

International Association of Fire Fighters Motorcycle Group



SAMPLE State Chapter Constitution and By-Laws

Background

The IAFF-MG Committee has approved a change to the constitution and by-laws that will now permit IAFF-MG members to establish and join IAFF-MG State Chapters. The IAFF-MG State Coordinator with the approval of the IAFF-MG Committee is authorized to establish IAFF-MG State Chapters with the written concurrences of IAFF State Association.

In order to establish a State Chapter, the IAFF State Coordinator and at least five [5] IAFF-MG members in good standing may petition the IAFF-MG Committee for approval to establish a State Chapter. The organizational structure of a State Chapter will consist of a Chairman, Vice-Chairman, Treasurer/Secretary, Road Captain, and Sgt-At-Arms. The IAFF-MG State Coordinator, by virtue of his/her appointment by the IAFF-MG President shall serve as Chairman of the State Chapter. The members of the State Chapter shall elect the Vice-Chairman, Treasurer/Secretary, Road Captain, and Sgt-At-Arms position.

The following members of the IAFF-MG have been chosen as Interim Officers for the Utah State Chapter of the IAFF-MG. (All members of the IAFF-MG in Utah were notified by email discussing these changes and there have been no objections or concerns with those being elected into these positions.)

- Chairman** [IAFF-MG State Coordinator]
- Vice Chairman**
- Secretary Treasurer**
- Road Captain**
- Sgt-At-Arms**

ARTICLE 1 – Name of State Chapter: This organization shall be known as the International Association of Fire Fighters Motorcycle Group (IAFF-MG) _____ State Chapter [IAFF-MG Utah] from the ____ District, hereinafter referred to as the State Chapter.

ARTICLE 2 – Purpose/Philosophy: The IAFF-MG State Chapter is *intended* for IAFF MEMBERS, active or retired, who enjoy motorcycles. The purpose of the IAFF-MG State Chapter is to bring together diverse individuals by promoting good fellowship through the principles of aiding and assisting its members through the following objectives:

- Supporting the goals of the IAFF-MG Nationally
- Motorcycle Riding
- Sharing knowledge and experience of motorcycle riding and trips
- Social outlets and functions
- Sharing maintenance and technical knowledge
- Providing aide to charitable organizations

We will continue to grow in the spirit and numbers, which provides the opportunity for increased camaraderie and benevolence between active and retired professional Fire

Fighters. The IAFF-MG State Chapter events are intended to promote safe activities that will appeal to the membership as a whole. Any member may suggest ideas for events.

ARTICLE 3- IAFF-MG State Chapter Governance and Governing Committee

The IAFF-MG _____ State Chapter is governed by the IAFF-MG National Constitution and By-Laws and the state chapter's constitution and by-laws adopted and approved by the membership and the IAFF-MG National Committee.

The organizational structure of a State Chapter will consist of a Chairman, Vice-Chairman, Treasurer/Secretary, Road Captain, and Sgt-At-Arms. The IAFF-MG State Coordinator, by virtue of his/her appointment by the IAFF-MG President shall serve as Chairman of the State Chapter. The members of the State Chapter shall elect the Vice-Chairman, Treasurer/Secretary, Road Captain, and Sgt-At-Arms position.

Chairman: The IAFF-MG State Chapter State Coordinator is the Chairman of the Chapter Committee. The Chairman is appointed by the President of the IAFF-MG upon recommendation by the President of the [Applicable IAFF State/Provincial Association]. All matters concerning relations between the group and any outside person or organization should be routed to the Chairman for appropriate action. The Chairman or his delegate shall assume the Chair at all chapter meetings. The Chairman is responsible for controlling the meeting and keeping order. If necessary, the Chairman may utilize the services of the Sergeant-at-Arms to aid in keeping order. The Chairman may not make or second any motion, and may only vote on questions where their vote would affect the outcome, as in making or breaking a tie vote, or on ballot questions. The Chairman shall perform any other duties as may be prescribed to him by the IAFF-MG.

Vice Chairman: The Vice- Chairman shall coordinate all committees and supervise plans for all Chapter events. The Vice- Chairman shall act as an intermediary between the Chairman, Members, and Associates. The Vice- Chairman shall be responsible for calling roll and transcribing all minutes of Chapter meetings and submit them for approval and/or amendment. Prior to the next meeting, copies of previous minutes shall be distributed to all Committee Members. All questions or comments concerning any Chapter business not specifically related to the duties of the other officers should be brought directly to his attention. Additionally, the Vice- Chairman is the Second-in-Command to the Chairman, and shall assume all responsibilities and duties of the Chairman in their absence. The Vice-Chairman shall execute all other assignments as may be ordered by the Chairman.

Secretary/Treasurer: The Secretary/Treasurer is required to collect annual IAFF-MG & Chapter dues while maintaining the IAFF-MG State Chapter checking account. This person must also submit periodic articles/photos of Chapter events and rides for posting on the IAFF-MG Website. At a minimum, two [2] activity reports will be submitted annually.

These submissions are normally due on January 10th, and June 10th of each year. The Secretary/Treasurer must also submit annual financial reports [revenue/expenses] and audit to the IAFF-MG National Coordinator no later than January 31st of each year for the previous year [January 1- December 31st] for submission to the IAFF-MG. This person is responsible for making and keeping all records, membership list, State Bylaws, Records of all committee appointments, all written reports, copies of all correspondence between the Motorcycle Group and any outside person or organization. The Secretary must notify Active Members of special or emergency meetings, and must notify all the members of any appointments or elections in their absence. The Secretary/Treasurer may elicit help with any of these duties from Chapter Committee Members only.

Road Captain: The Road Captain reports to the Chapter Committee. The Road Captain is responsible for all Chapter rides. This person shall research, plan, and organize all rides. During actual time on the road or at intermediate stops during a ride, he/she shall act as the ranking Chapter Officer, deferring only to the Chairman or Vice- Chairman if either of them is present, and only then for matters involving persons outside the Chapter. This person shall supply the Secretary with any information required to notify outside agencies of impending Chapter rides in a timely manner.

Sergeant at Arms: The Sergeant-at-Arms is responsible for ensuring that the By-laws and Standing Rules of the Chapter are not violated. This person is responsible to insure that the orders of the Chapter Committee are carried out in an expeditious manner. This person is responsible for policing and keeping order at all Chapter events, except as noted under the Duties of the Chairman. This person may conscript members to aid in keeping order on their own authority. This person has the responsibility to the Chapter to report any unseemly behavior of incident to the Chapter Committee. This person is responsible for securing any patches or colors from any member who is expelled. The Sergeant at Arms is responsible for the safety and security of the Chapter, as well as the protection and defense of its members and associates. This person shall keep and maintain a record of all data pertinent to the safety and security of the Chapter and its members and Associates. Upon becoming aware of any real or perceived threat to the Chapter, its Members, Associates, or events, this person shall immediately notify the Chapter Committee of that information.

Only active, retired or Alumni members of the IAFF-MG _____ State Chapter shall be eligible to serve as members on the Chapter Committee. The Chapter Committee shall vote on matters it deems appropriate. All votes shall be recorded and settled by simple majority.

ARTICLE 4 - Removal & Replacement of Committee Members: Once a Chapter Committee meeting has been convened to discuss events and facts from all sides relating to misconduct, the Utah State Chapter Chairman shall, with the concurrence of the President of the Professional Fire Fighters of _____ have the authority to recommend to the IAFF-MG National President to remove a Chapter Committee Member.

Vacancies created under this article will be filled by the remaining members of the IAFF-MG State Committee and approved by the members of the state chapter.

- In the event of a Committee Member is being called to Active Military Duty, the remaining committee members will choose an Interim Member at the recommendation of the officer being replaced.

ARTICLE 5 – Meetings: When possible the State Chapter shall hold regular meetings for the transaction of business and social proceedings. Members will be notified of regular and special meetings via website message board, Facebook, Twitter, and Group email list. Monthly meeting will be followed or preceded by a group ride whenever possible and an informal social period during the winter months. Regular monthly meetings may be skipped during months when other IAFF-MG activities are scheduled.

All proposed changes to these Bylaws, replacement of officers, and other matters of importance shall be decided at either regular monthly meetings or at specially called meetings when necessary. Members must be notified of these meetings by website message board, Facebook, Twitter, or Group E-mail list. Specially called meetings may be held upon written request of the Governing Committee.

____members of the State Chapter attending a regularly scheduled meeting shall be considered a quorum.

ARTICLE 6 – Membership: Pursuant to the IAFF-MG National Constitution and By-Laws.

ARTICLE 7 – Insignia: Pursuant to the IAFF-MG National Constitution and By-Laws. The IAFF-MG name and logos to include colors are registered trademarks to the IAFF.

ARTICLE 8 – Resignation of Membership: Pursuant to the IAFF-MG National Constitution and By-Laws.

ARTICLE 9 - Suspension and Expulsion: Pursuant to the IAFF-MG National Constitution and By-Laws.

ARTICLE 10 – Reinstatement: Pursuant to the IAFF-MG National Constitution and By-Laws.

ARTICLE 11 – DUES: Members of the IAFF-MG for the _____ State Chapter will fill-out a new member or renewal form and pay \$50.00 annually to the established IAFF-MG State Chapter Bank Account. \$25.00 of the annual dues will be sent to the IAFF-MG National and the _____ State Chapter shall retain \$25.00 for their use locally.

ARTICLE 12 – Logo: Pursuant to the IAFF-MG National Constitution and By-Laws. The IAFF-MG name and logos to include colors are registered trademarks to the IAFF.

ARTICLE 13 – Liability: All individuals, including members and guests, participating in any IAFF-MG or IAFF-MG State Chapter events will be required to sign a liability release form.

Article 14 – Safety: Recreational activities of the IAFF-MG State Chapter may be conducted on private property, on the public roads, or upon other public property, where hazards may be present. The operation of a motorcycle requires specific skills. Each participant in any recreational activity is responsible for determining their own skills and the skills required to participate in the recreational activity. Any participant who believes or has reason to believe that his or her skills are not sufficient for any activity shall not participate in that activity. In voluntarily participating in any recreational activity, each participant agrees not to operate his or her motorcycle or otherwise behave in any manner which endangers or would reasonable be expected to endanger any other person or property. All participants in any recreational activity who believe or have reason to believe that their person or property is endangered by the behavior or activities of any other participant or person shall remove themselves from the activity and shall refrain from participation in the activity until and unless they believe that they may do so without risk to their person or property.

ARTICLE 15 – Amendments: The State Chapter Committee with the approval of the IAFF-MG National Committee may amend these By-Laws. Such amendment proposals shall be communicated to the members for review.

ARTICLE 16 – Dissolution: Pursuant to the IAFF-MG National Constitution and By-Laws.

Signed this Day:

Chairman_____

Vice Chairman_____

Secretary/Treasurer_____

Road Captain_____

Sgt-At-Arms_____