

# **LONE STAR LADIES**

## **ByLaws**

Approved April 5, 2005

Organized December 3, 2003

By

Kay Phillips

President, December 3, 2003 – March 1, 2006

Chartered April 1, 2004

Member - Women in the Wind, Inc.

Meeting: First Tuesday of every month @ 7:00 pm

Jody's Restaurant

Avenue M and 1st Street

Temple, TX.

1. **Name:**

The Lone Star Ladies (herein referred to as Club or Chapter) is a chartered member of Women in the Wind, Inc (herein referred to as National), a classified fraternal organization.

2. **Club Objective:**

The Club objective is to:

- a. Promote and provide riding opportunities for women in the Central Texas area
- b. Promote motorcycle safety
- c. Provide training and tips on safe riding and motorcycle maintenance
- d. Develop friendships and riding camaraderie

3. **Club Emblem and Colors:**

- a. The emblem of the Club will be:

Determined by vote at a later date

- b. The motto will be:

Determined by vote at a later date

- c. The colors will be Purple & Teal

4. **Membership:**

Membership requires that the member shall hold a lawful motorcycle driving endorsement or permit as set forth by the laws in the state in which the member resides.

The Lone Star Ladies of Central Texas adheres to the National organization's membership requirements and classifications, with the following exception:

- permanent three non-riding members allowed by National.

Responsibilities of Membership: Active participation in Club meetings, Club events, Club Fundraisers, Club Committees and Club issues. Execute safe riding skills and stay educated on safe riding.

Membership Termination or Denial: A majority vote by the Club Officers may deny membership for any reason, or terminate membership for any reason including failure to adhere to Club rules,

violating safety protocol or failure to meet financial obligations.

5. **Club Year:** The Club fiscal year (March - February) shall coincide with the National organization's fiscal year.

6. **Dues and Fees:**

Dues: The Club will assess dues as set by the Club Officers each fiscal year. Club dues are in addition to the National organization's dues. Dues include subscriptions to all official Club publications and web sites. Chapter Dues will not be pro-rated.

Payment of Dues: Dues for active members are to be paid to the Club Treasurer by or before April 1, in order to meet the payment date required by the National organization. If dues are not current, the member cannot continue to participate in closed events.

Initiation Fees: There shall be no initiation fee(s).

7. **Officers, Terms and Qualifications:**

Club Officers will be: President, Vice President, Treasurer, Activities Coordinator, Web Mistress, Secretary, Newsletter Editor, Safety Officer and Sergeant At Arms.

All Club officers can appoint an assistant for themselves as needed without a Club vote.

Terms: The terms of the Officers shall be one year. Each Officer shall preside at Club and Officer meetings as well as on the Budget Committee.

Nominations and Elections: Nominations shall be solicited by ballot at our normal Club meeting each January. The Officers will delegate a Club member to contact the nominees to review the nominations during the month of January. Willing candidates will be put to Club vote at the February meeting. Nominees must be Chapter members in good standing and have been a Chapter member for a minimum of 3 months. Nominees need not be present when nominated but must agree to accept the office if elected. A member may be nominated for more than one office. Incumbent Officers may be re-elected.

Any member in good standing is eligible to vote. If a member will not be present at the election meeting, she may vote in absentia by presenting any current Officer with her ballot no less than

48 hours prior to the vote. Officers shall be elected by secret ballot. The order of election shall be: President, Vice President, Treasurer, Activities Coordinator, Web Mistress, Secretary, Newsletter Editor, Safety Officer and Sergeant At Arms.

Installation: Installation will occur at the March Chapter meeting.

Qualifications: All outgoing Officers will serve as advisors to the incoming Club Officers until May 1. All nominees must be active Club members.

Vacancy in Office: If an Officer resigns after installation, the following occurs:

- A vacancy in the office of President is immediately filled by the Vice President.
- A vacancy in the office of Vice President is filled by Club election within 30 days.
- A vacancy in the office of other Officers will be filled by appointment of the President with the approval of the Club Officers within 30 days.
- All officers in good standing that resign after installation of office may remain as an advisor to the new officer for 60 days after resignation.

Board: The Board consists of the current Officers.

## 8. **Officer Duties:**

Multiple offices may be combined with the exception of the offices of President and Vice President.

All Officers conform to the duties of National along with:

President: The President shall:

- a. Supervise general affairs of the organization
- b. Know and coordinate the duties and activities of all Officers and Committees
- c. Supervise the work of Club Officers
- d. Sign off on all official communications except as delegated to another Club Officer
- e. Sign Club checks in the absence of the Treasurer
- f. Authorize expenditures of unbudgeted amounts within the limits established in the Club Standing Rules
- g. Appoint and serve without vote on Special Committees
- h. Perform other duties as required

Vice President: The Vice President shall:

- a. Assist the President in her duties
- b. Preside in the absence of the President
- c. Sign checks in the absence of the President and Treasurer
- d. Order Club emblem items, i.e. Name badges, patches, plaques etc.
- e. Responsible for maintaining and checking out Club materials, i.e.: Club banner, Gazetteer maps for planning a ride, promotional materials, etc.
- f. Perform other duties as required

Treasurer: The Treasurer shall:

- a. Receive and deposit all Chapter funds
- b. Pay all authorized expenses
- c. Sign checks
- d. Provide a monthly financial report to Club Officers and members
- e. File all state, local and federal regulatory filings
- f. Maintain a file of members including home and business addresses, telephone numbers and email addresses
- g. Report membership changes to the National organization within 30 days
- h. Preserve a permanent file of all monthly accounting records and other financial documents
- i. Perform other duties as required

Secretary: The Secretary shall:

- a. Record, transcribe and distribute minutes from Club meetings to membership and from Officer's meetings to Officers
- b. Present a summary of the Officer meeting agenda to the Club
- c. Keep attendance records according to Club policies and report to Officers as required
- d. Prepare all communications as directed by the Club, the President or Vice President
- e. Preserve a permanent file of all minutes and reports
- f. Perform other duties as required

Activities Coordinator: The Activities Coordinator shall:

- a. Keep yearly events calendar up-to-date on all activities, events, rides, etc. in the motorcycle community
- b. Research activities, rides, charities and special events when needed

- c. Responsible for entry deadlines, registration fees, donation deadlines, etc. for events and rides that the Club votes to participate in, as a group, each year.
- d. Making sure there are "give-aways" at each meeting and distributing Club flyers to local establishments.
- e. Organizing volunteers as needed with events, rides, etc.
- f. Work closely with the Fundraising Committee
- g. Perform other duties as required

Newsletter Editor: Newsletter Editor shall:

- a. Prepare monthly newsletter on Club activities
- b. Collect and submit articles for publication with National or sister Club organizations

Web Mistress: Web Mistress shall:

- a. Capture and maintain photo documentation on all Chapter events
- b. Capture and maintain photo documentation on all Chapter events
- c. Create and maintain the website
- d. Coordinate with historian on photographs of events and rides

Safety Officer: Safety Officer shall:

- a. Be conscious of any safety infractions during any Club activities
- a. Be responsible for coordinating, organizing and submitting forms for the National Safe Mileage Program
- b. Support members in improving their safety skills, by organizing seminars & classes that promote safe riding.
- b. Provide the Chapter with monthly safety information
- c. Perform other safety related duties as required

Sergeant At Arms: The Sergeant At Arms shall:

- a. Assist the presiding Officer and the members with maintaining order at the meetings
- b. Possible eviction of offending members
- c. Perform other duties as delegated by the Officers

Historian: Historian shall:

- a. Shall preserve a permanent file of monthly newsletters

- b. Preserve photographs of rides and events in scrapbook
- c. Preserve any editorials concerning anything that is published about the Lone Star Ladies
- d. Coordinate with web mistress on all photographs

## 9. **Definition of Club Committees (to date)**

The Club Officers shall, at their discretion, establish committees or delegates to perform certain Club functions. These may include fundraising, Officer nomination, safety training, recruiting, scholarship awards or any other function deemed necessary.

Fundraising: The Fundraising Committee will be appointed by the Club Officers and its members. All fundraising events will be approved by its Officers and its members. All fundraising events will have a budget, which will be covered by Club money. The budget will be proposed by the Fundraising Committee. This will be approved by the Club Officers and voted on by the Club members.

Activities & Volunteers: This committee will consist of all officers and volunteers from the membership. This committee will be responsible for researching activities, charities, and special events and then presenting the information to the membership as necessary. All major activities and charities will be approved by the Club Officers and voted on by the Club members.

## 10. **Fiscal Authority:**

Any one of the following Officers are authorized to enter into financial commitments and make payments on behalf of the Lone Star Ladies.

- a. President
- b. Vice-President
- c. Treasurer

## 11. **Meetings:**

The regular Chapter meeting of the Lone Star Ladies shall be held on the first Tuesday of each month unless otherwise designated by the vote of the Club. During the meetings, the following rules will apply: NO smoking, NO alcohol consumption, NO foul language.

Quorum: A majority of the active members of the Club, but no less than one-third, shall constitute a quorum at a Club meeting.

## 12. Club Budget:

The Club Treasurer will prepare a budget that will include best estimates of all anticipated Club expenditures as authorized by the Club Officers. The budget is approved by the Officers and will be shared with the Club. The budget may include consideration for the following expenditures:

Club Operating Expenses: Postage, printing and publication expenditures, web site preparation and hosting, Club supplies (banners, flags, patches), publicity, recruiting, safety supplies and training.

Club Officer Expenses: Installation expenses, miscellaneous expenses, and President's discretionary fund expenses.

Club National expenses: National fees, directory listings and National Convention delegate.

Special Funds: The Club Officers at their discretion may also set up special funds to support the Club's mission. Such funds may cover: honorariums, memorials, scholarships and other special needs as determined by the Club Officers.

Shortfalls: In the event the Club does not have enough funds to cover expenses, the Officers will designate a Fundraising Committee to determine solutions. In addition, any funds paid by Club members to cover these expenses will be treated as special contributions to be reimbursed by the Club at a later date.

## 13. Honorariums, Memorials, and Courtesy

The Club Officers may, at their discretion, fund an appropriate remembrance, honorarium or courtesy item for any member, member's immediate family member, or any member of the riding community, of any amount deemed appropriate by the Club Officers. It is the member's responsibility to notify the Club Officers of such an occurrence. This will be voted on by the Officers and the Club members.

## 14. President Discretionary Fund

The President may authorize expenditures of unbudgeted amounts up to \$100. Any amount over shall be referred to the Board for recommendation and approval.

## 15. National Convention

The Club will pay (if the funds are available and not to exceed \$300) registration fee, transportation costs and lodging for one delegate to attend the National Women in the Wind Convention. The delegate will be the Club President or alternate designee as determined by the Club Officers.

## 16. Club Sponsored Rides

Any Club member in good standing may initiate a Club sponsored ride by sending an email to [witwtemple@sbcglobal.net](mailto:witwtemple@sbcglobal.net). Rides are open to members only unless previously voted by the Club to be open to non-members.

Closed rides are rides that only Women In The Women members are allowed to participate in. Open Rides are open to anyone who would enjoy riding with the Lone Star Ladies, regardless of gender. There may also be an instance of an event that will be open to women only riders, not just to include Women in the Wind members.

Also, rides can occur spontaneously. These rides are automatically deemed open unless otherwise specified by the initiator of said ride. These spontaneous rides are not posted on our [witwtemple](http://witwtemple.com) calendar but may be posted on a message board or forwarded by email.

## 17. Amendment to Club ByLaws

The Club Officers may amend the ByLaws at any time, subject to approval by a majority Club vote.