for the position of Treasurer/Quartermaster.~~
- ~~13. The Treasurer/Quartermaster's term end's at the end of the annual chapter meeting on odd numbered years.~~
12. The Quartermaster will apply for TMLA through International for all new chapter memorabilia

Article 5: Road Captain

The Road Captain shall be responsible for directing the movements of The Chapter while traveling together in a safe and lawful manner. It is not solely the responsibility of the Road Captain to plan club rides. The position of Road Captain is an elected position. If deemed necessary for the good of the chapter additional Road Captains may be appointed. These appointments will be made by the Executive Board after considering the recommendations of chapter members and the elected Road Captain.

the duties of the Road Captain shall be as follows:

1. The Road Captain shall maintain a list of all proposed rides by the chapter.
2. Shall find a ride leader for each of the formal club rides.
3. The Road Captain will assist ride leaders, with route suggestions, safe riding, etc if needed
4. The Road Captain shall inform new riders of chapter riding procedures.
5. The Road Captain shall nominate other riders to assist with different group positions on larger rides.
6. The Road Captain shall be responsible for directing the movements of The Chapter while traveling together.
7. The Road Captain shall inform the riders of the procedures to be followed while traveling together.
8. The Road Captain shall perform all rides in a safe and lawful manner.
9. The Road Captain shall be in charge of safety from the start of the ride and to the end of the ride.
10. In the absence of the Road Captain, they shall appoint an assistant Road Captain
11. In the absence of the Road Captain, the assistant Road Captain shall assume the duties and responsibilities of the Road Captain.
12. In the absence of the Road Captain and the assistant Road Captain, the designated Road Captain shall assume the duties and responsibilities of the Road Captain.
13. The Road Captain shall inform all riders of proper hand signals, etc. This can be done electronically
14. The Road Captain should make it their responsibility to investigate rider courses for the club and schedule them as needed.
15. The Road Captain should address any safety issues immediately with The Chapter member. The Road Captain should seek assistance from the Sergeant at Arms, vice President, or President for assistance or mediation if needed.
16. The Road Captain has ultimate authority to remove any member from a ride based on their current concern and expertise.
17. The Road Captain should be well versed on safe riding and demonstrate safely riding at all times.
18. The Road Captains term ends at the end of the annual chapter meeting on odd numbered years.

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6. The Road Captain shall be responsible for directing the movements of The Chapter while traveling together.
7. The Road Captain shall inform the riders of the procedures to be followed while traveling together.
8. The Road Captain shall perform all rides in a safe and lawful manner.
9. The Road Captain shall be in charge of safety from the start of the ride and to the end of the ride.
10. In the absence of the Road Captain, they shall appoint an assistant Road Captain
11. In the absence of the Road Captain, the assistant Road Captain shall assume the duties and responsibilities of the Road Captain.
12. In the absence of the Road Captain and the assistant Road Captain, the designated Road Captain shall assume the duties and responsibilities of the Road Captain.
13. The Road Captain shall inform all riders of proper hand signals, etc. This can be done electronically
14. The Road Captain should make it their responsibility to investigate rider courses for the club and schedule them as needed.
15. The Road Captain should address any safety issues immediately with The Chapter member. The Road Captain should seek assistance from the Sergeant at Arms, vice President, or President for assistance or mediation if needed.
16. The Road Captain has ultimate authority to remove any member from a ride based on their current concern and expertise.
17. The Road Captain should be well versed on safe riding and demonstrate safely riding at all times.
18. The Road Captains term ends at the end of the annual chapter meeting on odd numbered years
19. There is no term limit or re-election limits for the position of Road Captain.

Article 6: Chaplain

The Chaplain shall be open to all faiths and assist all members with spiritual guidance when needed or requested. The position of Chaplain is an appointed position. This appointment will be made by the President after considering the recommendations of chapter members.

the duties of the Chaplain shall be as follows:

1. The Chaplain shall start the annual meeting of The Chapter with an invocation.
2. The Chaplain shall end the annual meeting of the with a benediction.
3. The Chaplain shall provide aid and comfort to the members of the chapter.
4. The Chaplain shall inform The Chapter of members who are ill, needing assistance, or deceased.
5. The Chaplain shall inform The Chapter of members that have relatives that are ill, needing assistance, or are deceased.
6. The Chaplain shall provide counseling and grief management to the members of the chapter.
7. The Chaplain shall keep the communication officer of any club concerns or needs of members
8. The Chaplain shall coordinate and hold a minimum of one event for the good of the community sponsored and staffed by club members.
9. The Chaplain shall report on these events and any other important information at the annual chapter meeting

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3. The Chaplain shall inform The Chapter of members that have relatives that are ill, needing assistance, or are deceased.
4. The Chaplain shall provide counseling and grief management to the members of the chapter.
5. The Chaplain shall keep the communication officer aware of any club concerns or needs of members

~~The Chaplain shall coordinate and hold a minimum of one event for the good of the community sponsored and staffed by club members.~~

~~The Chaplain shall report on these events and any other important information at the annual chapter meeting.~~

Article 7: Sergeant-at-Arms

The Sergeant at Arms shall be responsible for the safety and security of The Chapter as well as the protection and defense of its members and prospects. The position of Sergeant-at-Arms is an appointed position. This appointment will be made by the President after considering the recommendations of chapter members.

The duties of the Sergeant-at-Arms shall be as follows:

1. The Sergeant-at-Arms shall be responsible for the order and decorum at all meetings and rides.
2. The Sergeant-at-Arms shall be versed on Roberts rules and require it's use at their discretion during any meeting.
3. The Sergeant-at-Arms shall assist the President as required.
4. The Sergeant-at-Arms shall lead the pledge of allegiance at all meetings of the chapter.
5. The Sergeant-at-Arms upon becoming aware of any real or perceived threat to the chapter, its members, prospects, property, or events, he/she shall immediately notify the President of that information.
6. The Sergeant-at-Arms has the responsibility to The Chapter to report any unseemly behavior or incident to the President
7. The Sergeant-at-Arms is responsible for, assisting the Quartermaster and Vice President in securing any patches, colors, or club t-shirts from any member who retires, resigns, or is expelled if required.

Article 8-7: Sergeant-at-Arms

The Sergeant at Arms shall be responsible for the safety and security of The Chapter ~~as well as the protection and defense of its members and prospects.~~ The position of Sergeant-at-Arms is an appointed position. This appointment will be made by the Executive Board President after ~~considering the recommendations of chapter members.~~

The duties of the Sergeant-at-Arms shall be as follows:

1. The Sergeant-at-Arms shall be responsible for the order and decorum at all meetings and rides.
2. The Sergeant-at-Arms shall be versed on Roberts rules and require it's use at their discretion during any meeting.
3. The Sergeant-at-Arms shall assist the Executive Board President as required.
4. The Sergeant-at-Arms shall lead the pledge of allegiance at all meetings of the chapter.
5. The Sergeant-at-Arms upon becoming aware of any real or perceived threat to the chapter, its members, prospects, property, or events, he/she shall immediately notify the President of that information.
6. The Sergeant-at-Arms has the responsibility to The Chapter to report any unseemly behavior or incident to the Executive board President
- ~~7. The Sergeant-at-Arms is responsible for, assisting the Quartermaster and Vice President in securing any patches, colors, or club t-shirts from any member who retires, resigns, or is expelled if required.~~
7. The Sergeant-at-Arms shall be versed in International By-Laws and Chapter SOG's

Article 8: Communications Officer

The Communications Officer is responsible for the free flow of accurate information across all areas of the chapter. Communications Officer is an appointed position. This appointment will be made by the President after considering the recommendations of chapter members.

1. The Communications Officer shall be responsible for keeping website accurate and in working order.
2. The Communications Officer shall be responsible for keeping all other online presences accurate and working order. (i.e. Facebook, etc.)
3. The Communications Officer shall be responsible for keeping all officers informed of what they need to maintain accurate web presence.
4. The Communications Officer shall provide “adequate notice” of the regular meetings, of the special meetings, and of the annual meeting of the chapter. This can be done electronically.
5. The Communications Officer shall coordinate with the Treasurer on a roster of the members of the chapter.
6. Communications Officer shall coordinate with the Secretary for the accurate dissemination of The Chapter information.
7. Communications Officer shall contact the membership, weekly during the riding season and monthly during the non riding season, for information that members wish to pass on to The Chapter or to update the website. This can be done electronically.
8. The Communications Officer, working with the Treasurer/Quartermaster and Secretary shall keep all files updated regarding the members contact information and status.

Article 9-8: Communications Officer

The Communications Officer is responsible for the free flow of accurate information across all areas of the chapter. Communications Officer is an appointed position. This appointment will be made by the Executive Board President after considering the recommendations of chapter members.

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4. The Communications Officer shall provide “adequate notice” of the regular meetings, of the special meetings, and of the annual meeting of the chapter. This can be done electronically.
5. The Communications Officer shall coordinate with the Treasurer on a roster of the members of the chapter.
6. Communications Officer shall coordinate with the Secretary for the accurate dissemination of The Chapter information.
- ~~7. Communications Officer shall contact the membership, weekly during the riding season and monthly during the non riding season, for information that members wish to pass on to The Chapter or to update the website. This can be done electronically.~~
- ~~8. The Communications Officer, working with the Treasurer/Quartermaster and Secretary shall keep all files updated regarding the members contact information and status.~~
8. The Communications Officer should consider themselves the “historian” of The Chapter and endeavor to gather information, pictures, etc. On formal and informal chapter activities.

Article 9: Membership

The duties of The Membership shall be as follows:

1. The Membership shall make every effort to attend the meetings and rides of the chapter..
2. The Membership shall pay their annual dues to the Treasurer by the end of the riding season each year.
3. The Membership shall notify the Treasurer of any change in their contact information. That includes the mailing address, e-mail address, telephone numbers (home, cell, fax), name change, and their fire department membership information.
4. The Membership shall promote the chapter.
5. The Membership shall ride in a safe and lawful manner.
6. The Membership shall abide the International constitution & by-laws and the standard operating guidelines of the chapter.
7. The Membership shall dress in a non-offensive manner, with all required patches applied in accordance with Quartermaster's direction.
8. When possible, lead either a bi-weekly ride or informal weekend ride
9. The Membership shall always keep in mind that we are all involved in the fellowship of the fire service and the enjoyment of riding motorcycles.
10. Keep it light, have fun.
11. RKMCMN 4 Members shall keep the backs of their vest/jackets clear of all patches and pins. EXEMPT patches are the international Three Patch Logo and Heaven 1 patches

placed appropriately on the garment in accordance with all international SOP's, SOG's and Guidelines. ANY exceptions will be made by the RKMC MN 4 Officer Board.

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Article 10: Policy & Procedures

The policies & procedures of The Chapter are as follows:

1. The Chapter membership dues shall be \$25 yearly for members and \$10 yearly membership for social members. There is a \$10.00 late fee for dues not paid prior to December 31st of the year. There is no charge for junior member
2. All Applications for Active Membership shall be made upon the prescribed form and presented at a bi-annual Chapter meeting, signed by the applicant giving their name, address, phone number etc., and shall be accompanied with the necessary fees and dues as defined in the by-laws. A vote shall be taken upon every applicant for membership at the next bi-annual Chapter meeting and must receive $\frac{2}{3}$ majority (66%) approval by the voting members present. If an applicant is rejected, they may re-apply the following year. If rejected, any fees and dues paid in good faith will be returned.

All applications for Associate membership shall be made upon the prescribed form and presented at a regular meeting, signed by the applicant giving their name, address, phone number etc., and shall be accompanied with the necessary fees and dues as defined in the by-laws. If an Associate membership position is available, a vote shall be taken upon every applicant for Associate Membership at a bi-annual

Chapter meeting and must receive $\frac{2}{3}$ (66%) approval by the voting members present. Applications received on or before July 15th will be voted on at the Chapter Spring Meeting held on the last weekend of March the following year. Applications received after July 15th shall be voted on at a Fall Chapter Meeting held in September or October the following year. If an applicant is rejected, they may re-apply the following year. If rejected, any fees and dues paid in good faith will be returned.

3. Bi-annual Chapter membership meetings will be held the last weekend of March and one additional weekend in September or October. These meetings will include voting on new membership applications and include overall Chapter plans for the following six month period. Chapter members shall be notified of the date, time, and location of the meeting a minimum of 30 days prior to the meeting. A proposed meeting agenda shall be sent to the membership a minimum of 14 days prior to the meeting date.

4. Regular meetings of the Chapter will be held during bi-weekly summer rides. The Chapter may elect to hold additional meetings during the winter months. Chapter business intended to be brought up for discussion at regular meetings shall be emailed to the membership at least 24 hours prior to the meeting.

5. Voting at meetings: all Charter, Active, and Associate members are granted one vote on any vote taken at any Chapter meeting. Except where a specific super-majority vote is required by the bylaws or Chapter SOG's a simple majority vote of the quorum of members present is required to pass any motion. To establish a quorum a minimum of 40% of the Charter, Active, and Associate members must cast a ballot except where otherwise indicated in these SOG's for specific situations. Any member unable to attend any meeting in person may participate electronically by telephone or may proxy their vote to any other member of their choosing present at the meeting. Proxies shall be submitted by email in advance or may be called in by telephone during the meeting and shall count toward the number of required voted to establish a quorum.

6. Electronic votes: When deemed necessary by a $\frac{2}{3}$ majority of the Board, a request for an electronic vote by Chapter members may be send out via email. In addition, the Executive Board of their designates shall attempt to make contact with every voting member at least one time via telephone to notify them of the requested vote. members shall have a minimum of 7 days to cast their electronic vote and shall be notified of the exact deadline for when voting will end. Electronic votes may be collected via a third party survey or may be cast via an email sent to the secretary. If a member cannot vote electronically due to circumstances beyond their control they may instead cast a verbal vote as long as it is verified by at least two members of the board.

7. The order of business at all meetings shall be:

(This order may be modified if unanimously agreed to by all members attending)

- call to order
- pledge of allegiance to the flag
- roll call of officers
- introduction of new members and guests, and guest presentation(s)
- reading of/corrections to/approval of the minutes of the previous meeting
- Reading of/corrections to/approval of the current Treasurers report with presentation of new bills and payment(s) to be made
- reading of any new correspondence and action taken
- report(s) from other officers
- committee reports
- reading of applications, resignations, and voting of new members
- Unfinished business
- new business
- election and installation of officers
- open discussion

- Adjournment

8. Committees may set up their own rules, so long as they are consistent and non-conflicting with The Chapter or international by-laws, rules, and sop's; said committee rules must obtain approval from The Chapter executive board.
9. The International and Chapter motto of: **“LOYAL TO OUR DUTY”** shall not be changed.
10. The chapter's outgoing correspondence shall contain the Presidents name, the chairman's name (if any), the member's name (if any), the contact information (postal mailing address, telephone number, e-mail address, cell telephone number, fax number, etc.), and a copy for the Secretary .
11. The chapter's outgoing correspondence shall be approved by The Membership at a meeting (regular, special, or annual) prior to being mailed.
12. The active membership minimum age requirements shall be established by the international. However, according to Minnesota state laws, the minimum age requirements for active firefighters shall be 18 years of age.
13. The annual audit of the financial records of The Chapter shall be after the end of year financial statements are received by the Treasurer and prior to the monthly meeting in march.
14. Chapters shall not support, affiliate, or align themselves with a club, group or organization, that do not conform to the principles and dictates, of the Red Knights, state/provincial and federal laws or grant the same to anyone else.
15. Amendment to chapter SOG's: Proposed amendments to the Chapter SOG's can be submitted to the Board at any time. If the proposal change is approved by $\frac{2}{3}$ (66%) of the Board after discussion with the submitting member(s) the Board shall be responsible for finalizing proposed language changes and submitting them to the Chapter membership for approval. Changes shall be approved by a $\frac{2}{3}$ (66%) majority vote of the members present at any two consecutive regular meetings or by $\frac{2}{3}$ (66%) majority vote of the members present at any single bi-annual membership meeting. The membership shall be notified of all proposed changes 30 days prior to the vote. The member proposing the change(s) or a designated representative should be available at the time of the vote to answer questions about the reason(s) for the changes..
16. An Officer may resign at any time by giving written notice of such resignation to The Chapter President. The President may appoint a temporary Officer, or decide the vacancy is to be filled by nomination and vote of The Membership present at the next regular meeting. Said appointment or membership vote filling of that Officer will be in effect until the next Annual Meeting. Should it not fall within the odd/even election logistics of voting for that Office, an additional election will be conducted during the Annual Meeting Elections to fill the vacancy for the one remaining year.

Discipline of Chapter Members.

- 17.1.) Any member, who has a complaint about any other member within this Chapter, and of a nature that this Chapter can deal with, must forward the complaint in writing to an Executive Officer.
- 17.2.) Any Executive Officer receiving a written complaint must call for a disciplinary panel to be set up for a hearing.
- 17.3.) A disciplinary panel will be made of three Executive Officers and three members of the Chapter.
- 17.4.) the disciplinary panel will invite the respondent to put to the panel any excuse, rebuttal or explanation to the panel.
- 17.5.) The disciplinary panel's decision and punishment is final.

17.6.) Any member or members not abiding by these Bylaws and Rules or the International Bylaws and Rules or presenting the Red Knights in a disgraceful manner may find themselves before a disciplinary panel.

17.7.) Any member or members found in breach maybe ordered by the disciplinary panel to apologize to Members of The Chapter at a Chapter meeting (not on a run).

17.8.) The Chapter may on the recommendation of the disciplinary panel, at a special meeting held for this purpose, revoke The Membership of any member or members not abiding by these Bylaws and Rules or the International Bylaws and Rules or presenting the Red Knights in a disgraceful manner.

17.9) The Executive Board shall consult with the International prior to any disciplinary revocation of membership.

18. A Chapter officer may be suspended or removed from office in two ways:

Executive Board Motion: The Executive Board may, by it's own majority motion, suspend or remove any officer for the Chapter for just cause. If the officer in question is a member of the Executive Board they shall abstain from the vote on said motion and may request that a non-Executive Chapter officer be allowed to hear the motion and vote in their place. Such action of the Executive Board shall be effective immediately, pending further investigation. Any officer suspended or removed from their position shall be notified either in person, via email, or via telephone with 72 hours of the decision. In all cases, the Secretary shall notify the chapter membership of the suspension or removal of the person from that position. Any person suspended or removed swishing to appeal the decision shall be granted a reconsideration hearing before the Chapter membership. Is such a hearing is requested in writing and sent to the Secretary postmarked (or emailed) with fourteen (14) days of receipt of the notice of suspension or removal, the Chapter officer being suspended or removed shall have to opportunity to submit documentation and appear before the membership at the reconsideration hearing. The reconsideration hearing shall be held within twenty one (21) days after the receipt of the appeal by the Secretary. A vote shall be held at the hearing, and the Board's decision may be overturned by a $\frac{3}{4}$ (75%) majority of the chapter members present.

Disciplinary Panel Decision: Any Chapter officer brought before a disciplinary panel due to a complaint by a Chapter member may be suspended or removed from office based upon the recommendation of said panel. An officer removed by a disciplinary panel may not run for any chapter officer position again until a minimum of two years after their present term would have expired. As proscribed in Article 15, section 15.5 all decisions made by a disciplinary panel are final

19. Removal of a member renouncing their membership: Any member who publicly renounces their membership and/or thrown down their colors shall immediately be considered to be removed from the Chapter for cause and banned from all club meetings and activities. The former member's colors shall be collected by any present chapter officer, or in absence of a chapter officer the most senior member of the Chapter present. The former member's colors should be turned in to a member of the Board for disposition at the collecting member;s earliest convenience. If the former member wishes to file for reinstatement they may submit a formal written request for reinstatement fot eh Board. The Board will present the request for reinstatement to the membership and request a vote of the members. The reinstatement request must be approved by a minimum of $\frac{3}{4}$ (75%) of the entire roster of Charter, Active, and Associate members at the time the vote is requested.

20. No one shall be denied membership because of race, sex, religion, nationality, political affiliation or disability. Membership shall not be restricted to a class or manufacture of motorcycle as long as they are licensed, insured, in safe and working condition and street legal.

21. If The Chapters dissolved or disbanded for any reason, any remaining funds will be donated to a charity by a majority vote of the remaining chapter membership.

Article 11 10: Policy & Procedures

The policies & procedures of The Chapter are as follows:

1. The Chapter membership dues shall be ~~\$35-\$25~~ yearly for members and ~~\$25-\$10~~ yearly membership for social members. There is a ~~\$15-\$10.00~~ late fee for dues not paid prior to ~~the Chapter appointed due date December 31st of the year~~. There is no charge for junior member

~~2- All Applications for Active Membership shall be made upon the prescribed form and presented at a bi-annual Chapter meeting, signed by the applicant giving their name, address, phone number etc., and shall be accompanied with the necessary fees and dues as defined in the by-laws. A vote shall be taken upon every applicant for membership at the next bi-annual Chapter meeting and must receive 2/3 majority (66%) approval by the voting members present. If an applicant is rejected, they may re-apply the following year. If rejected, any fees and dues paid in good faith will be returned.~~

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~~3- 2~~ Bi-annual Chapter membership meetings will be held ~~in the Spring and Fall the last weekend of March and one additional weekend in September or October~~. These meetings will include voting on new membership applications and include overall Chapter plans for the following six month period. Chapter members shall be notified of the date, time, and location of the meeting ~~a minimum of 30 days prior to the meeting~~. A proposed meeting agenda shall be sent to the membership ~~a minimum of 14 days~~ prior to the meeting date.

~~4. Regular meetings of the Chapter will be held during bi-weekly summer rides. The Chapter may elect to hold additional meetings during the winter months. Chapter business intended to be brought up for discussion at regular meetings shall be emailed to the membership at least 24 hours prior to the meeting.~~

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sent to the secretary. If a member cannot vote electronically due to circumstances beyond their control they may instead cast a verbal vote as long as it is verified by at least two members of the board.

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- call to order
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prior to the vote. The member proposing the change(s) or a designated representative should be available at the time of the vote to answer questions about the reason(s) for the changes..

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~~21-17~~. If The Chapters dissolved or disbanded for any reason, any remaining funds will be donated to a charity by a majority vote of the remaining chapter membership.

RATIFICATION

APPROVED AND ADOPTED BY THE CHAPTER EXECUTIVE BOARD AND MEMBERSHIP
ON March 28, 2010

PRESIDENT: Mick Niess

VICE PRESIDENT: Joel Nelson

SECRETARY: Michael Todd

TREASURER/ QUARTERMASTER: Jeff Ruchti

REVISION DATES

Executive Board
12.15.18

Approved By Membership
(Enter Date)