

(INSERT INSTALLATION NAME HERE)
(INSERT NAME OF CLUB HERE)
Motorcycle Club CHARTER and BY-LAWS

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ARTICLE I

Name and Authority

The name of this organization shall be the *(Unit) Motorcycle Club*. They shall have the authority to operate aboard (Camp or Air Station) and surrounding areas only with the consent of the Commanding Officer. Operation depends on compliance with the requirements of applicable Marine Corps Orders and policies, state laws, and this charter and associated by-laws.

ARTICLE II

Purpose, Goals, and Objectives

PURPOSE: To establish and maintain a spirit of camaraderie and esprit de corps that will enhance the prestige of all motorcycle riders, encourage on-going rider education and skills development, and reduce the potential of motorcycle mishaps. Additionally, set an example for all personnel according to the standards, traditions, and values of the United States Marine Corps. To operate and conduct ourselves in a manner that provides equal opportunity and treatment for all motorcyclists.

GOALS:

1. The (unit club) will seek to improve morale, promote rider awareness and improve individual rider skills. The (unit club) will seek to enhance the base and local community relationship through community service efforts and events by unifying and combining the unique and individual talents of the (unit club) members.
2. Each member will participate in the (unit club) and support the objectives of the (unit club) by setting a positive example and promoting the safety and welfare of all members.
3. Provide each member with the benefits of the collective knowledge and experience of the (unit club), in order to positively influence motorcycling on and off the installation.
4. Improve rider skills through mentorship for new riders and continuing education for all riders.
5. Establish an effective means of communication with all members to exchange ideas and keep attuned to changes in attitudes and behaviors of riders.
6. Promote and support safety recognition programs.
7. Provide a forum wherein any policy, program, or problem of interest to the members in general, and unit leadership in particular, may be freely discussed in a tactful and constructive manner.

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8. Assist in maintaining a high state of group morale and esprit de corps, while encouraging the highest standards of safety, bearing, and behavior.
9. Invite guest speakers to talk about topics of interest to the members, with emphasis on safety, rider skills, and community/family enhancement.

ARTICLE III

Qualification of Members

SECTION A: Membership in the (unit club) shall be mandatory and without regard to race, color, religion, sex, national origin, age, or handicap. Membership will not be granted to any prospect or member of a known or unknown outlaw motorcycle club. Active members must have a motorcycle endorsement on their state issued drivers' license and maintain insurance as required by law. All active duty and mobilized military members and civilian employees (as required by DoD and service instructions) who operate on base will have a Motorcycle Safety Foundation (MSF) course completion card. All members must be aware that they are all responsible for the integrity and credibility of the (unit club). Membership shall consist of two categories as defined below:

1. **Active Member:** Any individual who is a federal employee, civilian or military, working within (unit). An active member is authorized to vote upon and discuss all matters in which the member has interests.
2. **New Rider Member:** Any member who has less than 1 year riding experience upon applying for active membership or is intending to purchase a motorcycle in conjunction with joining the (unit club).

SECTION B: Active participation and support of projects, activities, and functions of the (unit club) are encouraged and are the responsibility of every member.

BY-LAWS

The following By-Laws are set forth for the normal operation and administration of the (unit club).

ARTICLE I

Offices and Duties

SECTION A: (Club Officers) The President will be appointed by the Commanding Officer in writing. The remaining officers (Vice President, Secretary and Treasurer) will be elected in accordance with the charter of the (unit club), to serve a period of one year. No term limits are implied and officers can serve longer with membership approval. All appointed/elected officers must be active duty or mobilized Marines or Sailors within the (unit).

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1. Commanding Officer
2. President
3. Vice President
4. Secretary
5. Treasurer
6. Safety Officer
7. Training Officer
6. Ride Leads (1 per 6 riders)

SECTION B: (Duties of Officers)

COMMANDING OFFICER

The duties are as follow:

1. Exercises final authority over (unit club). Recommended that he delegates daily business officers within the (unit club).
2. Has final approval of all events and organized rides.
3. Approve the attachment/detachment of the (unit club) to higher/adjacent/lower unit clubs.

PRESIDENT

The President is appointed by the Commanding Officer.

The duties are as follows:

1. Manage the (unit club) according to its Charter and By-laws.
2. Preside at all membership and special meetings.
3. Set dates for membership, special, and executive committee meetings.
4. Appoint committee members for special projects.
5. Appoint members to fill elected officer positions as necessary until a special meeting can be scheduled for an election for the vacant position.
6. Act as (unit club).
7. Chair Executive Committee.
8. Distribute a tentative agenda for the next membership meeting.
9. Pre-approve ride plan for organized rides (route map, checkpoints and stops).

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VICE PRESIDENT

The Vice President is elected by the Active Member majority.

The duties are as follows:

1. Assume duties of the President in his/her absence.
2. Serve as member of Executive Committee.
3. Assist President in the execution of his/her duties as necessary.

SECRETARY

The Secretary is elected by the Active Member majority.

The duties are as follows:

1. Record the minutes of membership meetings and take attendance.
2. Maintain (unit club) correspondence files.
3. Serve as member of Executive Committee.
4. Provide administrative support required by the (unit club).
5. Maintain social (e-mail, phone numbers, etc.)

TREASURER

The Treasurer is appointed by the Executive Committee (President, Vice President, and Secretary).

The duties are as follows:

1. Collect and keep a log of any unit funds used, if any.
2. Collect and keep a log of any moneys gained during fundraisers.

RIDE LEADS

Ride Leads are appointed by the Executive Committee

The duties are as follows:

1. Lead the (unit club) in formation riding or parades. The Ride Leads will give ride briefs to all riders prior to the start of a ride.
2. Enforce all rules of group riding.

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3. Ride Leads shall have the authority to terminate a member's participation in a given ride or event for the sake of (unit club) safety or image. All members have the right to appeal before the members and will abide by the decision of the members--majority rules.
4. One Ride Lead will always ride point and set the pace. Another Ride Lead will always ride "clean-up" to assure the safety of the (unit club) from behind and assist members with mechanical problems.
5. Ride Leads will be designated before each ride.
6. Ride Leads will assist and ensure bike inspections and gear inspections are conducted pre-ride.

MENTOR(S)

1. A mentor is defined as "a trusted counselor or guide." Mentoring, therefore, is a relationship in which a person with greater experience and wisdom guides another person"
2. Will observe and assist New Rider Members:

A mentor (selected by the president from the general membership) will observe, advise and encourage the new rider for a period of six months. A documented history of mentorship will be maintained on file and after completion of the six-month period, with mentor concurrence, the *New Rider* may become an *Active member*. If after the initial 6 month period, the mentor feels the New Rider has not made sufficient progress, the mentorship period will be extended on a month to month basis.

3. Will use available training and promotional resources to encourage safe responsible riding techniques and skills.

HISTORIAN

1. Maintains documentation of (unit club).
2. Photographs events and members participating in/at events.
3. Keeps minutes from organized rides (start time, stop time, and stops).

SECTION C:

MEMBER DUTIES AND LAWS

1. Members will above all, uphold the basic Corps Values of Honor, Courage and Commitment.
2. When representing the club on and off the installation, all members will conduct themselves with the highest regard of the club principles. The club must not be tarnished by unrestrained behavior, disrespect of fellow citizens, or acts that generally reflect poorly on the club's image and reputation.
3. Members will not endanger the club or any member by an illegal act. If a member is arrested for illegal activities, they will automatically be suspended from club activities until the charges are adjudicated with the unit Commanding Officer having final say.

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4. Each member serves as a safety officer. Each member is responsible to identify and correct any condition that threatens the welfare of club members or the general public. Any willful act of unsafe riding could result in suspension of membership or disciplinary action under the UCMJ.
5. Activities will be conducted in such a manner to encourage participation by all club members and no laws will be enacted that favor or separate members by the type of motorcycle they ride.
6. All members will be in a full duty status prior to participating in club events (read: rides).
7. Members will always hold the club in high regard. A member will never verbally accost, assault, or slander any other club member.
8. Members will embrace and encourage an atmosphere of skill improvement, responsible riding, riding enjoyment and discourage aggressive, competitive, and potentially self destructive riding behaviors.

SECTION D: (Elections, Voting, and Officer Removal)

ELECTIONS

Elections shall take place during the fourth quarter of each fiscal year, as dictated by the training/deployment cycle. The Commanding Officer and Club President may postpone elections on a month-to-month basis as necessary. Under no circumstances will 18 months transpire without an organized election.

Election of (unit club) officers shall occur whenever an officer for any reason leaves the unit or if an officer tenders his or her resignation.

VOTING

Voting for the election of officers will be by a show of hands with the majority ruling. The candidate for each position with the most votes wins.

OFFICER REMOVAL

(unit club) officers may be removed from office for cause by request of two-thirds of the active membership in the form of a signed petition or by the request of the Commanding Officer.

ARTICLE II

Organized Rides

SECTION A:

ORGANIZED RIDES

1. Ride routes will be planned out one month in advance during member meetings.

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2. Although routes may be subject to change, changes must be discussed prior to the day of the ride.
3. Routes will be mapped out with check points, scheduled stops and approximate ride time.
4. All routes will be submitted to the Commanding Officer for final approval.
5. Riding events are not mandatory.
6. A record of attendance or participation will be maintained for 3 years.

SECTION B:

MONTHLY MEETINGS

1. Will be for a minimum of 2 hours.
2. Will consist of a safety/skills classes, event briefings and club business.
3. Meetings are designed for mentorship purposes and safety awareness.
4. During on-duty hours as the TEEP allows
5. A record of attendance or participation will be maintained for 3 years.

SECTION C:

QUARTERLY RIDES / EVENTS / TRAINING CLASSES

1. Will be for one full day.
2. Pre Ride briefs will consist of an approximately thirty minute safety/skills class before departure, will also include a discussion on the ride route before departure.
4. Longer ride time allotted with more scheduled stops than monthly ride.
5. Mentors will take the opportunity to watch and mentor new riders during the event, class, or ride.

ARTICLE III

Meetings of the (unit club)

SECTION A: Monthly Meetings (General Membership Meeting) Shall be held for the purpose of electing new officers, disseminating other business, passing on new information, safety briefs, ride discussions, and welcoming new riders. All members will attend monthly meetings. A record of all meetings and attendance will be maintained for a period of three years.

ARTICLE IV

Revisions, Adoptions, Amendments, and Review

SECTION A: (Revisions/Adoptions) The adoption and or revision of this charter and associated by-laws require the approval of a majority of votes of the active members present at any meeting, provided a two-week written notice is given the (unit club). Any revision to this charter and

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associated by-laws will not conflict with any higher headquarters directives. This charter and associated by-laws will not take effect until reviewed by the first acting and/or subsequent elected positions of the President, Vice President and Secretary.

SECTION B: (Amendments) This charter and associated by-laws may be amended or abolished in whole or in part by a two-thirds (2/3) majority of votes of the active members present at any meeting, provided a two-week written notice is given to the (unit club). Any amendments to this charter and associated by-laws will not conflict with any installation or higher headquarters directives. This charter and associated by-laws shall be automatically amended to conform with all directives from higher headquarters without submission to the RMC. Any amendments will not take effect until reviewed by the Commanding Officer and the first acting and/or subsequent elected positions of the President, Vice President, and Secretary.

Commanding Officer