**Capital City Motorcycle Club Constitution**

**(SUBJECT TO CHANGES ONLY THROUGH CONSITUTIONAL CHANGE PROCESS)**

**ARTICLE I: MEMBERS**

**Section 1. Membership:**

The membership of this organization shall include all persons who are elected to membership in accordance with this Constitution and Bylaws.

**Section 2. Member Classifications:**

Members shall be classified as Life Members, Senior Members, Members, and Cub Members.

a. Life Members are those members who

(1) have completed twenty years of membership:

or

(2) have completed ten years of membership and attained the age of eighty years: or

(3) under special circumstances Life Membership may be awarded to a member by the vote of the club members at large.

1. Membership shall be continuous except when a member is on approved leave of absence in accordance with Article I, Members, Section 4, Application for Membership. Longevity for life membership shall be the same as provided for seniority.

2. Any member may nominate a member for life membership. Said nomination, including special circumstances, shall be typewritten and shall be delivered to the President to be read at the next business meeting. A copy of the nomination shall then be posted on the bulletin board and voting by the club members shall be scheduled for the following business meeting.

b. Senior Members are those members who have been duly elected to membership and who are among the top thirty (30) members when the membership roll is ranked by seniority (Life Members excluded). Should two or more members be entitled to the thirtieth (30th) position, lots will be drawn to determine which of them will fill it. The remaining members will wait their turns as herein provided. Cub members may not be senior members.

c. Members shall be defined as those members who have been duly elected to membership as provided herein, in Article I, Members, Section 1, Membership, and are not Cub members.

d. Cub Members are those members who are under the age of eighteen (18) years and who have been accepted for such status by the President. In order to apply for Cub membership, the applicant must be related to or in the legal care of a club member. Cub members will be accepted on the merits of his/her member relative or guardian. Time spent, as a Cub member is not included when calculating the seniority status of a member. Cub members may not vote or hold office. Cub members may compete for club trophies among other Cub members. First, second, and third place trophies for Attendance, Activities, and Rides will be totaled at the end of the year and awarded to the Cub members at the Awards Banquet. Cub members can be counted for roll call if there are not enough adult members. However, no voting can take place when Cubs are included to make a membership of ten.

e. After reaching the age of eighteen (18), a Cub member may be voted on by the membership to determine if full member status will be granted. Ride and meeting requirements may be waived at the President's discretion. If the President feels that further participation and observation is required the Cub member will be notified, a future date will be set and placed on the calendar for vote, not to exceed three (3) months. During the observation period Cub membership is no longer in effect and the former Cub member is considered an applicant for club membership. Balloting on Cub members, and the results, will follow the guidelines set forth in Article I, Members, Section 5, Balloting on Applications.

**Section 3. Member In Good Standing Defined:**

Qualifications that must be met to be considered, and remain, a “Member in Good Standing" is:

a. Be a citizen of the United States of America or have a Green/Alien card

b. Be of sound mind and body with good moral character

c. Be actively connected with motorcycling

d. Maintain membership dues paid to the current month or more

e. Maintain membership in the American Motorcycle Association (AMA)

f. Maintain a valid M1 California driver's license endorsement (Riders only)

g. Maintain the legally required vehicle insurance and registration (Riders only)

**Section 4. Application for Membership:**

a. Application for membership shall be accepted from male and female applicants.

b. A signed application form must be submitted along with the applicant's signed waiver and agreement to abide by club attire (as required by CCMC Road Riding Rules including Club Dress). The applicant will have up to one (1) year from the date of a signed application to complete the riding and meeting requirements before he/she can be voted upon to become a Member.

c. The applicant must be sponsored and recommended by two members of this organization who are in good standing. The sponsors will sign the applicant's membership application card, and will be responsible for monitoring the applicant throughout the application period.

d. It is required that applicants attend six (6) official rides, with three (3) members, on motorcycles, present, and four (4) business meetings before he/she can be voted on. The ride and meeting requirements can be completed sooner than one (1) year but the applicant will not be voted on sooner than six (6) months from the date of the signed application. If the applicant fails to meet all the application requirements within the one (1) year, then, the applicant must start the application process again in order to become a member.

e. An applicant may have input during a club meeting but will not be eligible to display club colors, nor have any other privileges of a member.

f. At the end of the six (6) months, but not later than one (1) year after the application period(Section 4.d.) the applicant will be voted on for full membership according to Section 5, Balloting on Applications.

g. Upon being voted in, as a new Member, by the membership, he/she must join the American Motorcyclist Association (AMA) within (60) days after being voted into the club as a member and may purchase the club colors, at that time.

h. Upon acceptance as a Member, a new member must submit an eleven dollar ($11) initiation fee, two dollars ($2) for a new Cub member, and one month's dues of twelve dollars ($12) by the next business meeting attended or within two regular meetings, whichever occurs first. At this time, a new Cub can acquire and display CCMC club-sanctioned colors as required for full membership.

i. A former member who left the club in good standing and has been gone less than five (5) years may be reinstated after submitting an application for membership at any Business Meeting. The former member will be required to attend two (2) Business Meetings and complete two (2) rides within a three-month period before balloting takes place. Seniority will start at the time of being reinstated; no initiation fee will be required. The reinstated member must belong to AMA for regular membership. (Amended May 2013) j. If the person has been gone for more than five (5) years then the person will be considered an Applicant and follow the guidelines under Article I, Section 4, Application for Membership. (new May 2013)

**Section 5. Balloting on Applications:**

All applications for membership shall be processed in accordance with the following procedures:

a. After the membership requirements are met, the President or Secretary will notify the applicant to remain absent from the next meeting. The application will be read for the second and final time before the membership just prior to voting.

b. Immediately following the final reading, the President shall call for an open discussion of the applicant's qualifications pertinent to gaining membership, whereupon both the sponsoring members shall state why they have recommended the applicant for membership.

c. After both sponsoring members have spoken, the President shall conduct an open forum at

which time opinions shall be aired by any members present who wish to do so.

d. When the foregoing steps have been taken, the President shall direct the Sergeant-at-Arms to prepare the official ballot box and bring it before the President and Secretary for their Inspection.

e. After the President and Secretary's inspection, the Sergeant-at-Arms shall place the ballot box in the center of the hall, and the Secretary, with the verification of the Treasurer, shall call upon each member, in good standing, to step forward and vote.

f. After the last member has cast a vote, the Sergeant-at-Arms shall take the sealed ballot box to the President, who, with the assistance of the Secretary, shall determine the results. The ballot shall then be put back on the podium. The President shall invite members to inspect the ballot box. The results will be determined as follows: An adequate supply of marbles and black cubes shall be contained in the ballot box. The marbles shall designate the "favorable" votes. A black cube shall designate the "unfavorable" votes. There must be more unfavorable votes than 25% of the votes placed, in order to reject the application and the applicant. If the vote is unfavorable, the ballots will be counted to ensure they do not exceed the number of voting members. After the balloting is over, the Sergeant-at-Arms shall destroy the results.

g. Should the balloting on any application be unfavorable, it shall be the duty of the two sponsoring members who signed the applicant's application to inform the applicant of the rejection

h. Any applicant who has been rejected in accordance with this procedure shall be barred from resubmitting an application for at least six (6) months.

i. Any applicant who has been accepted shall be notified by one of the sponsors and shall be asked to be present either for the remainder of the current meeting or at the next regular meeting for introduction to the club under the proper order of business. At that time the applicant shall receive, from the Treasurer, a membership card, a copy of the Constitution and Bylaws, the CCMC Rules of the Road, CCMC Road Rider Rules, and all other such documents and materials that are deemed necessary.

**Section 6. Expulsion or Other Disciplinary Action:**

Any member may be expelled from this organization, or other suitable disciplinary action taken, for conduct unbecoming to this organization and its Constitution and Bylaws, and/or principles.

**Possible Actions:**

a. Written sanction: Acknowledgement that specifically charged behavior was considered to be conduct unbecoming a member and the charged behavior must cease and not reoccur.

b. Verbal sanction: Open forum statement by the club members at large, presented by the President on behalf of the club.

c. Financial Penalty: A fine imposed upon the offending member for conduct unbecoming a member. The fine will be levied in accordance with the Penalty Wheel.

d. Suspension: Suspension of membership will disallow the offending member from attending any club function (meeting, run, activity) and from wearing the club colors for the amount of time recommended by the Board of Directors and affirmed by the club membership.

e. Expulsion: Removal from club membership.

Expulsion from CCMC will not be a matter of motion from the floor. A motion from a member to expulse another member shall not be entertained by the President. All matters of this nature will be referred to the Board of Directors.

Charges against another member must be received in writing and signed by one or more members in good standing. The matter shall then be referred to the Board of Directors who shall conduct a hearing on the charges. Only the President, Vice President, Board members and parties involved will be allowed to attend the hearing. If the one being charged or the one bringing charges is the President, Vice President or a member of the Board then he/she will not be allowed to attend the Board/Jury deliberations or have a vote on the outcome.

The Board shall provide a copy of all evidence to affected member(s) and allow a minimum of one week, but no longer than two weeks, to provide a written response to charges.

The Board may suspend member(s) until a recommendation is made. The Board will then submit a report recommending that the member(s) be either expelled from the organization or suitably disciplined, or the charges be dropped.

At the next regular business meeting all complaints and responses shall be read with the Board's recommendation. There shall be a reasonable period of time allowed for discussion by the membership on the matter. The members shall then take a secret ballot to decide whether or not to sustain the recommendations of the Board of Directors. It shall require a two-thirds (2/3) majority of the membership present to veto the recommendations of the Board of Directors. Any member shall be fined accordingly as a means of punishment and/or restitution for misconduct during the business meeting, for misuse or abuse of club property, furniture or fixtures.

Grievances or accusations of misconduct will be handled as directed in this section. To ensure fairness to both the persons bringing charges and those the charges are against, open discussion regarding a pending accusation must be discouraged. The affected parties will be allowed to address the Board of Directors in writing and, if the situation warrants, in person. Open-forum discussion, of pending accusations, will only be allowed after the Board of Directors has submitted their findings and recommendations to the membership.

**Section 7. Resignation:**

Resignations shall be by written notice only. Verbal resignation will not be recognized, in which case a member will be dropped from membership only when dues are in arrears (see Article II, Dues and Leave of Absence, Section 2, Nonpayment of Dues), unless verbal resignation is accompanied by conduct unbecoming a member (see Article I, Members, Section 6, Expulsion or Other Disciplinary Action).

a. The member will submit a written notice of intent to resign from CCMC.

b. Upon receipt of a written resignation request, said request shall be read at the next business meeting.

c. At the second business meeting, if the request to resign has not been rescinded by the submitting member, said request shall be read a second time.

(1) If there are no objections from the members present or no written objection sign by a member in good standing, the resignation shall be accepted.

(2) If there are one or more objections, without cause, said resignation request will be held over and read at the third regular business meeting provided the request to resign has not been rescinded. Following the third reading the resignation request will be accepted.

d. When resignation has been accepted, the President will act upon the resignation request, and direct the Secretary and Treasurer to drop the resigning member from the rolls of this organization, and refund to the resigning member any dues that have been paid in advance. Dues will not be refunded for the month in which the resignation request was received.

e. At any time before a resignation request is acted upon, the resignation request may be rescinded by the member. The notice to rescind a resignation request shall be in writing, and shall be signed and dated by the member.

f. Once the resignation is accepted and acted upon, the resigning member will forfeit all seniority in this organization and will not be eligible to join this organization again for a period of six (6) months, after which time said ex-member may submit an application for membership, as provided under Article I, Members, Section 4, Application for Membership.

g. Any member who holds an office in the club shall, upon written notice of resignation, forfeit said office immediately, and even if said member shall rescind said resignation, said member shall not resume the office that said member held. The members shall, at the next regular business meeting, have nominations of members to fill the vacated offices, and then at the following regular business meeting, hold a special election for the vacated offices.

**ARTICLE II: DUES AND LEAVE OF ABSENCE (LOA)**

**Section 1. Dues:**

Dues shall be defined as the particular sum of money paid into the CCMC treasury by each member (except those by the type of membership held) which entitles the member to the privileges granted as member-in-good-standing. (Amended January 2014)

a. The club dues shall be twelve dollars ($12) per month for Senior Members and Members, and one dollar per month for Cub Members, payable monthly in advance. All Life Members shall not pay dues of any kind to this organization. (Amended January 2014) b. Any dues paying member who falls in arrears for sixty (60) days shall be notified by the Treasurer and will be given thirty (30) days from date of notification, to correct the default or forfeit his or her membership.

**Section 2. Nonpayment of Dues:**

Should any member be dropped from the rolls for nonpayment of dues and later desire to rejoin the organization, application for membership shall be made in the proper manner and the application shall be accompanied with the amount equal to the indebtedness due at the time the member was dropped.

**Section 3. Exempt Officers:**

Effective January 1, 2014, NO officers are to be exempt from paying dues. The Directors and Officers insurance will be for their protection, their dues will help to defray the cost of the insurance. It is also recommended that the officers be awarded participation points as an incentive to serve in these positions. One point for each hour of service. (Amended January 2014)

**Section 4. Leave of Absence/Military (LOA):**

A member may apply for a Leave of Absence (LOA) as long as: the member's dues are current: the member is in good standing with CCMC. The member must have completed one (1) year of membership with CCMC, including current AMA Membership.

The member must submit a written request, to the President or any member of the Board of Directors, for approval by the Board of Directors. The written request must state the reason(s) for the LOA (examples include, but are not limited to, financial or medical hardship) and, if the request is for less than 180 days, the length of time requested. A verbal request will not be recognized, in which case a member will be dropped from membership only when dues are in arrears (see Section 2, Nonpayment of Dues). The Board may approve an initial LOA only on a showing of good cause and only for a period of up to 180 days. At the Board's discretion, one additional renewal period of up to 180 days may be granted. To request an LOA renewal, the member must submit a written renewal request before the expiration of the initial LOA. The Secretary of the Board shall notify an LOA applicant of a Board decision, as soon as practicable, and attempt to confirm notification. During any LOA period, the member will be considered "inactive," will not accrue seniority, and will not be required to pay any dues or maintain AMA membership. "Inactive” shall mean the member is considered equivalent to an "applicant" under Article I, Section 4 (i.e., an "inactive" member may have input during a club meeting but will not be eligible to display club colors or have any other privileges of a member). Upon expiration of the LOA, or subsequent renewal, the member shall take the seniority position immediately after the member who has more longevity than his or her own. Longevity shall not include any time spent on the LOA. The member must pay dues and show proof of AMA membership within thirty (30) days of LOA expiration. A member leaving for active duty, who is in good standing with CCMC and whose dues are current, may request a Military LOA for the time while on active duty (no renewal is required for the length of active duty). Under a Military LOA, the member shall have up to ninety (90) days upon returning from active duty to begin paying regular club dues and show evidence of AMA membership. A member on a Military LOA shall receive longevity credit for active military service and will not be considered an "inactive' member. (Amended April 2013)

**ARTICLE III: OFFICERS**

**Section 1. Elective and Appointive Officers:**

The officers of this organization shall be defined as Elective Officers and Appointive Officers.

a. **Elective Offices:** CCMC elected officers are: President, Vice President, Secretary, Treasurer, Vice Treasurer, Risk Management Officer, Assistant Referee, Sergeant-at-Arms, and six (6) members to serve as the Board of Directors.

b. **Appointive Offices:** The President, during his first regular business meeting, shall appoint for a term of one year a Public Relations Officer, a Social Secretary, a House Committee Chair and a Club Legislator. The President may appoint one member to serve as Road Captain and one to serve as House Committee for the following month. Members previously appointed maybe retained for additional months, at the President's discretion. At the President's discretion, probationary members can hold these appointive offices.

**Section 2. Duties of Elective Officers:**

a. **President**: It shall be the duty of the President to:

(1) Preside at all regular business and activity meetings of this organization;

(2) Preside over the Board of Directors meetings (however, the President shall have no vote unless they are equally divided/tied);

(3) Appoint all committees in accordance with this Constitution and Bylaws;

(4) Have general supervision of this organization;

(5) Appoint a successor to any vacancy occurring in the offices, except for the resignation of elected officers (Article I, Members, Section 7, Resignations, “g');

(6) Perform such other duties required for the best interest of this organization.

b. **Vice President:** It shall be the duty of the Vice President to:

(Amended January 2013)

(1) Assist the President in his/her duties and to officiate for the President in his/her absence;

(2) Act in the capacity of Secretary at the Board of Directors meetings (however, the Vice President shall have no vote);

(3) Act as Chair of the annual awards banquet;

(4) Keep a correct and up-to-date mailing list of all members and general correspondence;

(5) Notify any member not in good standing with the AMA that membership in CCMC will be forfeited if corrective action is not taken within thirty (30) days;

(6) Keep a correct and up-to-date roll call sheet to be used by the Secretary and Road Captains.

c. **Secretary:** It shall be the duty of the Secretary to:

(Amended January 2013)

(1) Keep the minutes of each and every meeting of this organization;

(2) Attend to all correspondence, except for that of the Treasurer;

(3) Notify absent members of their appointments to committees, etc.;

(4) Deliver to the successor (new Secretary) at the end of the term of office all books, papers, reports, and other materials pertinent to that office in a well-organized condition;

(5) Call the roll at each and every meeting, and keep an accurate record of attendance of each member;

(6) Perform such other duties required in the best interest of the office of secretary and of this organization;

d. **Treasurer:** The Treasurer position will normally be filled by the previous Vice Treasurer. The Treasurer's term will start on March 1 and end on the last day of February. Amended Nov 2015)

If the Treasurer position becomes vacant, for any reason, an appropriate election shall be held to fill the vacancy. If necessary, with Board of Directors approval, a previous Treasurer may serve as temporary Treasurer until the vacancy is filled.

It shall be the duty of the Treasurer to:

(1) Collect dues from the members;

(2) Issue membership cards;

(3) Receive all money due this organization;

(4) Issue all receipts, show all dates when money is received and from whom, when money is disbursed, and to whom, in a form approved by the Board of Directors;

(5) Present for examination at such times required by this organization to the President or the Board of Directors all books, papers, vouchers, and other data necessary for the auditing of these accounts.

The Treasurer shall provide the following:

a. Income and expense report (money received and money paid).

b. CCMC bank statements.

c. CCMC written Treasurer log sheets completed at each meeting.

d. CCMC computer.

e. Copy of CCMC register.

f. Invoices paid with date paid and the CCMC check numbers written on them.

g. Cash receipts (these should balance with the cash that was deposited each week).

h. Deposit Receipts (to reconcile the check copies plus cash receipts).

(6) Report at each regular meeting the amount of cash on hand and checking and savings account: balances at the beginning of the current meeting, and the amount of dues collected at the current meeting;

(7) Deposit all money in the banking accounts of this organization, each week, or whenever the funds in the Treasurer's possession amount to one hundred dollars ($100) or more;

(8) Transfer all money in excess of one thousand dollars ($1,000) from the checking account to the savings account;

(9) Notify members when they are delinquent in their dues;

(10) Keep treasurer's records up-to-date so that when called upon, can announce whether or not any particular member is eligible to vote;

(11) Pay all regular and special bills after they have been approved by the club members at-large during a regular business meeting;

(12) Obtain approval of the Board of Directors as well as the club members at-large prior to paying any bills for any event in which the combined expenditures for the entire event exceed three hundred dollars ($300);

(13) Will set up and maintain a mobile credit card reader system (i.e. Square, Pay Anywhere, Leaders, etc.). The Treasurer, Vice Treasurer, and President will only know the access code. The deposits into the account can be allowed by any smart phone or device after the Treasurer, Vice Treasurer, or President puts in the access code. The access code will be changed when deemed necessary by Treasurer, Vice Treasurer, or President. (New September 2013).

(14) Perform any other such duties required for the best interest of this organization.

**NOTE:** Due to the time factor involved, payment for flowers for the funeral of any member in good standing, up to a maximum of eighty dollars ($80), can be made without prior approval of the club members at-large. No club funds will be expended for non-members.

e. **Vice Treasurer:** It shall be the duty of the Vice Treasurer to:

(1) Assist the Treasurer;

(2) Stand in for the Treasurer if he/she is unavailable;

(3) Prepare to become the Treasurer during the subsequent term. The Vice Treasurer shall have the same qualifications as the Treasurer. The Vice Treasurer will become the Treasurer in the following term, subject to a "no confidence" vote of a majority of votes placed by voting members, in the following term, or removal for cause, in the same manner as any other elected officer.

f. Risk Management Officer (RMO): It shall be the duty of the RMO to have:

(1) Control of all competitive events of this organization;

(2) Register online to take the Risk Management course every other year;

(3) Attend and officially represent this organization at all AMA District 36 meetings;

(4) Give an oral report of AMA District 36 meetings to this organization at its next regular business meeting;

(5) Prepare all reports, applications, and correspondence from this organization to AMA National and AMA District 36;

(6) Maintain file copies of all reports, applications, and correspondence between this organization, AMA National, and AMA District 36;

(7) Obtain documents, forms, and equipment from District 36 officials as needed to conduct the business of this organization.

g. **Assistant Referee:** It shall be the duty of the Assistant Referee to:

(1) Register online to take the Risk Management course every other year

(2) Attend and officially represent this organization at all AMA District 36 meetings;

(3) Assist the RMO in the performance of his/her duties when necessary.

h. **Sergeant-at-Arms:** It shall be the duty of the Sergeant-at-Arms to:

(1) Guard well the outer entrance of the Club;

(2) Prohibit any unauthorized person from entry;

(3) Assist the President in maintaining order;

(4) Have charge of the ballot box and to prepare the same for the balloting of new Members;

(5) See that no applicant is present at the meeting when said applicant's application is being voted on;

(6) Present prospective and newly elected members to the President for introduction to the membership.

i. **Board of Directors:** Board of Directors meetings shall be restricted to elected Board Members, the Board Chair and the Board Secretary.

(1) It shall be the duty of the Board of Directors to have complete control of the funds, investments, securities, and properties of this organization whether real, personal, or community, that are not otherwise provided for by this Constitution and Bylaws;

(2) Two board members shall be authorized to make savings account withdrawals when necessary for the functional operation of this organization;

(3) Execute all legal papers on behalf of this organization;

(4) Conduct a review of the Treasurer's books/files by February 15th and July 30th and file are port to this organization;

(5) During the first meeting of the year, establish a budget for CCMC AMA Sanctioned events and all other events with club expenditures exceeding five hundred dollars ($500);

(6) Meet with appointed special committee chair (s) for budget recommendations. Present the budgets to the general membership at the next business meeting. A vote by the club membership to adopt or amend the Board's budget, on the second business meeting following the Board Meeting. Any amendment to the Board's budget will require two thirds (2/3) of the member's present vote to approve. Any and all additional expenditures for the event exceeding a total of two hundred dollars ($200) or more will require Board approval and approval of the Club as above, Special Committee Chair (s) are to be available upon request at any Board meeting to provide a progress report;

(7) Hold one regular meeting every quarter on a date and time to be scheduled at the discretion of the Board of Directors (this requirement shall not preclude additional Board meetings as needed or necessary to perform its duties as required by the Constitution and Bylaws); after which they shall bring before the membership any matters of importance;

(8) Keep the minutes of their meetings (minutes are to be read to club membership at the next business meeting after the Board Meeting) and to file a copy of said minutes with the Club Secretary at the next regular business meeting; (Amended January 2013)

(9) Perform all other such duties required of them by the Constitution and Bylaws in the best interest of this organization;

(10) Have control of the organization and its officers; ensure that four members are present before calling a quorum.

**Section 3. Duties of Appointive Offices:**

a. **House Committee:** It shall be the duty of the House Committee to:

(1) Maintain the clubhouse interior and exterior and the surrounding grounds in good condition;

(2) Report any areas needing repair or replacement to the membership.

b. **Public Relations Officer:** It shall be the duty of the Public Relations Officer to:

(1) Compile and file all letters, printed literature, and newspaper articles that correspond to the activities of the organization and its members;

(2) Have publicity printed that is favorable to the club, i.e., major events or club functions; maintain literature, documents, club trophies and a library, in general, of the club;

(3) Take pictures or encourage members to take pictures of club functions and make copies available for download from the Club website: encourage members to take part in community affairs and charities.

c. **Road Captain:** If appointed, will work with members who call rides to ensure that all road rules are known and followed, to ensure that ride details are documented and placed on the CCMC calendar, and to assist, if requested, the ride Road Captain with conducting the ride.

d. **Legislative Officer:** It shall be the duty of the Legislative Officer to:

(1) Follow the progress of legislation of interest to motorcyclists;

(2) Obtain copies of legislation, reports, etc.;

(3) Report on the status of pending bills, times set for hearing, and provide the names of committee chairpersons and committee members and voting results when possible;

(4) Report on changes in the laws and ordinances affecting motorcyclists.

e. Social Secretary: It shall be the duty of the Social Secretary to:

(1) Maintain the membership points once a month;

(2) The Club Secretary will submit the attendance points; the member shall submit activity points in writing, and the Road Captain shall submit the road riding points.

(3) All members' points shall be totaled and conspicuously posted on the point's board.

**Section 4. Qualifications of Officers:**

The Treasurer and Vice Treasurer must be a Senior Member and must have been a member in good standing for at least two (2) years prior to the time of elections. If no Senior Member is willing to accept nomination then a member in good standing for five (5) years prior to the time of elections may be nominated. All other officers must be members in good standing prior to the time of their election, except for the positions on the Board of Directors which are limited strictly to members who have been in good standing for two (2) years or more.

**Section 5. Nominations:**

The nomination of all officers shall begin at the first meeting in November of each year. The balloting will be held during the third meeting in November. A minimum of two candidates shall be nominated for each office except for the positions on the Board of Directors for which a minimum of five (5) candidates shall be nominated. Members must be present at the time of nomination or submit in writing, in advance, or tell two members of their willingness to be nominated to be eligible as a candidate.

**Section 6. Balloting Procedures:**

a. Voter Qualification: 1) Must be a member in good standing and 2) must have attended minimum of six (6) business meetings in the current year to be eligible to cast a vote for officers.

b. Balloting Process: The balloting shall be on plain white paper with only the name of one candidate for each elective office and the names of three candidates for the Board of Directors. These ballots shall be folded and placed into a container by each member and shall thereafter remain in the exclusive charge of the Sergeant-at-Arms. The counting of the votes shall not be performed until all ballots are submitted and accounted for and shall be counted only in the immediate audible and visual range of the voting membership present on the prescribed election date.

c. The candidate for each elective office receiving the highest number of votes shall assume that office except for positions on the Board of Directors in which case the three candidates receiving the highest number of votes shall assume the three vacated positions on the Board

d. Any member who has been nominated for two or more offices, except as provided for in Section 8, below, and wins the election to two or more offices shall reserve the right to choose whichever office that person desires to hold, and thereby relinquishes the other said office to the next nominee receiving the next highest number of votes. Any member who has been in good standing for two (2) years or more, other than the President, Vice President or Treasurer, may serve on the Board of Directors and in one other elected office simultaneously.

**Section 7. Installation of New Officers:**

The newly elected officers and the duly appointed officers shall assume their offices the first meeting in January and shall be honored during the annual CCMC banquet in January.

**Section 8. Duration of Terms in Office:**

Officers shall remain in office for one (1) year, except for the members of the Board of Directors who will remain in office for two (2) years. There is no limit on the number of terms a member may serve in an office provided that he/she has been properly elected or appointed and is in good standing. The Board of Directors shall be divided into two classes. One-half of the offices shall be vacated at the expiration of the first year. The other one-half of the offices shall be vacated at the end of the second year, so that one-half of the positions may be filled at the end of each year thereafter.

**Section 9. Powers of the President:**

In the event of a vacancy in any of the appointive offices, the President, with due consideration to the procedures outlined in this Constitution and Bylaws, shall have the power to appoint any member in good standing and with the necessary qualifications to fulfill the vacancy for the remainder of the unexpired term.

**Section 10. Elective Officer Vacancies:**

In the event of a vacancy in any of the elective offices, the members shall, at the next regular business meeting, have nominations of members to fill the vacated office and, at the following regular business meeting, hold a special election for the vacant office. Members must be present at the time of nomination or submit in writing, in advance, or tell two members of their willingness to be nominated to be eligible as a candidate.

**Section 11. Dereliction of Duty: Definition:**

Dereliction-of-Duty generally refers to a failure to conform to rules of one's job, which will vary by tasks involved. It is a failure or refusal to perform assigned duties in a satisfactory manner. Dereliction-of-duty may refer to a failure by an organization member to abide by the standing rules of its constitution or bylaws or perform the duties of the position appointed to. Filing a Complaint of Dereliction-of Duty: Members may file a complaint, in writing, with the CCMC Board of Directors, against any elected or appointed officer for Dereliction-of-Duty. The complaint must contain specific charges that indicate how the officer has been willfully negligent in conducting their defined duties. Only the President, Vice President, Board members and parties involved will be allowed to attend the hearing. If the one being charged or the one bringing charges is the President, Vice President or a member of the Board then he/she will not be allowed to attend the Board/Jury deliberations or have a vote on the outcome. The Board shall provide a copy of all evidence to affected member(s) and allow a minimum of one week, but no longer than two weeks, to provide a written response to charges. At the next regular business meeting all complaints and responses shall be read with the Board's recommendation. There shall be a reasonable period of time allowed for discussion by the membership on the matter. The members shall then take a secret ballot to decide whether or not to sustain the recommendations of the Board of Directors. It shall require a two-thirds (2/3) majority of the membership present to veto the recommendations of the Board of Directors. Upon a finding of actual dereliction-of-duty, on the part of the elected or appointed officer, by the CCMC membership the offending officer will immediately be relieved of office and the President will move to fill the newly vacated position as defined within Article III: Officers: Section 10, Elective Officer Vacancies.

**ARTICLE IV: DISBANDMENT**

**Section 1. Dividing of Property--Real, Personal, and Community:**

In the event of disbandment, all properties of this organization, except the treasury, shall be divided into equal shares--one share for each of the Senior Members who have been a member in good standing of this organization for at least two years, plus one share each for Life Members. In the event of disbandment, each Senior Member, each Life Member, and each Member shall be entitled to one share each of the treasury. In the event of disbandment, Cub Members shall not receive any benefits from the real, personal, and community properties of this organization.

**ARTICLE V: AMENDMENTS, QUORUMS, AND SIGNIFICANT MOTIONS**

**Section 1. Amendments, Substitutions, and Changes:**

All amendments, substitutions, and changes to this Constitution and Bylaws must be proposed in typewritten form and presented to the President for approval and at which time the President must call a special meeting of the Board of Directors. A vote of two-thirds (2/3) majority of the Board is required for recommendation of amendments, substitutions or changes to the Constitution and Bylaws. A copy of this proposal shall be posted on the bulletin board for one week after which a majority vote of the membership at a regular business meeting is required before final adoption.

Voting on amendments to the Constitution and Bylaws or changes to any written rule or regulation shall be limited to the first regular business meeting of any month, except for nomination and election of officers.

**Section 2. Quorums:**

A quorum for any regular business meeting of this organization shall consist of seven (7) members in good standing. However, no constitution changes or voting of new members will take place with less than ten (10) members in good standing.

**Section 3. Motions:**

All motions pertaining to operating procedures or expenditures in excess of one hundred fifty dollars ($150) shall only be made at a regular business meeting. Such motions vote must be held over to next regular business meeting. Excluded are emergency expenditures that are necessary to protect CCMC assets or property, normal bills for taxes, utilities or insurance premiums that reoccur on a regular basis.