

Bylaws Guardian Knights Motorcycle Club™,inc.

Mission statement:

The mission of the Guardian Knights Motorcycle Club, inc. is to foster a spirit of camaraderie among members of the law enforcement community through a common interest in motorcycling, provide a safe environment to fellowship with our brothers and sisters in blue, promote safety and education and a positive image of our profession and the motorcycling community, and sponsor and support social, educational and charitable programs in our communities.

Motto:

Respect All – Fear None

Article I - Name

This organization shall be known as the Guardian Knights Motorcycle Club™, inc .

Article II – Organization

- 1) The Guardian Knights Motorcycle Club™ was founded by the Central Pennsylvania chapter September 15, 2008.
- 2) The Central PA chapter incorporated as a non-profit under the Guardian Knights Motorcycle Club™, inc. October 1, 2008.
- 3) A charter chapter is one that has been approved by the Central PA Chapter and inducted in into the Guardian Knights Motorcycle Club™.
- 4) These Bylaws shall be the fundamental law of the Guardian Knights Motorcycle Club™, inc.

Article III – Membership

Section 1. - Full Members: Full voting members meeting all requirements as set forth here.

Full membership in the Guardian Knights MC™,inc. is open to; Active or retired Law Enforcement, Corrections Officers, Federal Intelligence Field Members and Executive Protection Specialists, Security Professionals, Law Enforcement Support Professionals, full time active or retired military or law enforcement related full-time positions with approval of the executive board.

--OR--

Spouse/significant other of a full member.

--OR--

Select civilians of at least 18 years of age who demonstrate the ideals and values of the Guardian Knights™ with:

- a) Endorsement of two full members in good standing
- b) Percentage of civilians to LE members ratio never exceeds 25%.

All members (with the exception of members spouse/significant other) must own a motorcycle (not limited to any specific motorcycle brand). Bikes should be of sufficient size to maintain highway speeds of 65-70 mph for prolonged periods of time. All members shall be properly licensed and insured and their bikes shall be registered and inspected as required by law.

Full members will wear a chapter designation patch indicating the chapter to which they belong below the colors.

All members at the time of the adoption of these bylaws are grandfathered as "Full Members".

Section 2 - Associate Members: Individuals who do not meet all the requirements of full Membership but share the ideals and values of the organization may apply for *Associate Membership*. Associate members can include non-riding law enforcement or civilian members and civilian members awaiting a Full Membership due to ratio restrictions.

- 1) Associate members may not vote or hold office. They may participate in club activities and events.
- 2) Associate members will wear a patch designating them as "Associate Members" below the colors in place of a chapter designation.
- 3) Associate members may become full members at such time as they meet the requirements of full membership. Associate members will be taken into full membership in the order they meet the requirements and request a change in membership status. Upon approval of the Executive Board, an appropriate chapter designation patch will be issued to the member to replace the Associate member patch and the "associate" patch will be returned to the chapter.
- 4) Associate Members are not included in the ratio calculations for full membership.

Section 3 – Prospective Members

- 1) An individual who desires membership in the Guardian Knights MC™ shall have a member in good standing as a sponsor. The sponsor has to have a personal knowledge of the prospect candidate. The Sponsoring member shall introduce the prospect to his/her chapter. Chapter members should take this opportunity to question the candidate regarding his/her qualifications and reasons for wanting to join GKMC.
- 2) An individual who desires membership but does not have a sponsor and is not known by the members must become familiar with the membership by attending club events and activities and should make his/her intentions known to the Executive Board and the chapter members. When and if the Board feels that the candidate is ready to become a prospect, they will assign the Sergeant at Arms as the sponsor. The candidate will be invited to a general meeting and be introduced to the membership as a candidate for prospect. Chapter members should take this opportunity to question the candidate regarding his/her qualifications and reasons for wanting to join GKMC.
- 3) Upon acceptance as a prospect, a completed prospective membership application with all information will be submitted to the GKMC.

- 4) Prospects will have no voting privileges until such time as they are accepted into full membership.
- 5) Probationary Period – A probationary period is provided to ensure that a prospective member is suitable for membership in the GKMC and may vary by individual.
 - a) The term of any probationary period shall be determined by each individual chapter and will be defined in their chapter operating policy.
 - b) A Prospect will not wear colors during any probationary period.

Section 4 – Acceptance of Membership

- 1) At the completion of any probationary period, the prospect's sponsor will open a discussion at a chapter meeting regarding the acceptance of the prospect for membership. A majority vote of the Full Members present is required to accept the prospect as a member.
- 2) Upon acceptance as a Full/Associate member:
 - a) The new member will pay all fees and/or dues in full.
 - b) The new member will be presented with colors.
 - c) The new member will take the membership pledge.
 - d) The new member will be provided with appropriate access to members only portions of the GKMC/chapter website.

Section 5 – Duration of Membership

GKMC membership will continue as long as a person maintains membership in good standing.

Section 6 – Requirements for membership in good standing

1. A member in good standing must be a fully patched member.
2. All chapter members and prospects will be required to comply with the GKMC Bylaws and their individual Chapter Operating Policy.
3. GKMC members are expressly prohibited from commencing or being a member of any motorcycle club other than the GKMC. Motorcycle club shall not include motorcycle benefit organizations, such as American Motorcycle Association (A.M.A.), Harley Owners Group (H.O.G.), Alliance of Bikers Aimed Toward Education (A.B.A.T.E) or Patriot Guard Riders.
4. All GKMC members will support other GKMC Chapter activities and events.
5. Members will ensure that the Secretary of their individual chapter has their current address, telephone number and notify their Secretary of any changes.

Section 7 – Resignation of Membership

The membership of any member of the GKMC will terminate after the member has submitted a written request for such termination to their respective Executive Board. That Board will respond in writing and/or verbal form to said request.

Article IV - Code of Conduct

- 1) All members are expected to conduct themselves in a manner so as to bring honor and respect to the club at all times. Any actions, by a member, deemed detrimental to the organization, shall be cause for review under the disciplinary procedures and could result in discipline up to or including suspension or expulsion from membership in the Guardian Knights MC TM, inc.
- 2) At no time should any member be associated with so called 1% or "outlaw" organizations. Such association shall be deemed grounds for immediate suspension and possible revocation of membership.

Article V- Meetings/Activities

Section 1 - Annual Meeting – An annual meeting will be held in compliance with applicable laws and requirements under the state and federal jurisdictions regarding the operation of non-profit corporations. The date of the regular annual meeting shall be set by the Central PA Executive Board who shall also set the time and place.

Section 2 - Notice - Notice of meetings shall be sent to each member via email and through posting on the GKMC or chapter web site.

Section 3 - Participation - Chapters will periodically conduct meetings to discuss business and plan activities. Meetings are voluntary and attendance is not a condition of continued membership. Members are however, strongly urged to participate in meetings in order to help plan the activities and conduct the business of the club. Meetings will often be held in conjunction with other club activities, such as club rides. While generally non-member participation in rides and activities shall be encouraged, on occasion it may be necessary to restrict activities to members only. These members-only activities will be clearly announced as such. When no restriction is specifically announced, guests are welcome.

Section 4 - Activities - Rides and activities may be suggested and organized by any club member. Officially sponsored rides should be coordinated with the Chapter Road Captain.

- a) **Sanctioned Rides/Activities** - A "sanctioned" ride/activity is a ride/activity organized and sponsored by the GKMC or other group or organization and which has received approval by a vote of the membership. All members shall wear their colors when participating in a "sanctioned" ride/activity. As many members as possible are encouraged to participate in "sanctioned" rides/activities to present a good image for the organization.
- b) **Non-Sanctioned Rides/Activities** - A "non-sanctioned" ride/activity is a ride that has not been voted on by the membership. Members are free to participate in "non-sanctioned" rides/activities, where such participation is not in violation of the GKMC bylaws or code of conduct or chapter operating policy. The wearing of colors on "non-sanctioned" rides/activities is optional.

Article VI- Dues/Initiation Fees

All members (Full and Associate) will pay dues to the organization as a condition of continued membership. New members may be assessed an initiation fee which shall include the first year's dues. Dues and initiation fees will not be pro-rated except that, any individual paying initiation fees in the last quarter (October 1 through December 31) of any calendar year will be considered "paid in full" for the coming year. Dues/initiation fees are not subject to refund in the event a member leaves the organization. Full time active military members will be exempt from annual dues.

Section 1 – Setting of Dues/Initiation Fees - Initiation fees and dues will be set by the Central PA Chapter Executive Board.

Section 2 – Payment - Annual dues will be due between February 1st and 28th of each year. Nonpayment of dues will result in suspension of membership and possible dismissal. Yearly dues will not be pro-rated.

All dues will be made payable to Guardian Knights MC™, inc. or the local chapter as prescribed in the local chapter operating policies.

Article VII- Officers

Section 1 – Executive Board - A five (5) member Executive board shall be elected to oversee the conduct of business for the organization and each chapter. The Executive Board of the Central PA chapter will act as the directors of the GKMC and will have sole discretion in granting of charters to chapters and organizational oversight. In the event that a new Chapter is unable to seat five (5) board members, They may with approval of the Central PA chapter Board operate under a minimum of three (3). In the event that there is only a three (3) member board, the first three offices prescribed below will be filled. Board members must be LE members. Non-LE members may sit on committees or carry other responsibilities but may not serve on the executive board.

a) **Offices** - The Executive Board will consist of five (5) officers:

1. **President** (*required*) Responsible for the scheduling and chairing of meetings including the agenda and oversee the business of the chapter.
2. **Vice President** (*required*) Assist the president and act in his/her capacity when he/she is unavailable.
3. **Secretary/Treasurer** (*required*) Record the minutes of meetings, handle the bookkeeping of the chapter, handle banking duties.
4. **Sergeant at Arms** (*optional with approval*) Take charge of organizing meeting places (setup etc.), see to the orderly running of meetings (restoring order when necessary), greeting and introduction of guests, administering of the membership pledge and other duties as necessary.
5. **Road Captain** (*optional with approval*) Responsible for helping with planning and logistics of club rides/activities. The Go-To guy for info on staging start times (not the same as a Ride Captain who leads rides, any member may be a ride captain for a ride), responsible along with ride captains for the re-organization of riders at rest/gas stops etc. so no rider is left behind, and work closely with members in planning routes, stops, designation of "ride captains", etc. for club rides and activities.

Section 2 – Election – Board members shall be nominated and elected by a vote of the chapter membership. These elections will be held 1 month prior to the expiration of any term and be effective at the expiration of the current term. Nominees must be LE members in good standing of at least one year completed membership.

Section 3 – Transfer of Leadership – Upon election of a new executive board outgoing board members will transfer any and all pertinent information and or records to the incoming officers without delay.

Section 4 – Terms – All Board members will serve a term of two years, but are eligible for re-election.

Section 5 – Powers – Executive Board members shall see to the day to day business of the organization/chapter. They will set meeting dates, times and places and oversee the conduct of those meetings. The Board will oversee any disciplinary issues brought before the organization/chapter. They will have the power to make decisions regarding the conduct of business of the organization/chapter. Any decisions made by the board must be by a majority vote of its members.

Section 6 – Limitations – Board members have no more power than their collective individual votes except as provided for in the bylaws. All members have equal standing in the chapter. Decisions will be made by a majority vote of members present, or may at times be posted for vote on the GKMC/chapter website.

Section 7 – Vacancies - Should one or more Executive Board members step down or be removed, the vacancy shall be filled from within the chapter membership by the election of an active LE member in good standing of at least 1 year.

Article VIII - Discipline

Section 1 – Reporting - In the case of actions by a member that are deemed detrimental to the organization, such actions should be reported to the chapter Executive Board along with all evidence to substantiate the allegations.

Section 2 – Action - In the event that a member is accused of actions detrimental to the organization, that individual may be brought up for review before the membership. This may occur at a regularly scheduled meeting, or in the case of serious misconduct, a special meeting may be called. At that time, all evidence regarding the matter shall be presented, and the individual in question will be given an opportunity to explain his/her actions. Following this presentation of evidence, the accused member will be asked to leave the room and a vote will be taken to decide guilt or innocence and any sanctions that should be taken. A minimum quorum of 30% of full members must be present to initiate a suspension or revocation of membership. The member will then be called back and the Chapter Sergeant at Arms will inform the member of the verdict and any penalty imposed. In particularly egregious cases, the Executive Board may by unanimous vote invoke a suspension prior to the disciplinary hearing. Any sanction rising to the level of suspension or expulsion must be submitted to the Central PA Executive Board along with all evidence for review.

Section 3 – Sanctions - Sanctions for misconduct or actions detrimental the organization will range from verbal warning or reprimand, up to or including revocation of membership. Sanctions of suspension or revocation of membership shall be reported immediately to the Central PA Executive Board with appropriate details. Lesser sanctions will be kept within the local Chapter except in cases of repeated offenses by a member.

Article IX- Patches ("Colors")

Section 1 – Ownership - Patches (Colors) are the property of the Guardian Knights Motorcycle Club™, inc. and no issuance of the "colors" to a member should be construed as anything less.

Section 2 – Rights - The Guardian Knights MC™, inc. name and emblems are copyrighted/trademarked material and cannot be reproduced by any individual, chapter member, or local chapter without expressed permission from the Central PA Executive Board.

Section 3 – Surrender -A member who leaves the club must surrender his/her colors, and any other items that denote membership in the club. Initiation fees/Dues do not constitute a "purchase" of colors, and at no time are refundable.

Section 4 – Wearing of Colors - Members shall wear their colors when participating in all club functions.

- 1) Colors shall be worn in an approved fashion (IE: sewn on a black vest or jacket in the proper arrangement). Ride patches/pins or other decoration may be worn on the vest/jacket, but not within the arrangement of the colors.
- 2) Colors are never to be worn by non-members.
- 3) Colors are to be worn and handled with respect.
- 4) Wearing of the colors is a privilege. Any member who is suspended or expelled will surrender their colors to the Sergeant at Arms until membership is reinstated.

Article X – Chapters

Section 1 – Request for new Chapter

- 1) Completed requests to establish a new GKMC Charter Chapter must be submitted in writing to the Central PA Chapter.
- 2) The New Charter Chapter Application form must identify the members that will hold the positions of President, Vice President, Secretary/Treasurer, Sergeant at Arms, and Road Captain. (Sgt. at Arms and Road Captain are optional with approval from the Central PA Executive Board)
- 3) A minimum of five members is required to start a new Charter Chapter.
- 4) A New Charter Chapter Application form is available upon request from the Central PA Chapter and may be made available on their website.

Section 2 – Requirements for Members of a new Chapter

- 1) All members of the new Charter Chapter, including transferring members from other chapters, shall complete a Prospective Membership Application form to be submitted to the Central PA Chapter.
- 2) Application fees are identified in the Prospective Membership Application form.

- 3) New prospective membership application fees will be sent to the Central PA Chapter.
- 4) Members in good standing that are transferring from an existing chapter are not required to pay the application fee.
- 5) A Prospective Membership Application form is available upon request from the Central PA Chapter and may be made available on their website.

Section 3 – Founding Chapter The Central PA Chapter of the Guardian Knights MC™, inc. is the founding chapter and will act as the mother chapter for all other chapters in the organization. This founding chapter will:

- 1) Post the GKMC Bylaws for public viewing on the GKMC website.
- 2) Approve and authorize the formation of new Guardian Knights Motorcycle Club™ Chapter Executive Boards.
- 3) Approve and authorize the formation of new Guardian Knights Motorcycle Club™ Charter Chapters.
- 4) Make an announcement of a new Charter Chapters to all other GKMC chapters.
- 5) Procure and distribute all clothing items that display the GKMC Colors on the back of the item when these items are fashioned in such a way as to resemble GKMC members Colors.
- 6) Procure and distribute GKMC colors to be worn on the back of all members' vests.
- 7) Provide Certificate's of Acceptance recognizing each Guardian Knights Motorcycle Club™ Charter Chapter.
- 8) Revoke or suspend any Guardian Knights Motorcycle Club™ Charter Chapter that fails to maintain the integrity of the GKMC Bylaws.
- 9) Maintain a roster of all chapters' Executive Boards and all GKMC members.
- 10) Maintain a GKMC website. The website shall include:
 - a) A page for each chapter with the contact information of the chapter's Board of Directors and a link to their website.
 - b) A page with links to GKMC official documents and forms.

Section 4 - Charter Chapters All chapters granted charter by the GKMC will:

- 1) A New Charter Chapter Executive Board shall sign a document indicating they agree to abide by and maintain the integrity of the GKMC Bylaws.
- 2) Will be required to participate in a least one conference per year with the Central PA Executive Board.

- 3) Establish individual chapter operating policies. Each Guardian Knights Motorcycle Club™ chapter shall complete their version of a document known as the "Chapter Operating Policy" and keep it with a copy of the Guardian Knights Motorcycle Club Bylaws. The Chapter Operating Policy will not override or conflict with the GKMC Bylaws. A copy of the chapter operating policies and any subsequent amendments will be forwarded to the Central PA Executive Board for a check of compliance with the GKMC Bylaws, Articles of incorporation and Non-Profit status.
- 4) Each Charter Chapter will be responsible for seeing that a roster of members including their contact information is provided to the Central PA Chapter on an annual basis. Further they will notify the Central PA chapter of all new prospects/members within 30 days of their application and forward a copy of those applications to the secretary/treasurer of the Central PA Chapter within that time.
- 5) Be responsible for the proper conduct and licensing of any and all fund raisers, raffles, or events that raise monies for their chapters and do so in accordance with Local, State and Federal laws.
- 6) Include their chapter name on all notices, flyers and calendar entries of events, fund raisers, raffles, etc..
- 7) Require all chapter members to obey all Local, State and Federal laws.
- 8) Use the most current edition of Robert's Rules of Order to settle any procedural disputes which will prevail in all cases not in conflict with the GKMC Bylaws.
- 9) If their Guardian Knights Motorcycle Club™ Chapter should disband, all assets of the chapter must be transferred to a charitable organization. The said charitable organization must be recognized as exempt from Federal taxes under Internal Revenue Service Tax Code 501(c)(3).

Section 5 – Expulsion of a Chapter

Any member who alleges that a chapter is conducting itself in a manner that conflicts with the Guardian Knights Motorcycle Club™ Bylaws must send substantiated proof of such allegations to the President of the Central PA Chapter. The Central PA Chapter Board will proceed with the possible expulsion as follows:

- 1) The Central PA Chapter Board will have a discussion with its general membership about the allegations.
- 2) If the allegations cannot be substantiated a letter will be sent to the accused chapter President informing him of the allegations and that they cannot be substantiated.
- 3) The allegations will be provided to the chapter in question by means of a written notification in a certified letter with return receipt. The accused chapter will have (30) thirty days to contest the accusations.
- 4) If the allegations can be substantiated, a 2/3 vote of the Central PA Chapter members present at a general meeting are required to expel a chapter.
- 5) If the Central PA Chapter decides to expel a chapter, written notification by means of a certified letter with return receipt will be sent to the President of the expelled chapter indicating expulsion and the rationale thereof.

When formal expulsion from the GKMC is mandated, the expelled chapter will:

- 1) Cease and desist from the GKMC.
- 2) Forfeit their colors, patches and any GKMC property to the Central PA Chapter within (30) thirty days of expulsion notification.
- 3) Will have no right, title, interest or claim in any assets of the GKMC.
- 4) Relinquish any rights to a refund of fees or contributions by the expelled chapter to the Central PA Chapter.
- 5) Dispose of all assets to a charitable organization. The charitable organization must be recognized as exempt from Federal taxes under Internal Revenue Service Tax Code 501(c)(3).

The Central PA Chapter will notify all GKMC chapters of the expulsion.

If the expelled chapter President fails to comply with the request to return any and all property owned by the Central PA Chapter within (30) thirty days, the Central PA Chapter will file a criminal complaint with the state police of the expelled chapters location requesting larceny charges be filed against the chapter's President and or its general membership. No member from that chapter may transfer during the time of the allegations to another chapter to escape the pending decision of the Central PA Chapter.

Article XI – Non-Profit Status

Section 1 – Non-Profit Status Objectives The Guardian Knights Motorcycle Club™ was formed as a Non-Profit LE MC. It is the responsibility of each chapter to do the following for proper operation.

- 1) Establish Articles of Incorporation in their respective State.
- 2) File for the proper Non-Profit tax filing status.
- 3) File tax returns in accordance with Local, State and Federal laws.
- 4) Each individual chapter is responsible for the proper conduct and licensing of any and all fund raisers, raffles, or events that raise monies for their chapters and must do so in accordance with Local, State, and Federal laws.

Article XII – Chapter Autonomy

Section 1 – Objectives of Chapter Autonomy

- 1) Each new Charter Chapter operates independently from the Central PA Chapter and independently from all other chapters of the Guardian Knights Motorcycle Club™ while still bound by the GKMC Bylaws.
- 2) Each chapter is responsible for its own actions, conduct and is liable for any and all of their performed functions.

- 3) Charter Chapters and or their individual members do not pay annual dues or fees to the Central PA Chapter. Chapters must however pass on initiation fees minus their dues for new members.
- 4) Individual chapters are authorized to use the Guardian Knights MC TM Colors to benefit their individual chapter, not any individual member(s). Use of the trademark must be done in accordance with the GKMC Bylaws.
- 5) The Central PA Chapter reserves the right to suspend or revoke the use of the Colors, by any individual chapter or chapter member for violations of the GKMC Bylaws, violation of Local, State, Federal laws, criminal offenses or conduct that brings discredit to the Guardian Knights Motorcycle Club TM.

Article XIII – Amendment of Bylaws

- 1) **Amendment** - These Bylaws may be amended by the Executive Board of the Central Pa Chapter of the Guardian Knights Motorcycle Club TM, inc. by a majority vote of the board.
- 2) **Proposed Amendment Process** - Proposed amendments to the bylaws must be suggested by chapters not individual members. Individual members with proposals for amendments to the bylaws must first propose those amendments to their chapter. Once the proposal is accepted by a majority of the voting members of the chapter, it may be presented by that chapter to the Executive Board of the Central PA Chapter in writing for consideration.
- 3) **Consideration of Amendments** - Generally proposals for amendment of the bylaws will be considered at the Annual Meeting of the GKMC. However, in particularly time sensitive cases the Executive Board may choose to address amendments at any time.
- 4) **Submission Requirements** - Proposals should be submitted in writing at least 30 days prior to the scheduled annual meeting for consideration.
- 5) **Bylaws Committee** - Should the number of chapters grow beyond three (3), a Bylaws Committee comprised of the Central PA Executive Board and the President of each charter chapter will be convened and empowered to consider and vote on all proposals for amendment.

Article XIV - Liability

The Guardian Knights Motorcycle Club TM,inc. accepts no responsibility or liability for the actions of any of its members or the actions of any other chapter or organization.

Executive Board

President

Vice-President

Secretary – Treasurer

Sergeant at Arms

Road Captain