

# 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

*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 \****

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

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

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

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

Email \_\_\_\_\_

AMA or CMA # \_\_\_\_\_ Expiration \_\_\_\_\_

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

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

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

\*Last 8 digits of 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, 32551 County Road 15, Lower Salem, OH 45745.**

**MOTOR MAIDS, INC. RELEASE AND  
INDEMNIFICATION November 1, 2022-  
December 31, 2023**

I, the under signed, do hereby waive and release, Motor Maids, Inc., its districts, the Officers and event workers of said organization (collectively known as Motor Maids) from any and all rights and claims for damages which may relate to my involvement in the events. I understand that I am releasing Motor Maids, Inc. from simple negligence only and not from willful or wanton misconduct.

**ASSUMPTION OF RISK:**

I understand that motorcycle events, campouts, outdoor events, and using a motorcycle on public highways 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 the highway conditions, weather, conditions of the property, and other participants are free of defects or are suitable or safe for an event and that it is my duty to provide for my own safety. Accordingly, I expressly assume all risks involved in this activity.

**INDEMNIFICATION:**

I agree to assume all responsibility for, and to indemnify, defend, and save harmless Motor Maids, Inc. from and against, any and all liabilities, judgments, claims, demands, loss, damages, destruction, injury, or death which may occur or result from my involvement in this event.

**PERSONS AFFECTED:**

I MAKE THIS RELEASE AND INDEMNIFICATION on behalf of personal representatives, my heirs, assigns, estate, and myself. Whenever the name "Motor Maids, Inc." is used, it is my intention that said name shall be construed to include the Officers and members of Motor Maids, Inc. and all persons acting in concert with Motor Maids, Inc. in connection with any event.

**CONSIDERATION:**

I stipulate that my being allowed to participate in an event is full and adequate consideration, which binds me to the provisions of the RELEASE AND INDEMNIFICATION. Furthermore, my being allowed to participate constitutes an acceptance of this document by me and by Motor Maids, Inc.

I have read the above statements. No other representations (oral or otherwise) have 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.**

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

\_\_\_\_\_  
**(Member Legal signature)**

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

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

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

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

\_\_\_\_\_  
**(WITNESS Signature)**

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

Return signed and witnessed waiver to: **Angela Manley, Membership Secretary, 32550 County Road 15, Lower Salem, OH 45745** or scan to [mmmembership@gmail.com](mailto:mmmembership@gmail.com). **PDF Format Only.**

# **Motor Maids, Inc.**

## **Code of Conduct**

### **Background**

The vision that Dot Robinson and Linda Dugeau, co-founders of the Motor Maids, had for this organization 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 organization'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 organization. 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 organization 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 membership board action. Note that membership board action was never 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**

Motor Maids, Inc. 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 Motor Maids, Inc. The organization 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 Motor Maids, Inc. at all occasions. The following is not meant to be an exhaustive list of appropriate Motor Maids, Inc. 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 Motor Maids, Inc. 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, Inc. Wearing clothing embellished with divisive images or language including profanity, hate speech, political advocacy, depicting or advocating violence, criminal activity, or promoting the use of alcohol or drugs is prohibited.

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

- Will comply with all rules governing the wearing of the uniform when dressed in the Motor Maids, Inc. 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 disciplinary 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 Motor Maids, Inc. 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, Inc. members or guests.

I have read and agree to the Code of Conduct Policy

\_\_\_\_\_

(Member print name)

\_\_\_\_\_

(Member Signature)

\_\_\_\_\_

(Date)

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

## **Purpose**

Social media has presented organizations such as ours with new and welcome communication opportunities. However, it has, from time to time, also presented challenges. This policy establishes Motor Maids, Inc. expectations and guidelines on the use of social media platforms when one identifies as a Motor Maids, Inc. 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 Motor Maids, Inc. 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 Motor Maids, Inc. 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, Inc. member through photographs, insignias, or other descriptive identifiers

## **Background**

The internet provides many opportunities to communicate with other Motor Maids, Inc. members and the general community more broadly. Social media platforms provide the opportunity for members to promote the community of our members and the organization's activities. Members should be aware that the use of these platforms can also be abused and potentially damage the reputation of Motor Maids, Inc. 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 organization in general. When using social websites, members need to make a clear distinction between their activities as a member of Motor Maids, Inc. and their personal activities undertaken outside of and unrelated to the organization. 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 Motor Maids, Inc.

## **Scope**

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

- Is not identifiable as a member of Motor Maids, Inc.
- Makes no reference to Motor Maids, Inc. or issues relating to Motor Maids, Inc.

# **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.
- 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, Inc. members remain in force when using social media websites.

### **Online activity:**

- Must not be used as a formal correspondence to Motor Maids, Inc. 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 Motor Maids, Inc.
- Must not disclose private or confidential information about the organization, its members, guests, or family members.
  - If there is a death or an accident in the Motor Maid family, please do not post any information on Facebook or any social media platform until National sends out an e-mail with all the correct information and then, only if permission is given.
- Must not bring the organization into disrepute.
- Members may not use the Motor Maids, Inc. organization to endorse or promote any product, opinion, cause or political candidate.
- Motor Maids, Inc. has the right to remove any content on official Motor Maids, Inc. sites/pages.
- Members must not use Motor Maids, Inc. 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, Inc. 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 Motor Maids, Inc. 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 Motor Maids, Inc. in any capacity.
- Secure permission: Only officers authorized to do so may speak on behalf of Motor Maids, Inc. If you are posting material related to Motor Maids, Inc. or attempting to reflect views of Motor Maids, Inc., always consult with the Motor Maids, Inc. 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 Motor Maids, Inc. as an organization.
- 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 organization-related information in unauthorized social media forums without approval from the Motor Maids, Inc. Publicity Officer.

Members must be considerate to other members, and content about a member or the organization must be removed when requested by the member or an officer of the organization. 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 face disciplinary action.

### **Adherence to Acceptable Usage Policy**

The Website Manager or another executive officer must have access to all Motor Maids, Inc. 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.

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- Serious 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 organization 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 other 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, USPS).

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

In line with all other communications, all social media sites/pages set up on behalf of Motor Maids, Inc. 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.

**Breach of Policy**

A breach of this policy may result in disciplinary action.

I have read and agree to the Social Media Policy

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

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

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



**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 31<sup>st</sup> 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 1<sup>st</sup>. Members with membership anniversary dates after October 31<sup>st</sup> 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 1<sup>st</sup>. Members with membership anniversary dates after October 31<sup>st</sup> 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 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 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 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, 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 1<sup>st</sup> 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.".