

## MOTOR MAIDS

### APPLICATION FORM FOR MEMBERSHIP

Membership shall consist of **women** who legally own and operate their own motorcycle(s), or a motorcycle belonging to an immediate family member. Members are also required to have a valid driver's license with a motorcycle endorsement. Applicants shall send the required funds with her: 1. **Application**, 2. **Liability Waiver**, 3. **Signature page of the Code of Conduct** and 4. **Signature page of the Social Media Policy** to the Membership Secretary. Once your application is received, you will have the privileges of full membership. Within 4 to 6 weeks, you will receive your membership packet from the Membership Secretary. Within three (3) months of the date of submission, the District Director for your area, or a member nearby will contact you to set up a meeting and welcome you to the District.

### TO BE ACCEPTED, THIS APPLICATION MUST BE COMPLETE AND FUNDS MUST ACCOMPANY THE APPLICATION. **Check or Money order only**

Dues per year for members of the Motor Maids - \$40.00 (US Funds)

Application Fee - \$20.00 (US Funds) one-time fee

Total due at time of application = \$60.00 +

+ If you are rejoining after being dropped for dues, the Total due at time of application = \$60.00 + \$80 rejoin fee = \$140.00

*I hereby make application for membership in the Motor Maids. If accepted, I agree to promote the interests and honor of the club at all times. **Required fields are indicated by an \****

\*Are you a licensed motorcycle rider in your State/Province?  YES  NO

\*Name \_\_\_\_\_

\*Address \_\_\_\_\_

\*City \_\_\_\_\_ \*State/Province \_\_\_\_\_ \*Zip/Postal Code \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Mobile Phone (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ AMA or CMA # \_\_\_\_\_ Expires \_\_\_\_\_

Military Status – Past or Present:  YES  NO If YES, Branch of Service \_\_\_\_\_

\*Motorcycle YEAR – MAKE – MODEL \_\_\_\_\_

\*Current Mileage \_\_\_\_\_ Kilometers or Miles?

\*Motorcycle VIN \_\_\_\_\_

\*Have you been a member of Motor Maids, before? YES NO

By signing below you have read and agree to abide by the Constitution and Bylaws of the club. You are also required to sign the attached Waiver, Code of Conduct and Social Media Policy and return it to the Membership Secretary prior to application processing.

\*Signature: \_\_\_\_\_ Date \_\_\_\_\_

Sponsoring Member Name/Signature \_\_\_\_\_

*(Note: To find a sponsor go to the "Contact Us" section of the website and click on your location to contact the District Director in your area)*

**Mail application to: Motor Maids, Angela Manley, P.O. Box 746, New Matamoras, OH 45767**

**MOTOR MAIDS, Inc.**  
**RELEASE AND WAIVER OF LIABILITY ASSUMPTION OF RISK AND INDEMNITY**  
**AGREEMENT**

**November 1, 2024 – December 31, 2025**

I, the undersigned, do hereby waive, indemnify, hold harmless and release Motor Maids, Inc., its Officers and members, agents or other representatives, workers and organizations, including without limitations, their employees, hired by Motor Maids, Inc. (collectively known as "RELEASEES") from any or all rights and claims for all liabilities, judgements, claims, demands, loss, damages, destruction, injury, or death which may relate to or arise out of my attendance or participation in any Motor Maids, Inc. activity, meeting, annual convention or event managed, sponsored or promoted by the RELEASEES ( collectively known as "EVENT"). I understand that this waiver and release means I give up my right and the right of my responsibilities, heirs, assigns and estate to bring any claims or damages including for personal injuries, death, disease or property losses, or any other loss, including but not limited to, claims of negligence or otherwise and give up any claim I may have to seek damages, whether known or unknown, foreseen or unforeseen.

I understand that motorcycle events, campouts, outdoor events, or any other event, and using a motorcycle involve some inherent risk and that it is my responsibility to determine whether it is safe and appropriate for me to participate in any EVENT. I further understand that there is no warranty, implied or otherwise, that conditions, weather, conditions of the property, and other participants are free of defects or are suitable or safe for an Event and that is my duty to provide for my own safety. Accordingly, I expressly assume all risks involved in any Event.

I stipulate that my being allowed to participate in person in an EVENT is full and adequate consideration, which binds me to the provisions of this RELEASE AND WAIVER OF LIABILITY ASSUMPTION OF RISK AND INDEMNITY AGREEMENT. Furthermore, my being allowed to participate in an EVENT constitutes an acceptance of this document by me and by Motor Maids, Inc.

I have read the above statements. No other representation (oral or otherwise) has been made apart from this document altering its meaning. Unless otherwise indicated, I certify that I am at least eighteen years of age. If I am younger than 18, my legal guardian is signing for me. I (and my legal guardian, if appropriate) agree to be bound by the terms and conditions of this document. **By signing this document, I am also acknowledging that I currently have a valid motorcycle endorsed license, current motorcycle registration and my motorcycle insurance is current and I have at least the minimum motorcycle insurance required by my state of residence.**

Motor Maids, Inc. is incorporated in the State of Ohio. I understand and agree that the laws of the State of Ohio will apply to this RELEASE AND WAIVER OF LIABILITY ASSUMPTION OF RISK AND INDEMNITY AGREEMENT.

This RELEASE AND WAIVER OF LIABILITY ASSUMPTION OF RISK AND INDEMNITY AGREEMENT supersedes any prior agreement between the parties pertaining to these matters. I have carefully read and fully understand all provisions of this RELEASE AND WAIVER OF LIABILITY ASSUMPTION OF RISK AND INDEMNITY AGREEMENT, and freely and knowingly assume the risk and waive my rights concerning liability as described above.

\_\_\_\_\_  
(Member print name)

\_\_\_\_\_  
(Member Legal Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Legal signature of legal guardian if under 18)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(City, State, or Province)

\_\_\_\_\_  
(Zip or Postal Code)

Return signed and witnessed form to:

**Angela Manley, Membership Secretary P.O. Box 746, New Matamoras, OH 45767**

# **Motor Maids, Inc.**

## **Code of Conduct**

### **Background**

The vision that Dot Robinson and Linda Dugeau, co-founders of the Motor Maids, had for this club was to provide support for other women motorcyclists and to promote a positive image of motorcycling to the public. This enduring vision is reflected in the club's policies, rules, and procedures (e.g., Constitution and Bylaws, Handbook, Informational Brochure).

As President of the Motor Maids, Dot reminded members of this vision during the 1960 Motor Maids Convention held in Washington D.C. She stated the following, "Bad conduct, bad appearance, and bad language are all grounds for membership board action."

In keeping with that vision, the following is intended to clarify appropriate behavior for members of our club. When an individual is identified as a member of the Motor Maids — through text, photographs, insignias, or other descriptive identifiers — this code of conduct comes into effect. When a person is identified as a member of the Motor Maids, her behavior reflects on all members in the public eye. For that reason, the club asks that all members adhere to the standards of behavior set forth in this document. A violation of this Code of Conduct is grounds for action when an incident report is filed. At that time, the Membership Alignment Process ("MAP"), formerly referred to as membership board action, will be initiated. Note that the MAP is not meant to be a mechanism to resolve interpersonal disputes among members. It is expected that members will talk with each other to resolve interpersonal conflicts.

### **Preamble**

The Motor Maids believes that dignity, self- esteem, and respect are inalienable rights of each individual and that there is no place for personal degradation within the membership of the Motor Maids. The club supports the promotion of self-respect of each individual, respect for others, and does not condone any activity or behavior that is inappropriate, destructive, demeaning, or abusive to anyone including herself. Each member is expected to uphold the honor and dignity of the Motor Maids at all occasions. The following is not meant to be an exhaustive list of appropriate member behavior, rather, it is meant to clarify the vision set forth by our founders and reflects input from our members in 2021.

### **Conduct**

A Motor Maid, while identifying herself as a member of the Motor Maids through text, photographs, insignias, or other descriptive identifiers shall adhere to the following:

- Will always show respect to all with whom she interacts by word or actions. Disrespectful actions include, but are not limited to: bullying, yelling, taunting, or threatening physical violence upon another.
- Will dress in a manner that reflects a positive image of the Motor Maids. Wearing clothing embellished with divisive images or language including profanity, hate speech, political

## **Motor Maids, Inc. Code of Conduct**

advocacy, depicting or advocating violence, criminal activity, or promoting the use of alcohol or drugs is prohibited.

- Will comply with all rules governing the wearing of the uniform when dressed in the Motor Maids' official uniform.
- Will operate her motorcycle in a safe manner at all times and will not operate her motorcycle while under the influence of alcohol, drugs, or other intoxicants.
  - In addition to any possible corrective actions, a Motor Maid can be immediately removed from any event where it is shown her unsafe operation or intoxication compromises safety.
- Will adhere to the Motor Maids' social media policy and will not engage in vulgar, racial, ethnic, defamatory, or derogatory comments on social media.
- Will not use profanity or abusive language, engage in racial, ethnic, defamatory, or derogatory comments within the context of personal interactions.
- Will never make unwanted sexual or physical contact with other Motor Maids members or guests.

I have read and agree to the Code of Conduct Policy

\_\_\_\_\_

(Member printed name)

\_\_\_\_\_

(Member Signature)

\_\_\_\_\_

(Date)

# **Motor Maids, Inc.**

## **Social Media Policy**

### **Purpose**

Social media has presented clubs such as ours with new and welcome communication opportunities. However, it has, from time to time, also presented challenges. This policy establishes the Motor Maids' expectations and guidelines on the use of social media platforms when one identifies as a Motor Maids member through photographs, insignias, or other descriptive identifiers. It is in no way intended to restrict normal interaction between members but to ensure that the benefits of such platforms are realized and the negative outcomes minimized.

### **Objective**

To ensure that the Motor Maids members use social media platforms in a manner consistent with our organization's guiding principles (e.g., Constitution and Bylaws, Handbook, Code of Conduct) and the terms of use of individual social media platforms set up and used on behalf of the Motor Maids. This policy also aims to encourage the development of an understanding of both the benefits and constraints in using social media when identifying as a Motor Maids member through photographs, insignias, or other descriptive identifiers.

### **Background**

The internet provides many opportunities to communicate with other Motor Maids members and the general community more broadly. Social media platforms provide the opportunity for members to promote the community of our members and the club's activities. Members should be aware that the use of these platforms can also be abused and potentially damage the reputation of the Motor Maids and in extreme cases, this type of abuse can result in legal proceedings.

Users of social media platforms should assume that all comments made by them will be traced back to them as individuals or to the club in general. When using social websites, members need to make a clear distinction between their activities as a member of Motor Maids and their personal activities undertaken outside of and unrelated to the club. This policy aims to provide guidelines to help members exercise good judgement when posting to social media sites as well as providing guidance on behavior that is unacceptable and must not be undertaken, when identifying as a member of the Motor Maids.

### **Scope**

This policy covers all forms of social media and applies to all Motor Maids members when using any such media and identifying as a member of the Motor Maids. It does not apply to personal use of social media websites when the member:

- is not identifiable as a member of the Motor Maids and
- makes no reference to the Motor Maids or issues relating to the Motor Maids.

# **Motor Maids, Inc.**

## **Social Media Policy**

### **Definitions**

Use of Social Media Platforms – any online activity where information is shared by an individual that might affect Motor Maids, Inc. members. It includes, but is not limited to activities such as:

- maintaining a profile page on one of the social or business networking sites (e.g., LinkedIn, Facebook, Twitter, Instagram, TikTok),
- commenting on blog sites for personal or business reasons,
- leaving product or service reviews on retailer sites, or customer review sites,
- taking part in online votes and polls, and
- taking part in conversations on public and private web forums such as message boards or editing a Wikipedia page.

### **Usage**

All current responsibilities of Motor Maids members remain in force when using social media websites.

### **Online activity**

- Must not be used as a formal correspondence to Motor Maids Executive Officers.
- Must not be used as the only mechanism for communication with other members.
- Must not be used to air grievances. If members wish to make a formal complaint about any issue, they should do so in writing through the appropriate channels.
- Must not use hostile or defamatory language; contain or link to libelous, defamatory, or harassing content, including by way of examples, illustration or use of nicknames.
- Must not contain or link to pornographic or indecent content.
- Must not comment on or publish information that is confidential or proprietary to the Motor Maids.
- Must not disclose private or confidential information about the club, its members, guests, or family members.
  - If there is a death or an accident in the Motor Maids' family, please do not post any information on Facebook or any social media platform until an Executive Officer sends out an e-mail with all the correct information and then, only if permission is given.
- Must not bring the club into disrepute.
- Members may not use the Motor Maids to endorse or promote any product, opinion, cause or political candidate.
- The Motor Maids has the right to remove any content on official Motor Maids sites/pages.
- Members must not use the Motor Maids in online pages to promote personal projects or opinions.
- All materials published or used must respect the copyright of third parties and the Motor Maids, Inc. trademarks.

## **Motor Maids, Inc. Social Media Policy**

Motor Maids members posting material to social media/networking sites shall adhere to the following best practice guidelines:

- Think twice before posting: Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the commenter and the Motor Maids. Search engines can turn up posts years after they are created, and comments can be forwarded or copied.
- Strive for accuracy: Get the facts straight before posting them on social media. This is especially important if posting on behalf of the Motor Maids in any capacity.
- Secure permission: Only Executive Officers authorized to do so may speak on behalf of the Motor Maids. If you are posting material related to the Motor Maids or attempting to reflect views of the Motor Maids, always consult with the Motor Maids President or Publicity Officer.
- Be respectful: Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully thinking of how they would reflect on the person posting the message and the Motor Maids as a club.
- Rules: Become familiar with the terms of service and policies of sites and networks in which you participate.

### **Consideration towards other members**

Social media websites allow photographs, videos, and comments to be shared with other users. Members have a right to privacy, and therefore, their consent should be sought in relation to the use of personal data including images. Information should be provided to the member as to how and for what purpose images will be used. It is not appropriate to share photos or images without prior permission by those in the photos or images. Any personal photos must be approved by those in the photo before posting to public sites. Additionally, it is not appropriate to share club-related information in unauthorized social media forums without approval from the Motor Maids Publicity Officer.

Members must be considerate to other members, and content about a member or the club must be removed when requested by the member or an officer of the club. Under no circumstance should offensive comments be made about Motor Maids, Inc. members online. Any member found to be (or associated with) posting negative, obscene, false, or defamatory comments of any nature on Facebook, Twitter, Instagram, TikTok or any other social media site or on the internet in general may result in referral to the Membership Alignment Process via the filing of an incident report.

### **Procedures to Set-Up of Social Media Sites**

In line with all other communications, all social media sites/pages set up on behalf of the Motor Maids must be approved by the Website Manager. Objectives for use of the site must be clearly outlined and set up is not permitted until full approval has been granted.

**Motor Maids, Inc.**  
**Social Media Policy**

**Adherence to Acceptable Usage Policy**

The Website Manager or another Executive Officer must have access to all Motor Maids district sites to ensure that the acceptable usage policy is adhered to.

- Posts that should be deleted include but are not limited to off-topic posts, spam, spam links, abusive posts, and expletive and hate language.
- Misinformation posted should be corrected (and if it is defamatory, deleted).
- Users are required to register on the social media site; posts cannot be added by “anonymous” users. This can reduce spam and abusive comments, and in some cases, means the club could hand over details in the event of litigation.
- If a member/user contests the decision of having a comment deleted or a member/user being blocked, the Website Manager or another Executive Officer should not enter into a discussion within the thread itself, but move the discussion to the appropriate medium given the nature of the situation (e.g., email, telephone, postal service).

**Breach of Policy**

A breach of this policy may result in referral to the Membership Alignment Process via filing of an incident report.

I have read and agree to the Social Media Policy

\_\_\_\_\_

(Member printed name)

\_\_\_\_\_

(Member Signature)

\_\_\_\_\_

(Date)



**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 1<sup>st</sup>. A member with a membership anniversary date after October 31<sup>st</sup> 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 1<sup>st</sup>. A member with a membership anniversary date after October 31<sup>st</sup> 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 1<sup>st</sup>. A member with a membership anniversary date after October 31<sup>st</sup> 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 1<sup>st</sup>. A member with a membership anniversary date after October 31<sup>st</sup> 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. 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. 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, 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 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/maintain organizational affiliations and legal documents as appropriate (e.g., AMA Charter, incorporation papers),
- keep Convention statistics and data on Motor Maids activities occurring throughout the year,
- maintain historical rosters of past Officers and Executive Board members,
- 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 for Constitution and Bylaw changes and present same at the Convention Welcome meeting 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 1<sup>st</sup> 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 (e.g., photos, articles) which she shall display at Convention.

### **Section 11**

The duties of the Safety Officer 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.

Nominees must be present to accept the nomination. Voting shall be by secret ballot. Members eligible to vote must be present at the Business 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.

For past members who want to reapply for membership in the Motor Maids after being dropped for non-payment of dues, a rejoin fee of \$80 will be included in the total amount due at time of application.

### **Number 2**

Any member whose dues are three (3) months in arrears from her membership anniversary date will be dropped. Thereafter, she is recognized as a past member.

If a past member was dropped for non-payment of dues and wants to reapply for membership in the Motor Maids, she must pay the rejoin fee in addition to the application fee and her first year's dues.

### **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 all-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. Inactive (INA) will be removed if the President receives the required information by March



1<sup>st</sup>. After March 1<sup>st</sup>, 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 1<sup>st</sup> 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 national motorcycle races 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 motorcycle race.

#### **Number 17**

When parading at Convention, helmets shall be required.

#### **Number 18**

Medals are awarded at Convention to the attending members:

- from any single district that has accumulated the most direct miles getting from their district to Convention,
- from any single district that has the highest percentage of their district's membership in attendance, and
- from any single 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."