

# ***RIDERS***

# ***MOTORCYCLE CLUB***

***EST. 1956***

# ***MEMBER HANDBOOK***



**RIDERS MOTORCYCLE CLUB**



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## **Welcome to Riders Motorcycle Club!**

We are glad you have chosen to become part of the RMC family, and help promote our sport for future generations. RMC is an AMA chartered club, authorized to hold AMA sanctioned events as an Indiana District 15 promoter. The club was first incorporated in 1956, and has been holding events at the club grounds since 1969. The Turkey Creek Enduro, our signature event held in the New Paris area, also began its history in 1969. On three occasions our enduro has been featured as part of the AMA National Enduro Series. 2008 saw our newest event, the Gobbler Family Enduro, poised to become another exciting RMC tradition. We take great pride in the heritage of the club, and the contribution it has made to the sport.

Occasionally, events may impact recreational access to the grounds. Members should stay informed of the event schedule in order to plan your riding. It is important to read club correspondence and members are expected to inform the board immediately of any changes of address, phone or email.

This handbook has been prepared as a guide to inform members of the rules, policies, and guidelines which are essential for the efficient operation of our club. It is important to keep it for future reference. Policies and procedures may change as our members needs change. You may receive updates to add or to replace pages, in order to keep your handbook up to date.

## **Mission Statement**

To promote recreational opportunities and organized competition for enthusiasts of off-road motorcycles and ATVs.

## **Core Values**

1. Present a positive public image of motorcycling/motorcyclists.
2. Show respect for our Environment through responsible land use and not littering.
3. Never ride without proper safety equipment.
4. Never operate an off-road motorcycle or ATV while intoxicated.
5. Ensure a Family environment exists at all times on Club Property.
6. View membership in the club as a Brotherhood.
7. Be a positive role model for our Youth Members by exhibiting these core values.

**RIDER'S MOTORCYCLE CLUB INC.**  
**P.O. Box 297**  
**Goshen In 46527-0297**

Rev G -3/11/2010

**Constitution of the RIDER'S MOTORCYCLE CLUB, INC**  
(Incorporated September 24, 1956)

**Article One**

This Club shall be known as the "Rider's Motorcycle Club, Inc."

**Article Two**

Members shall be motorcycle enthusiasts or riders of motorcycles or ATVs. Only active Life Members or vested active members who earn 8 points in the previous membership year shall be granted voting rights and may accept or waive voting rights upon renewal.

**Article Three**

The officers of the club shall be: President, Vice President, Secretary, Treasurer, Road Captain, Referee and Member at large. These constitute the Executive Board.

**Article Four**

The Duties of the president shall be: To preside at all meetings of the club, to have general supervision of the club, to appoint any person or committees not otherwise ordered by the club, to personally represent the club on proper occasions and business contracts, to assist all other officers of the club in their records and correspondence and other duties, to promote interest on the part of each member in club life and activities, to vote only when one vote is necessary to break a tie or to vote on a new member.

**Article Five**

The Duties of the Vice-President shall be to assist the president as requested and to perform the president's duties in case of his absence.

**Article Six**

The duties of the Secretary shall be: To keep record of the meetings of the club, to send out notices of regular or special meetings, to handle club correspondence, to perform all other duties that generally fall to that office.

**Article Seven**

The duties of the treasure shall be: To collect dues from all members, to collect all other money due to the club, to make all payments from club funds when so ordered by the club, to keep an account of all club money matters, to make a statement of the club funds when called upon from the club.

### **Article Eight**

The duties of the executive board shall be: To act for the club in all matters ordered by the club, to make final decisions upon member expulsions, to properly manage and present to the club all business or important activity situations, to have general control over all club affairs. Six members shall constitute a quorum of the executive board.

### **Article Nine**

The duties of the road captain shall be: To plan all club tours and runs and activities, to lead the club in formation riding or parades, to arouse interest in activities, to assist in handling club socials and parties and other functions, to enforce all rules of group riding, to select one or two assistants to aid in special tasks.

### **Article ten**

The duties of the referee shall be: To have general supervision over all sanctioned events sponsored by the club, (the duties of the referee are completely outlined in the American Motorcycle Association (AMA) competition rulebook).

### **Article Eleven**

All elected officers shall be chosen in annual elections. Open nominations will begin at the first meeting in September, and elections will take place at the last meeting in October. New Officers will take office at the first regular meeting the following January.

### **Article Twelve**

The regular meeting of the club shall be held on the second Thursday of each month at 7:30 PM. One month prior to a club race event, a second meeting will be held on the fourth Thursday of the month. Members will be notified of the second meeting via email and the club website. The president or the executive board may call a special meeting at any time by notifying each member by email or phone at least four days in advance. All members are expected to keep their contact information up to date with the Secretary, as email contact will be a primary method of communication.

### **Article Thirteen**

Fifty percent (50%) of the voting members in good standing shall constitute a quorum for the transaction of club business. Proxy voting may be used as a method for conducting club business as the Executive Board sees appropriate. If a member fails to return a verified delivered proxy vote request, a vote will be placed on their behalf in agreement with the majority that vote.

### **Article Fourteen**

The Constitution may be amended or added to if the proposed amendment is submitted in writing at a regular meeting. It shall then be posted on the club website for two weeks and voted on at the first meeting following the review period. A two-thirds (2/3) vote of all voting members in good standing shall be required to pass an amendment. Proxy votes received during the review period will be accepted. Only actual votes received will be counted, no votes will be placed on behalf of absentees.

## **BY LAWS**

**No. 1:** The order of the club business at all meetings

- Reading of the minutes of previous meeting
- Report of officers
- Old business
- New business

**No. 2: Club Membership:**

**Membership categories shall include the following:**

**2a.** Family Membership: All memberships are considered a Family Membership and is for immediate family members only, regardless of family size, who desire to use the club grounds. Immediate family shall be defined as member, spouse, and children or grandchildren under age 18. It will not be necessary for immediate family members to pay any other form of dues. Only the card holding member of the family will have club privileges of voting and possessing a key. A member's family member must have the member parent or guardian present while they are riding at the club grounds.

**2b.** Probationary Membership: All first year members are considered probationary members. Upon payment of dues, they are entitled to all rights and privileges of a Family Membership. New members who elect to be a Full Member, commit to earn a minimum of 8 points during their probationary year, and pay first year dues at the New Full Member rate. New members who have no interest in participating in club activities shall elect to be a Recreational Member and pay first year dues at the Recreational Member rate. On the first meeting of the anniversary month of membership, a vote will be taken to grant renewal. Once voted in, the member is considered a vested member.

**2c.** Lifetime Membership: Members with 15 years of service as a Full or Associate Member will become Lifetime Members. Only years of service earned during a single continuous adult membership will be applied. Dues will not be required and they retain all privileges of the club. They are still required to maintain an AMA membership.

**2d. Inactive Membership:** Inactive membership is for individuals who wish to withdraw from membership privileges for a specific period of time but wish to remain on the membership roster. Inactive status must be applied for and granted by a unanimous vote of the Executive Board. Inactive status must be applied for and reviewed on an annual basis. While on inactive status, a member is not required to pay dues, relinquishes all privileges of active membership status (voting and club grounds key). Time previously earned toward Lifetime Membership is frozen during inactive status. Any member, with which contact has been lost may be voted inactive by the club, providing a reasonable effort has been made to locate the member. A Lifetime member may voluntarily choose inactive status and may re-instate active status as desired. The inactive member is welcome to assist at events, if desired.

**2e.** Club membership dues shall be due at the end of the anniversary month of membership. Membership fees shall be determined by the Executive Board prior to the last meeting of the calendar year, and shall be presented to the club body for approval. Dues shall be due in January for all members who joined prior to 1/2009.

**2f. Membership Renewal and Dues:** A member that earns 8 points or more during the previous year is classified as a Full Member and will be eligible to renew their membership at the minimum renewal rate. A member that earns 0 points during the previous year is classified as a Recreational Member and will be eligible to renew their membership at the maximum renewal rate. A member who earns 1-7 points is classified as an Associate Member and will receive 1/8th of the difference between the maximum and minimum rates, per point earned, off of the maximum rate.

**2g.** Points will be awarded using the following formula: 2 points for an approved work day. Approved means authorized by a minimum of 2 members of the Executive Board, or an enduro trail boss. 1 point for working club events. 1 point for all special meetings called by the board. These will include pre-event meetings and other important extra meetings that may be necessary. They will be identified as a points paying meeting when called by the board. No points will be awarded for regular monthly meetings.

**2h.** All members, must also be members of the American Motorcycle Association (AMA).

**2i.** Any member one month or more delinquent in dues shall be considered "NOT IN GOOD STANDING" and shall lose club grounds access and voting rights. A member 6 months delinquent in dues shall be automatically terminated.

**No. 3:** All bills must be checked and approved by the executive board before they are paid.



**No. 4:** The active club membership shall be limited to a maximum of 75 members, and shall be administered as follows:

Applicants in excess of 75 members will be placed on a waiting list and notified by a first come first called method when an opening becomes available.

Any active member's immediate family will become automatically eligible for membership nomination without requiring a waiting period. When this occurs, it is recognized that the maximum limit may exceed 1-and the potential members on the waiting list must still wait until the total membership is below 75 before they are eligible for nomination. This rule also applies to members returning from inactive status.

Those on the waiting list are invited to attend meetings and assist at events. However, they must sign a release waiver whenever participating in any club activity such as an event or simply being on the club grounds property. Participation in any activity on the club's grounds is by invitation only. When an applicant becomes available for membership, they are eligible to join under the guidelines in 2b, Probationary Membership.

**No. 5:** Only vested active full or life members in good standing shall be eligible to hold office in the club. A member may hold only one office at a time.

**No. 6:** A member of the club may be expelled for conduct unbecoming a member, as outlined in the club's official disciplinary policy. Charges must be first made in writing and the accused member given a hearing before the Executive Board. The Executive Board shall take evidence and report its findings to the club with their recommendation. The club will then vote on this, and the majority shall rule.

**No. 7:** Membership ID Cards should be in the members' possession while at the club grounds, and may be requested by another member to verify membership. Loaning or copying a key for a non-member constitutes a severe violation under conduct unbecoming a member, and will result in termination if proven.

**No. 8:** Vested members shall be permitted 2 riding guests, in addition to their immediate family. Probationary members shall be permitted 1 riding guest, in addition to their immediate family. Larger groups are permitted by request, and must be approved by the Executive Board, as outlined in the official policy. It is the responsibility of the host member to ensure that all guests have signed the liability waiver. All minor guests must have a waiver signed by their parent or legal guardian.

**No. 9:** Vacancies on the Executive Board shall be filled as soon as possible to ensure the effective operation of club business. If a Board member is no longer able to fulfill the duties of their office, they must notify the Executive Board within 2 weeks of suspension of duties. The Executive Board shall solicit candidates from the active members, and the new officer shall be selected by a majority vote.

**RIDERS MOTORCYCLE CLUB INC**

**DUES/POINTS SYSTEM**

**New Working Member:** Dues = **\$395**  
(Commitment to earn 8 points 1<sup>st</sup> yr.)

**New Recreational Member:** Dues = **\$495**  
(No work commitment)

**Renewal Rates after 1 year:**

**Working Members:**

**Full Member:** Dues = **\$295**  
(8 points or more earned in previous year)

**Associate Member:** Dues = **\$495 less \$25 per point earned**  
(1-7 points earned in previous year)

**Recreational Member:** Dues = **\$495**  
(0 points earned in previous year)

**Payment Plan Available** (Renewals Only)  
\$100 consecutive monthly payments may be arranged.

**Points awarded as follows:**

2 points for an approved work day. 1 point for working club events.

1 point for all special meetings called by the board. These include pre-event meetings and other important extra meetings that may be necessary.

No points are awarded for regular monthly meetings.

# **RMC Official Policies**

## **Waiver Policy**

It is the host members responsibility to ensure that any and all of their guests have signed a liability waiver in order to protect the club. Minors must have a minor waiver form signed by a parent or guardian. The waiver book is kept in the clubhouse. For your convenience, copies of both forms have been provided with this handbook and are also available on the club website. Please inform the board immediately if waivers are found unavailable at the club grounds.

## **Per Bylaw 8, procedure for guest request of larger group**

1. Contact a board member for approval prior to the outing by email, phone, or in person.
2. At the outing, complete the waiver form(s) at the club grounds and note the name of board member contacted in the bottom margin.

## **Per Article 13, verified delivered proxy vote request**

A vote request will be verified delivered by a returned read receipt from the members email address on file.

For members who receive correspondence by mail, receipt will be verified verbally via phone or other means.

## **Members competing in an RMC racing event**

Recreational members are free to compete in any event. Working members are strongly encouraged to support the club by working at our events. A working member may request to compete in our event with club approval and provide a competent adult worker in their place. All factors will be considered on a case by case basis. A working member's immediate family is always welcome to compete, provided they have not ridden the actual race course prior to the event. Competing members must only pay the entry fee. A gate fee if applicable is waived.

## **Safety Equipment**

A helmet is required at all times while a machine is in motion anywhere on the club grounds. The minimum required equipment on the track or trail is a helmet, eye protection, and sturdy shoes that cover the ankle. Athletic shoes are unacceptable footwear. It is highly recommended that additional equipment such as off road boots, gloves, knee cups, and chest protectors be utilized. More than the minimum safety gear is always better. Set a good example for our youth riders.

## **Paying Dues**

Renewal is due by the last day of the members anniversary month, or January for members prior to 2009.

If a member becomes one month delinquent in dues, club grounds access/voting rights are lost until paid in full. After six months delinquent in dues, member will be automatically terminated unless other arrangements have been made. Communication between the club and member is the key. If a hardship is experienced, other options can be explored.

\$100 consecutive monthly payments may be arranged. If payments are not made on time, club grounds access/voting rights are lost until balance is paid in full.

## **Inactive Members**

Inactive members are welcome and encouraged to assist at events, participate in social functions, and ride at the club grounds as a guest.

## **Gate Policy**

Generally, after entering the club grounds, the entry gates should be closed but not locked. Be aware, if you are last member out, lock up. Gates may remain open during club events, work days and ride days

## **Campfire Policy**

A campfire is permitted only at the big fire ring by the pavilion.

## **Vehicles Permitted**

Only 2 wheel motorcycles and 4 wheel ATV's are permitted for recreational use at the club grounds. 3 wheelers of any kind are prohibited. UTV's or other steering wheel equipped vehicles are only permitted for use in property maintenance.

## **MX Track Direction**

The MX track is one way traffic only and marked for direction of travel. Always stop and yield to the traffic on the track when entering from a trail.

## **Trail Direction**

When a trail course is marked, riders are encouraged to ride with the direction of arrows especially when grounds are busy with other riders. However, all trails are considered 2-way traffic regardless of course markers. Except during a formal event all riders should always expect and be prepared to encounter oncoming traffic.

## **Reporting Injuries**

It is required by our insurance to complete an incident report for serious injuries. All injuries that require medical attention regardless of whether an ambulance was called shall be reported to the Executive Board as soon as possible so a report can be completed.

## Guidelines / Expectations

Members are expected to conduct themselves with integrity while acting as a member of the club, especially at events or in the presence of our sponsors. Remember you are a representative of our club.

Respect other members by maintaining a family environment at the club grounds. Use good judgment and avoid profanity or offensive behavior around our children.

Trash service is not provided. Respect our facilities by not littering. You are expected to take your trash with you when you leave.

Respect our neighbors. Operating unlicensed off-road vehicles on the roadways around the grounds is strictly prohibited. Use good judgment to avoid excessive noise during late hours near our neighbors at the North and Northeast boundaries.

Members are expected to use good judgment when deciding to ride on the MX track when soft, muddy conditions are observed. The current condition of the track and the frequency of track maintenance, including the date of the next planned maintenance, are factors to consider.

Members are asked to use good judgment to avoid roosting in parking and camping areas, especially around the clubhouse pavilion. Respect other members by helping to keep the ground surface in these areas as smooth as possible. There is no shortage of areas to throw roost on the track and trail.

Members are responsible to ensure the safety of their individual guests and that they are outfitted with the required safety equipment. Make sure they understand the MX track rules, the hazards of other traffic in the woods, and not to attempt obstacles beyond their skill level.

It is encouraged to always have a cell phone in your riding party and memorize the club grounds address, **5535 W 1000 N, Ligonier, IN**, should you need to call 911 in an emergency.

It is strongly encouraged to avoid riding alone at the club grounds.

# **RIDERS MOTORCYCLE CLUB INC.**

## **CORRECTIVE DISCIPLINARY PROCEDURES FOR CONDUCT UNBECOMING A MEMBER**

Revised 2/21/2009. This dated revision replaces all previous disciplinary procedure documents.

As previously mentioned rules and guidelines are essential for the operation of the club. Consequently, there are certain types of conduct that are unacceptable and therefore an official disciplinary policy is necessary. It is the intention of Riders Motorcycle Club Inc. to be fair and consistent with all members.

The steps outlined below are a guideline to correct unacceptable behavior. For some infractions, expulsion is a last resort. For severe infractions, any one or more of the steps below may be bypassed at the discretion of the club body, including immediate expulsion. In the event of expulsion, there will be no refund of club dues, or donations of any kind previously made by the member.

Formal charges must first be made as specified in Bylaw no.6 of the Constitution.

All warnings will be substantiated by a written statement, verifying the step in the procedure. The member will be given a copy and be asked to sign the club copy which will become part of the members' permanent record.

### **1. FIRST WARNING**

A discussion will take place with the member regarding the violation, and the subsequent steps in our disciplinary procedure.

### **2. SECOND WARNING**

A discussion will take place with the member in an attempt to correct the problem. The disciplinary procedure will again be reviewed.

### **3. THIRD WARNING**

This will constitute a 6 MONTH SUSPENSION from all club activities. This includes loss of club grounds key, and the member shall not be permitted on club grounds. A discussion will take place with the member regarding the violation, the immediate need for improvement, and be informed this is the final warning prior to expulsion.

### **4. EXPULSION**

Should all of the above warnings be ineffective, the final step is expulsion. This will be substantiated in writing, including the reason and the date of expulsion. A copy of the letter will be delivered to the member via certified mail.

Violations that constitute conduct unbecoming a member shall include but are not be limited to those listed below.

1. Alcohol or use of illegal drugs is prohibited on club grounds. Arriving at the club grounds under the influence is also prohibited. This is for safety, insurance reasons and in order to preserve a family environment.
2. Weapons, Firearms, or Explosives are prohibited on club property.
3. Damage or defacing Club, Vendor or a Club Members property.
4. Theft of any kind while acting as a member of the club.
5. Assaulting, threatening, or verbally abusing another member or visitor.
6. Conduct which endangers the lives or safety of others, while acting as a member of the club.
7. Loaning or copying a key for a non-member other than a vendor providing service to the club.
8. Failure to follow, or abuse of the guest guidelines as outlined in constitution.