

**MOTOR MAIDS, INC.
CONSTITUTION AND BYLAWS**

ARTICLE 1

The name of the organization shall be Motor Maids, Inc. a private club.

ARTICLE 2

The purpose of the club shall be to unite women riders in promoting motorcycle interest.

ARTICLE 3

Section 1

Membership shall consist of women who legally own and operate their own motorcycle(s), or one belonging to an immediate family member.

Section 2

Members must be of good character and be willing to work for the betterment of motorcycling in all possible ways.

Section 3

Honorary Members shall be chosen by a two-thirds majority vote of the Executive Board members present at an Executive Board Meeting. At no time shall there be more than five (5) Honorary Members.

Section 4

Life Membership may be applied for when the following criteria are met:

- ten consecutive years of active riding membership,
- no inactive status during the ten year period,
- two Conventions have been attended
- dues shall be current at time of application,

Eligible members shall contact the Membership Secretary in writing by May 1st. Members with membership anniversary dates after October 31st must apply the following year. The Membership Secretary shall confirm the member's eligibility based on their membership records. If a prospective Life Member has ever received a Membership Board letter, the Membership Board shall vote on her application before she is granted Life Membership. Life members are required to return their year-end letter and pay \$40.00 dues per year.

Section 5

At five-year increments, Life Members may apply for award pins when the following criteria are met:

- Active riding membership is maintained
- No inactive status during the given time period
- Conventions have been attended as follows: 15 yr. Award – 3 conventions; 20 yr. Award - 4 conventions
- Dues shall be current at time of application

The application procedure shall be the same as for Life. Motor Maids, Inc. will supply the awards.

Section 6

Silver Life Membership may be applied for when the following criteria are met:

- twenty-five consecutive years of active riding membership,
- no inactive status during the twenty five year period,
- five Conventions have been attended,
- dues shall be current at time of application.

Eligible members shall contact the Membership Secretary in writing by May 1st. Members with membership anniversary dates after October 31st must apply the following year. The Membership Secretary shall confirm the member's eligibility based on their membership records. If a

prospective Silver Life Member has ever received a Membership Board letter, the Membership Board must vote on her application before she is granted Silver Life Membership. Silver Life members are required to return their year-end letter and pay \$35.00 dues per year.

Section 7

At five-year increments, Silver Life Members may apply for award pins when the following criteria are met:

- active riding membership is maintained,
- no inactive status during the given time period,
- Conventions have been attended as follows: 30 yr. Award – 6 conventions; 35 yr. Award - 7 conventions; 40 yr. Award - 8 conventions; 45 yr. Award - 9 conventions.
- dues shall be current at time of application

The application procedure shall be the same as for Silver Life. Motor Maids, Inc. will supply the awards.

Section 8

Golden Life Membership may be applied for when the following criteria are met:

- fifty consecutive years of active riding membership,
- no inactive status during the fifty year period,
- ten Conventions have been attended,
- dues shall be current at time of application.

Eligible members shall contact the Membership Secretary in writing by May 1st. Members with membership anniversary dates after October 31st must apply the following year. The Membership Secretary shall confirm the member's eligibility based on their membership records. Golden Life members are required to return their year-end letter. Dues are not required. Once a member achieves Golden Life status, they are no longer required to own a motorcycle to maintain active status.

Section 9

At five-year increments, Golden Life Members may apply for award pins when the following criteria are met:

- active riding membership is maintained,
- no inactive status during the given time period,

The application process will be the same as for Golden Life.

Section 10

Sapphire Life Membership may be applied for when the following criteria are met:

- seventy-five consecutive years of active riding membership.
- no permanent inactive status during the seventy-five year period.
- twenty-five Conventions have been attended.

An eligible member shall contact the Membership Secretary in writing by May 1st. A member with a membership anniversary date after October 31st must apply the following year. The Membership Secretary shall confirm the member's eligibility based on the membership records. A Sapphire Life member is required to return her year-end letter and waiver. Dues are not required. Once a member achieves Sapphire Life status, she is no longer required to own a motorcycle to maintain active status.

Section 11

Retired membership may be applied for when the minimum following criteria are met:

- five consecutive years of active riding membership,
- no permanent inactive status during the five year period,
- two conventions have been attended,
- dues shall be current at the time of application.

A member who is no longer able to ride a motorcycle may contact the Membership Secretary in writing stating their reason to become a Retired Member. The Membership Secretary shall confirm the member's eligibility based on the membership records. Retired members are required to pay dues, return their year-end letter and waiver. If a Retired Member regains the ability to ride a motorcycle, she may apply for an active riding membership at her highest status attained. However, increment award accruals shall start anew.

ARTICLE 4

Section 1

To be nominated as an Officer, a member must be currently active and have attended two (2) Conventions within the preceding five (5) years. An Officer Elect shall become a member of the American Motorcyclist Association prior to assuming office.

Section 2

All Officers shall attend Executive Board meetings and Conventions, with the exception of the Executive Counselors.

Section 3

The Officers of the club shall be: President, Vice President, Membership Secretary, Recording Secretary, Treasurer, Supply Officer, Publicity Director, Advisory Editor, Historian, Executive Counselors, Safety Officer Liaison and Website Manager. They shall be members of the American Motorcyclist Association.

Section 4

The Executive Board shall be comprised of the Officers and the District Directors.

ARTICLE 5

Section 1

The duties of the President shall be to supervise the general affairs of the club, appoint special committees and District Directors and fill, by appointment, any office left vacant between elections. President shall be bonded to adequately cover the financial assets of club.

Section 2

The duties of the Vice President shall be to assist the President in any way possible and to preside in the absence of the President with the same powers. The Vice President shall serve as Parliamentarian according to Motor Maid rules. The Vice President is responsible for all awards given by the organization, and will work with the Convention hostess in acquiring Convention ribbons and Dot Robinson Road Run trophies. The Vice President shall coordinate with the Safety Officer Liaison on insurance matters.

Section 3

The duties of the Membership Secretary shall be to:

- Keep a record of the club membership;
- Respond to the general correspondence from members;
- Keep copies of all business letters with responses attached;
- Keep the files available for inspection by the President and Vice President at any time;
- Process all new membership applications, status changes, and address/email/phone changes;
- Maintain a permanent record of all former members;
- Send a monthly report of all membership changes to the Executive Board and;
- Maintain confidential Membership Board records.

Section 4

The duties of the Recording Secretary shall be to keep minutes of the Convention and Executive Board Meetings. She shall renew the AMA Charter each year and renew the incorporation papers

every five (5) years. She shall keep Convention statistics and data on Motor Maid activities occurring throughout the year. She shall maintain a file of the Treasurer's report, monthly bank statements, and a list of all club supplies and equipment. She shall submit for printing in the April issue of the Advisory all proposals and recommendations and shall read same at the opening meeting of the Convention for review by Conventioneers prior to the business meeting.

Section 5

The duties of the Treasurer shall be to receive all dues, deposit all funds into a banking account under the name of Motor Maids, Inc., maintain an itemized account of incoming and outgoing funds, and pay the bills as authorized by the President and/or Vice President. She shall make a yearly statement of the club's funds, or whenever required by the club, and forward copies of the monthly bank statement to the President and the Recording Secretary. The Treasurer shall be bonded. Treasurer shall be responsible for securing the bonds for herself and others as so deemed in the Constitution.

Section 6

The duties of the Supply Officer shall be to maintain an inventory of all club-owned supplies and offer them for sale to the members. The Supply Officer shall provide a quarterly statement to the President and Treasurer with a yearly statement of cash and supplies to the membership at the Convention. The Supply Officer shall be bonded.

Section 7

The duties of the Publicity Officer shall be to prepare *publicity for release* to various publications and media. The Publicity Officer shall also assist members by helping to write, or proof articles, being supplied to the media.

Section 8

It shall be the duty of the Advisory Officer to prepare a copy of the club paper, the Advisory, and to mail said copies to all members in good standing. The Advisory is to be published on the 1st of March, June, September and December.

Section 9

The duties of the Executive Counselor(s) shall be to assist the President in any way possible and offer counsel on any subject pertaining to rules, procedures, Constitution and By- Laws. All active past presidents shall automatically be eligible to be an Executive Counselor, as long as they attend either the Executive Board Meeting or Convention each year and are actively riding with the exception of Golden Life status.

Section 10

The duties of the Historian shall be to maintain archives of the club's history which she shall display at the Convention. She shall make a back up copy of all pictures and articles to be kept by the President.

Section 11

The duties of the Safety Officer Liaison shall include responsibility for AMA sanction insurance matters act in an advisory capacity regarding rider safety, assist in parades, inform the membership of motorcycle safety-related issues, maintain a file of Liability Waivers and inform appropriate District Directors on which members did not sign one.

Section 12

The duties of the Website Manager shall be to assume responsibility for all aspects of the Motor Maids Inc. website including and not limited to:

- Content management;
- Security management;
- Access administration of the website, as well as;

- Management and access administration of the member database.

Section 13

It shall be the duty of the District Directors to cover all events possible in their districts, to meet all members in their district, to arrange sectional meetings whenever possible and in general, promote interest in the club and endeavor to get women interested in owning and riding motorcycles of their own. She shall notify the Membership Secretary of the death of a member or the member's immediate family.

Section 14

The duties of the Executive Board shall be to control club affairs. It shall act in all matters for the club unless otherwise directed by the membership. All matters shall be decided by a two-thirds majority vote of the Executive Board members present at an Executive Board meeting.

Section 15

The Membership Board shall be comprised of six unidentified members, appointed by the President, who will serve a one year term, beginning in January. They shall investigate new members as needed, vote on them when necessary, and recommend the sending of warning letters to members whose conduct reflects unfavorably upon the club, or for any other reason.

ARTICLE 6

It is the duty of the Officers to voice the opinions of the majority of the membership and to refrain from voicing personal opinions, which may be contrary to that of the majority. The Officers shall *promote* club interest at all times. They shall avoid becoming involved in any discussion regarding brand of motorcycles, as the club is impartial as to make of motorcycle. This shall apply whenever acting in the name of, or representing, Motor Maids, Inc.

ARTICLE 7

Section 1

An election shall be held every three years during Convention to fill elective offices. The President shall appoint an Election Committee to run the election, conduct the balloting, and count the votes. Absentee ballots shall be considered as nominations when mailed in a sealed envelope to the President prior to the Election Committee meeting. Nominees must be present to accept the nomination. Voting shall be by secret ballot. To be eligible to vote, a member must have a valid Motor Maid card, and be present at the election meeting. If more than two members are running for an office, a run-off vote between the two candidates having the most votes will be taken. The Election Committee shall meet following the Convention Welcoming meeting.

Section 2

Officers shall hold office for three years or until their successors is elected and qualified. They shall assume office within thirty days of being elected.

ARTICLE 8

Members in attendance at Convention shall transact all official business of Motor Maids, Inc. Convention locations shall be voted upon three years in advance. Only the District Director, or her appointed representative, may place a bid for a Convention site to be held within her district. Anyone with signature rights to the convention bank account shall be bonded.

ARTICLE 9

No one shall be allowed to ride in a Motor Maid event if her motorcycle does not have a muffler legal in her state or province.

ARTICLE 10

The Constitution may be amended by submitting any proposed changes or additions, in writing, to the President by the deadline for the year-end letter. She shall then present the proposals to the

Executive Board. The Executive Board shall present recommendations to the floor of the Convention for a vote.

BYLAWS

Number 1

Club dues shall be \$40.00 per year plus a \$20.00 application fee for the first year. Each new member shall receive the following Motor Maids items:

- Small patch;
- Decal;
- Membership card;
- Officer list;
- Her district membership listing;
- Current copy of the Advisory and;
- Member access to the national Motor Maids website.

Number 2

Any member whose dues are one (1) year or more in arrears shall be dropped at the January Executive Board meeting. Thereafter, the person is recognized as a past member. Once outstanding dues are paid she may reapply for membership

Number 3

The new applicant shall send the required funds with her application to the Membership Secretary. Upon receipt, she will become a member. The new member shall receive a questionnaire from the Membership Secretary, and will be met by the District Director or her representative within three (3) months of the date of submission.

Number 4

For Membership Board action, the Membership Secretary must receive three (3) letters of complaint. With the consent of the Officers, the Membership Secretary shall proceed to send a warning letter by Certified Mail, Return Receipt Requested, to the member in question. Within thirty days from the date of signature on the warning letter, the member has the opportunity to reply and defend herself. If her reply is satisfactory, the matter shall be dropped. If the member fails to respond, a copy of the warning letter shall remain in a pending file. Upon receipt of further complaints about this member, the Membership Secretary shall relay this information to the President to be passed onto the Membership Board. The Membership Board may vote to dismiss the member from the Motor Maids by a two-thirds majority vote of the Membership Board. Any member removed from the club by such a vote shall have the privilege of selling her uniform back to the Club at full price.

Number 5

If a member is unable to ride for a good reason, a twelve (12) month leave of absence will be allowed, if her dues are kept current. Any extension may be granted if found necessary.

Number 6

The official Motor Maid uniform shall consist of royal blue mock turtleneck shirt (tucked in) with the words "Motor Maids, Inc" on the neck, white cotton vest with the following embroidered on it, large Motor Maid emblem on the center back and the state/province above the emblem. On the front of the vest upper left hand side, small Motor Maid emblem; with upper right hand side – first name optional. The vest will remain clean, crisp with no other patches or pins. The vest and mock turtleneck must be purchased from the Supply Officer. Jet-black slacks/not faded, white gloves for parading, clean black footwear. Small Motor Maid patches are allowed on any color above the waist respectfully. Large Motor Maid patches are limited to being worn on royal blue, white or gray outfits only. Children may wear blue shirts that have been lettered on back, "Future Motor Maid" or

"My Mother is a Motor Maid". To participate as a member in the Annual Convention Banquet/Picture/Parade; the official uniform must be worn.

Number 7

When competing for prizes or trophies in a Motor Maid sponsored event, the Motor Maid must do so on a motorcycle she has operated from her home.

Number 8

Regular, Life and Silver Life members must ride to and from Convention on a motorcycle they operate in order to attend the Welcome and Business meetings, count their mileage, appear in the convention photo, ride in the parade, and have a voice and vote.

If a Regular, Life or Silver Life member arrives by another means of transportation, she must register as a guest.

- Regular members registered as a guest and Retired members may attend the Welcome meeting only.
- Life members registered as a guest may attend the Welcome and Business meetings and will not have a voice or vote.
- Silver Life members registered as a guest may attend the Welcome and Business meetings and will have a voice, but not a vote.
- Golden Life members do not have to ride their motorcycle to Convention and may attend the Welcome and Business meetings with a voice and vote.

Only voting members are permitted to participate in the convention photo and parade.

Members not residing on the North American continent shall have their mileage count from the point of motorcycle acquisition.

Number 9

If a District Director cannot attend an Executive Board Meeting or Convention, she may appoint a qualifying member from her District to act in her absence. The appointment must be in writing and submitted to the President prior to the proceedings.

Number 10

Non-members attending Convention must be registered and vouched for by a Motor Maid who will be responsible for their conduct.

Number 11

Convention location shall be determined, by majority vote, three (3) years in advance during the Convention Business meeting. Convention shall rotate through zones: eastern, central and a combined mountain/pacific, with elections to be held in the central zone.

Number 12

Inactive status is received based on the following criteria:

- Failure to submit a year-end letter that includes all motorcycle information as required and the liability waiver. Inactive (INA) will be removed if the President receives the required information by March 1st. After March 1st, the inactive (INA) status remains a permanent part of the member's record. The second consecutive year of inactive (INA) status will result in being dropped at the January Executive Board meeting.
- Regular, Life, and Silver Life members not having a motorcycle. This member has one year to obtain a motorcycle. If the Member does not notify the Membership Secretary that she has obtained a motorcycle within that one-year period, she shall be dropped at the January Executive Board meeting.

Once the person is dropped, the person is recognized as a past member.

Number 13

Any member may report to the Membership Secretary a member for allegedly not riding a motorcycle. The reported member shall be investigated by the Executive Officers before she is placed on the inactive list.

Number 14

The Dot Robinson Road Run is conducted under AMA rules and shall be held in connection with the Annual Convention each year. Husbands and guests are not to participate in the run. The club will furnish ten of the necessary trophies if they are not donated. A trophy will be provided for the highest scoring 1st time rider. Speed should be (30) thirty miles per hour on schedule. Speed schedule should be printed in the Advisory and also be made available at Convention. There will be two classes, A and B. Class A: Previous trophy winners, Class B: non-trophy winners.

Number 15

The Dot Robinson Field Meet may be requested by any District Director (1) one year in advance. The Motor Maids, Inc. will furnish one High Point Trophy.

Number 16

A trophy for long distance shall be provided by the Motor Maids, Inc. at all Nationals we participate in, in the event that the promoter does not donate one. A Motor Maid must be the operator of the motorcycle, even though riding double, to and from an event in order to receive a long distance trophy. A Motor Maid may receive one long distance trophy per trip from home. This does not include Convention when following a National.

Number 17

When parading at Convention, helmets shall be required.

Number 18

1. Medals are awarded at Convention to the women from any (1) one district who have accumulated the most miles getting from their district to Convention.
2. The women from any one district that has the highest percentage of their district's membership in attendance, and
3. The women of any one district with the most members in attendance.

Number 19

It has been resolved that the Motor Maids, Inc. membership list is not available to anyone for commercial purposes.

Number 20

No sanctions are to be issued under the Motor Maid, Inc. AMA Charter except for Annual Conventions and National Field Meets.

Number 21

We shall adhere strictly to the Constitution and Bylaws and abide by the rules and regulations as an AMA club.

Number 22

If the Motor Maids, Inc. should ever disband, all remaining money must be donated to the American Motorcyclist Association Heritage Foundation.

Number 23

No Motor Maid, Inc. member shall use the stand-alone wording of "Motor Maid" for her personal e-mail or web site address (identifier). The use of "Motor Maid" as an e-mail and/or web site address shall be reserved for the Motor Maids, Inc. Other examples not acceptable are "Motor Maids", "the Motor Maids", and "Motor Maids, Inc.".