

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

ARTICLE 1

The name of the organization shall be Motor Maids, Inc., (“Motor Maids”) a private club. A member shall be known as a “Motor Maid.”

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. Members are required to pay annual dues and to complete their year-end letter. The year-end letter includes agreeing to the terms of the liability waiver, the code of conduct, and the social media policy.

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 (“Life Member”) may be applied for when the following criteria are met:

- ten (10) consecutive years of active riding membership,
- no permanent inactive status during the ten-year period,
- two (2) Conventions have been attended, and
- dues are current at the time of application.

An eligible member must complete and send her application to the Membership Secretary 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. If a prospective Life Member has ever received a Membership Board letter, the Membership Board must approve her application by a majority vote before she is granted Life Membership. A Life Member is required to return her year-end letter and pay \$40.00 dues per year.

Section 5

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

- active riding membership is maintained,
- no permanent inactive status during the given time period,
- Conventions have been attended as follows:
 - 15-year award – three (3) Conventions
 - 20-year award – four (4) Conventions
- and dues are current at the time of application.

The application procedure shall be the same as for Life Membership. The Motor Maids will furnish the awards.

Section 6

Silver Life Membership ("Silver Life Member") may be applied for when the following criteria are met:

- twenty-five (25) consecutive years of active riding membership,
- no permanent inactive status during the twenty-five-year period,
- five (5) Conventions have been attended, and
- dues are current at the time of application.

An eligible member must complete and send her application to the Membership Secretary 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. If a prospective Silver Life Member has ever received a Membership Board letter, the Membership Board must approve her application by a majority vote before she is granted Silver Life Membership. A Silver Life Member is required to return her year-end letter and pay \$35.00 dues per year.

Section 7

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

- active riding membership is maintained,
- no permanent inactive status during the given time period,
- Conventions have been attended as follows:
 - 30-year award – six (6) Conventions
 - 35-year award – seven (7) Conventions
 - 40-year award – eight (8) Conventions
 - 45-year award – nine (9) Conventions
- and dues are current at the time of application.

The application procedure shall be the same as for Silver Life Membership. The Motor Maids will furnish the awards.

Section 8

Golden Life Membership ("Golden Life Member") may be applied for when the following criteria are met:

- fifty (50) consecutive years of active riding membership,
- no permanent inactive status during the fifty-year period,
- ten (10) Conventions have been attended, and
- dues are current at the time of application.

An eligible member must complete and send her application to the Membership Secretary 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 Golden Life Member is required to return her year-end letter. Dues are not required. Once a member achieves Golden Life status, she is no longer required to own a motorcycle to maintain active membership status.

Section 9

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

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

The application procedure shall be the same as for Golden Life Membership. The Motor Maids will furnish the awards.

Section 10

Sapphire Life Membership ("Sapphire Life Member") may be applied for when the following criteria are met:

- seventy-five (75) consecutive years of active riding membership,
- no permanent inactive status during the seventy-five-year period, and
- twenty-five (25) Conventions have been attended.

An eligible member must complete and send her application to the Membership Secretary 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 liability waiver. Dues are not required. Once a member achieves Sapphire Life status, she is no longer required to own a motorcycle to maintain active membership status.

Section 11

Retired Membership ("Retired Member") may be applied for when the minimum following criteria are met:

- five (5) consecutive years of active riding membership,
- no permanent inactive status during the five-year period,
- two (2) Conventions have been attended, and
- dues are current at the time of application.

A member who is no longer able to ride a motorcycle must complete and send her retirement application to the Membership Secretary to become a Retired Member. The Membership Secretary shall confirm the member's eligibility based on the membership records. A Retired Member is required to pay dues based on her highest status attained and return her year-end letter and liability 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 Executive Officer, a member must be currently active and have attended two (2) Conventions within the preceding five (5) years. An Executive Officer elect shall become a member of the American Motorcyclist Association prior to assuming office.

Section 2

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

Section 3

The Executive Officers of the club shall be: President, Vice President, Membership Secretary, Recording Secretary, Treasurer, Supply Officer, Publicity Officer, 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 Executive 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.

The President shall be bonded to adequately cover the financial assets of the club.

Section 2

The duties of the Vice President shall be to:

- assist the President in any way possible,
- preside in the absence of the President with the same powers,
- serve as Parliamentarian according to the Motor Maids' rules,
- assume responsibility for all awards given by the club,
- work with the Convention hostess in acquiring Convention ribbons and Dot Robinson Road Run trophies, and
- 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,
- renew the AMA Charter each year and renew the incorporation papers every five (5) years,
- keep Convention statistics and data on Motor Maids activities occurring throughout the year,
- maintain a file of the Treasurer's report, monthly bank statements, and a list of all club supplies and equipment, and
- submit for printing in the June issue of the Advisory all proposals and recommendations and read same at the opening meeting of Convention for review by conventioners 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,
- maintain an itemized account of incoming and outgoing funds,
- pay the bills as authorized by the President and/or Vice President,
- 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. The 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, and
- furnish a quarterly statement to the President and Treasurer with a yearly statement of cash and supplies to the membership at 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, and
- assist members by helping to write, or proof articles, being supplied to the media.

Section 8

The duties of the Advisory Editor shall be to:

- prepare a copy of the club paper, the Advisory,
- make the Advisory available on the Motor Maids' website, and
- mail copies of the Advisory to members in good standing, as requested.

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, and Constitution and Bylaws.

All active past presidents shall automatically be eligible to be an Executive Counselor, as long as they attend either the January Executive Board meeting or Convention each year and are actively riding with the exception of Golden Life Members.

Section 10

The duties of the Historian shall be to:

- maintain archives of the club's history which she shall display at Convention, and
- make a backup copy of all pictures and articles to be kept by the President.

Section 11

The duties of the Safety Officer Liaison shall be to:

- assume 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, and
- 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' website including and not limited to:

- content management,
- security management,
- access administration of the website, and
- management and access administration of the member database.

Section 13

The duties of the District Directors shall be to:

- cover all events possible in their district,
- meet all members in their district,
- arrange sectional meetings whenever possible,
- promote interest in the club and endeavor to get women interested in owning and riding motorcycles of their own, and
- 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, and
- 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 will be comprised of six (6) unidentified members, appointed by the President, who will serve a one-year term, beginning in January. They will review rejoining members, vote on them when necessary, and review cases and actions referred to the Membership Board by the Executive Officers.

ARTICLE 6

It is the duty of the Executive 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 Executive 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 the make of motorcycle. This shall apply whenever acting in the name of or representing the Motor Maids.

ARTICLE 7

Section 1

An election shall be held every three (3) 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 Maids membership 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 Welcome meeting.

Section 2

Executive Officers shall hold office for three (3) years or until their successors are elected and qualified. They shall assume office within thirty (30) days of being elected.

ARTICLE 8

Members in attendance at Convention shall transact all official Motor Maids business. Convention locations shall be voted upon three (3) 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 Maids 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,
- Executive Officer list,

- her district membership list,
- 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, she 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

The Membership Alignment Process (“MAP”), including the 12-month Corrective Action Assessment Period (“CAAP”), outlined in the Motor Maids’ handbook will be initiated when the Membership Secretary receives an incident report describing an event where a member is allegedly out of compliance with the Motor Maids’ governing documents.

The Membership Board will be engaged under the following circumstances when dealing with an actionable incident report as defined in the MAP:

- An incident report is filed with the Membership Secretary and deemed actionable by the Executive Officers (i.e., behavior that reflects unfavorably upon the club), and the member named in the incident report does not respond to any communication from the Executive Officers to engage in discussion/resolution within fifteen (15) days of receipt of letter from the Membership Secretary; **OR**
- A second incident report, on a member who is within her 12-month CAAP, is filed with the Membership Secretary and this second incident report is deemed actionable by the Executive Officers.
 - The Membership Board will review both the first and second incident reports, along with any documentation associated with the reports and make a recommendation on how to proceed.

The Membership Board may take action up to and including dismissal of the member from the Motor Maids by a majority vote. Any member removed from the club by such 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 Maids 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 Maids emblem on the center back and the state/province above the emblem
 - small Motor Maids emblem on the front upper left-hand side
 - when offered by the Supply Officer, a member’s first name on the upper right-hand side
- jet-black slacks (not faded),
- clean black footwear, and
- white gloves for parading.

The vest will remain clean and crisp with no other patches or pins. The vest and mock turtleneck must be purchased from the Supply Officer. To participate as a member in the Convention banquet/photo/parade, the official uniform must be worn.

Small Motor Maids patches are allowed on any color above the waist respectfully. Large Motor Maids patches are limited to being worn on royal blue, white, or gray outfits only.

Number 7

When competing for prizes or trophies in a Motor Maids-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 a January 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 the member 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, she 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 Convention each year. Husbands and guests are not to participate in the run. The club will furnish ten (10) of the necessary trophies if they are not donated. A trophy will be furnished for the highest scoring 1st time rider. Speed should be thirty (30) miles per hour on schedule. The speed schedule should be printed in the Advisory and be made available at Convention. There will be two classes, A and B. Class A: previous trophy winners and Class B: non-trophy winners.

Number 15

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

Number 16

A trophy for long distance shall be furnished by the Motor Maids at all nationals that the Motor Maids participate in, if 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 one (1) district who have accumulated the most miles getting from their district to Convention.
2. The women from any one (1) district that has the highest percentage of their district's membership in attendance, and
3. The women from any one (1) district with the most members in attendance.

Number 19

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

Number 20

No sanctions are to be issued under the Motor Maids, Inc., AMA Charter except for Conventions and national field meets.

Number 21

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

Number 23

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