



Red Knights International Firefighters Motorcycle Club Inc.

Standard Operating Guidelines

Manual

Revised 06/09/2005

Revised 11/19/2005 Board Meeting, Syracuse, N.Y.

Revised 02/12/2006

Revised 04/08/2006 Board Meeting, Syracuse, N.Y.

Revised 08/09/2006 Board Meeting, NYC

Revised 11/11/2006 Board Meeting, Syracuse, N.Y.

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Revised 11/09/2007 Board Meeting, Syracuse, N.Y.

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Section 1: Government

1:01 International Government Officers

President

Vice President	Quartermaster	Treasurer	Secretary	Eastern Director	Southern Director	Central Director	Western Director	Eastern Canadian Director
Responsible for Assigned duties M.A.L's	Responsible for Assigned duties Regalia	Responsible for Assigned duties Finances	Responsible for Assigned duties Records	Responsible for Assigned duties Eastern Region 81 Chapters Maine 5 New Hampshire 5 Vermont 3 Massachusetts 11 Connecticut 6 Rhode Island 1 Delaware 1 New Jersey 18 New York 31	Responsible for Assigned duties Southern Region 75 Chapters Alabama 6 Arkansas 2 Dist Columbia 1 Florida 8 Georgia 14 Louisiana 5 Maryland 6 Mississippi 1 North Carolina 8 South Carolina 3 Tennessee 3 Texas 7 Virginia 11	Responsible for Assigned duties Central Region 73 Chapters Illinois 15 Indiana 3 Iowa 1 Kentucky 3 Michigan 3 Minnesota 5 Missouri 1 Ohio 11 Pennsylvania 23 West Virginia 4 Wisconsin 4	Responsible for Assigned duties Western Region 20 Chapters Alberta 8 Arizona 1 British Columbia 0 California 1 Colorado 1 Hawaii 0 Idaho 1 Kansas 0 Manitoba 1 Montana 0 Nebraska 1 Nevada 1 New Mexico 1 North Dakota 1 Northwest Terr 0 Oklahoma 2 Oregon 1 Saskatchewan 0 South Dakota 0 Utah 0 Washington 0 Wyoming 0 Yukon 0	Responsible for Assigned duties Eastern Canadian Region 19 Chapters Newfoundland 1 Prince Edward Isl 1 Nova Scotia 1 New Bruniswick 0 Quebec 1 Ontario 15
3 Overseas New Zealand 1 Austria 1 Iceland 1								

Approved 11/13/2004
Board Meeting, Syracuse, N.Y.
Revised 8/18/2007

1:02 Liaison Committee Consultant

1. An active member or members of the RKMC International who serves as an advisor to the International Executive Board, Regional Directors, State/Province Representatives, Chapters Presidents and the general membership of the RKMC with Public Relations. This public relation duty includes relations between the RKMC and other motorcycle related organizations such as Motorcycle Clubs, Riding Clubs, Ride Associations, etc. This position is referred to as the Liaison Consultant or Consultant for short.

2. The Consultant will assist the RKMC membership with relevant information concerning MC Protocols. Given direction by the Board the Consultant may assist the RKMC by making contacts, setting meetings with, and acting as a mediator between the RKMC and other motorcycle organizations as required.
3. This authorization to provide assistance will come from the International Executive Board. If a request for assistance comes from any other member, the consultant will contact the Board as quickly as possible.
4. All requests will be filed with the International Secretary for record keeping.
5. It needs to be understood that the Liaison Consultant is a public relations officer and has no authority other than to make recommendations. The only authority a consultant directly carries is that given him by the International Executive Board to resolve a specific situation.
6. Upon completion of that assignment, the Consultant will file a report with the International Secretary for record keeping.
7. Liaisons Consultant may also serve as an educational officer for the RKMC.
8. All Consultants are required to submit a request for expenses to the Board through the International Treasurer for approval before incurring any expenses. Consultants will submit expenses complete with receipts once approved by the board to the International Treasurer for payment.
9. This position remains at the leisure of the International Board and may be rescinded or cancelled at any time.
10. There is no remuneration, salary or honorariums applicable for this position.

Approved by e-mail vote
1/17/2005

1:03 Convention Liaison Person (CLP)

1. The Convention Liaison (CLP) will be the Regional Director in whose region the Annual Convention will be host. The CLP will report to the International Board. The Convention Liaison will attend the first meeting that the hosting chapter/association holds and one meeting in the last year. All expenses for these meetings will be paid by the International.
2. After being awarded the convention, the CLP will meet with the hosting chapter/association to explain the Internationals expectations and requirements

for the Annual Business Meeting (ABM) and the Executive Board Meeting (EBM). These will include but is not limited to:

- Board room for the EMB with conference table and seating for 12 on the Wednesday before the convention. Time is 8:00 am to 5: pm
- Coffee and water in room
- Large meeting room for ABM on Saturday morning, 8:00 am to Noon
- No other activities are to be planned during this time
- All Country Flags and the Red Knight Flag are to be displayed. The flags will be furnished by the International.
- Amplifier for speakers, one on the floor and one on the podium
- Conference table with seating for 10 at the front of the room with water and glasses
- The ABM is open to all Red Knights members at no cost to attend

3. The CLP will explain what is required of the host chapter/association

- Scout local accommodations close to facility to meet Internationals needs
- Prepare a pre convention budget to keep the convention fee to \$65.00 per person which will include the convention pin, the Saturday night dinner, Saturday night entertainment and the farewell breakfast on Sunday morning. Any other activities would be an additional cost for those wanted to take part in the activities. The \$65.00 cap is to begin with the 2008 convention. This report to be filed before the Board meeting at the convention prior to the year in which the convention will be held. This report to be file with the International Treasurer.
- Have space for chapters to sale their items on Friday and Saturday afternoon
- Insure locations, dates and registration costs are available for following year convention.
- Have system in place to collect registration fees (checks, money orders or Pay Pal account)
- Ideas for solicit funds for convention book and/or hospitality room
- Social get together (BBQ) on Thursday evening
- Hospitality Room on Thursday and Friday
- Activities for Friday (two options appreciated)
- Police escort or Road Captains for all rides
- Submit a post convention financial statement to the International

4. During the Saturday night events, the International will need:

- 30 to 45 minutes for awards, swearing in of new officers and announcements.
 - An amplifier for the podium
 - The National flags and the Red Knight flag will be displayed
 - The National anthem of all countries represented will be played
 - Reserved seating for the Executive Board and their guests
5. The International will provide:
 - The Insurance for the convention
 - the flags and banners
 - National Anthems
 - Budget preparation assistance
 - Advance funding (if needed) for hotel/convention facility deposit, this is be paid back after the convention to the International
 - Advertising via mail/e-mail and the web site
 6. The suggested time for the Sunday morning farewell breakfast should be from 6:00 am to 10:00 am.
 7. The CLP will obtain memorandum of agreement signed by hosting chapter/association.
 8. The CLP will maintain contact in order to keep the Executive board informed. The CLP will report to the Board at each Board meeting on the progress
 9. Working with the host chapter/association, the CLP will prepare a termination (critique) report for the Board. This report will include the total finances of the convention. This report is to be filed with the International Treasurer thirty days after the convention.

Approved 8/9/2006
New York City

Section 3: COLORS, UNIFORMS

3:01 Lower Rocker

As of 1 January, 2005, due to certain issues, no chapter of the RKMC will be able to purchase from the International Quartermaster, or acquire on their own, bottom rockers for their Red Knights Club Vest with the name of their state/province spelled out.

Also due to these same reasons the South East Director, with the backing of the International Executive Board will notify Kentucky Chapter 1 that they will immediately turn over all thirty (30) of their bottom rockers that read "Kentucky 1" and that the International will replace them, at the cost of the International, with thirty (30) Red & Gold bottom rockers that read "KY Chapter 1"

All other chapters in the Red knights Organization that currently have the full name of their State or Province spelled out in full on their bottom rocker will be allowed to retain them. Any new members to the chapter will be required to have the abbreviated name used on their bottom rocker.

Any chapter that currently has a surplus supply of bottom rockers in stock may return them to the International Quartermaster for replacement with ones with abbreviated names. Also any chapter that is still currently using the full name bottom rocker if the situation arises in their area where that becomes a safety issue to their members may apply to the International for replacement rockers at the internationals cost which would make it mandatory to change all rockers in that chapter to abbreviated ones.

In any area where the wearing of a bottom rocker may cause harm to our members or cause unjust conflict with other motorcycle clubs, the not wearing of the lower rocker on the vest is approved.

Approved by e-mail vote
1/17/2005

3:02 Lower Rockers outside the US/Canada

The RKIFMCI will the use full country name and assigned number designations for those areas outside the United States or Canada. For the United States and Canada chapter designations will remain the State or Provincial name in an abbreviated form with the assigned designated number.

3:03 Executive Board Uniform

The official uniform for all board members will be white shirt, black tie, red vest, black pants with red strip down leg. The official uniform will be worn at the annual business meeting at the convention, for the induction of new Board members, at the direction of the International President or at any meeting/event where an individual Board member feels it is required. Each board member will pay for their own uniform. All uniforms are to be ordered by the International Quartermaster.

(approved by the Board on November 19, 2005 at Board meeting in Syracuse, N.Y.)

SOG Approved

4/7/2006

Syracuse, NY

3:04 Wearing of colors at non RKMC events

The wearing of the Red Knight International Firefighters Motorcycle Club colors at non RKMC events is approved when the members are taking part/support in a lawful event sponsored by other clubs/organizations.

RKMC members should follow the rules/guidelines of the sponsoring club/organizations and shall not bring any disrespect to the Red Knights International Firefighters Motorcycle Club.

Approved 4/14/2007

3:05 Wearing of the Colors

Each member will be allowed to wear the Club uniform and patches when ever he/she is riding or at other times, but will not do anything to DISCREDIT it. No abusive alcoholic beverages or non prescription drugs while riding a motorcycle and wearing any Red Knights clothing or apparel that will identify that person as a member of the Red Knights will be tolerated.

The Official International Crest and Rockers will be worn on the back of the vest. The front of the vest may have name tags and/or rank insignias of the person wearing the vest.

All other markings are to be in good taste and consistent with the image of the Red Knights.

Some suggested Dos and Don'ts from the Motorcycle World.

1. Colors will be treated with respect at all times
2. Only adult members shall wear the colors
3. Colors are to be worn on the outermost garment
4. At no time shall the Colors touch the ground
5. Colors will be placed in a "face down" position

6. Colors will never be yield to a non member
7. Colors are not to worn when working in a bar/tavern (as this many cause problems with other clubs because it tends to identify the bar/tavern as a club holding)

3:06 Wearing of Logo

The International Logo may be silk screen or embroidered on the back of a jacket, tee shirt, sweatshirt, sweater or jacket. The design first must be approved and a trade mark license agreement obtained.

The official three piece patch of the Red Knights International Firefighters Motorcycle Club may not be worn on anything but the back of the vest.

Section 4: Corporate Seal, Headquarters

4:01 Trademark Review and Renewal

Review and renewal of Trademark License Agreements shall be conducted by the Executive Board at their meeting prior to the Annual meeting of the Corporation.

4:02 Equipment License Agreement

All members of the Red Knights International Firefighters Motorcycle Club Inc. that have in their possession Equipment and/or software that the Owner (RKIFMC) has legal title and exclusive proprietary interest in shall fill out and sign an Equipment License Agreement. Such agreement shall be kept on file with the International Secretary. On return of such equipment, the return date shall be logged on the last page of the original Equipment License Agreement and witnessed by the signature of the International Secretary. A photocopy of this document shall be given to the member as proof of return of such equipment to the Owner (RKIFMC). The International Secretary shall file the original document.

Approved 11/11/2006
Syracuse, NY

4:03 Trade Mark License Agreement for Chapters

All Chapters wishing to use the Corporations logo or name on any product what so ever shall submit a Trademark/Service License Agreement application to the International Secretary. This request shall come from the chapter President or the chapter Quartermaster acting on behalf of the Chapter. On approval of the application, the International Secretary will issue a Trademark License Agreement to the chapter.

Each and every product or item that a chapter wishes to use the name or logo of the Corporation on shall have its own separate license agreement.

All products manufactured after January 1, 2005 shall be required to use the current artwork. Those items manufactured before that date shall be grandfathered, but will still be required to be licensed and to have the current artwork when the item is reordered. The current artwork is available from the International Secretary.

All Trademark License Agreements shall continue in force and effect for one (1) year unless sooner terminated. All agreements shall be reviewed annual at the International Executive Board meeting held just prior to the Annual Business meeting of the Corporation and shall be extended for a period of one year on a majority vote of the Executive Board.

Approved 11/11/2006
Syracuse, NY

4:04 Trade Mark License Agreements for Vendors/Individuals

Under an agreement with outside vendors, if approved for a Trademark License Agreement, they agree to refund 5% of the gross sales of those items and a report on how many they have produced and sold to the International Treasurer on a monthly basis. This will be due on the first (1st) of each month. Failure to do so will result in the cancellation of their Trademark License agreement immediately.

Section 5: Membership

5:01 Waiving of dues

At the discretion of the Executive dues may be waived for a chapter that has the majority of their members recalled to active military duty. Those chapters that have members that have been recalled may apply in writing to the International Treasurer to have those dues waived for the year that they are on active duty out of country. This policy would also apply to chapters that are in an area of a natural disaster such as flood, hurricane, wild fire etc where the chapter members have suffered major losses.

We will remove the one time application fee for any new chapter or Mal that is serving in all branches of the services overseas.

Revise 11/19/2005

Board Meeting, Syracuse, N.Y.

5:02 New Chapter membership and Record Keeping

1. The Executive Secretary shall maintain a numbered recording system on all Chapter applications sent out insuring that unauthorized applications are not processed. The International Treasurer, upon receiving applications that are not code numbered; will contact the International Secretary before beginning processing to ascertain that they are authorized applications. The numbered recording system will consist of the year, the application number and the Region, 2005-001-E (S or C or W or OS).
2. The Executive Secretary shall maintain an up to date existing chapter and new application grid for the purpose of location.
3. Upon receiving a request for a Chapter application, the Executive Secretary shall research the location to see if there is an existing Chapter in the area. If so then he/she will advise the applicant to first contact the existing Chapter for membership.
4. The International will work to maintain a 25-mile radius between Chapters.
5. If the applicant still requests to start a new Chapter, the Executive Secretary shall contact the Regional Director who will contact the existing Chapter of a new Chapter in this area.
6. When an application is sent out to the applicant, the Regional Director will be notified of the location and the name and address of the applicant.

7. If the application has not been processed within 60 days, the Executive Secretary will notify the Regional Director to conduct a follow up with the applicant.
8. When advised by the International Treasurer that an application has been received and a new Chapter approved, the Executive Secretary shall notified the Regional Director of the new Chapter and forward the Chapter membership list. The Executive Secretary will send out a new Chapter start up kit to the Chapter President.
9. The Executive Secretary shall maintain a file of all applications sent. This can be used for future reference to coordinate Chapter request.

Approved 11/13/2004
Board Meeting, Syracuse, N.Y.

Revise 11/19/2005
Board Meeting, Syracuse, N.Y.

5:03 Junior Red Knight Membership

Junior membership is available for all dependent children of active members under the age of sixteen (16) years of age.

A small crest may be worn on the front of a vest with a small rocker that says “Junior Membership” over the crest. The crest and rocker shall be ordered from the International Quartermaster.

The adult active member shall accept full responsibility for the safety and actions of the Junior Member while on a chapter event.

(This was approved by the Board at the Board meeting held on June 9, 2005 at Lake George, N.Y.)
SOG Approved
4/7/2006
Syracuse, NY

5:04 Decals

The International Secretary now has two different decals that are available to the membership.

Chapters may order two each of the decals for each member of their chapter. The International Secretary and Vice President will send two each to all new chapter members and Members At Large.

Approved 11/11/2006

Revised 4/14/2007 Syracuse, NY

Section 6: Executive Board

6:02 Vice President

- (a) Shall be the contact person for the Members at Large.
- (b) He shall be responsible for the mailing of all M.A.L. membership renewal notices and forwarding funds from those renewals to the International Treasurer. All yearly notices of renewals or dues that are due would be sent out by the Vice President. Checks for renewals will be sent directly to the International Treasurer. The International Treasurer will forward the updated rosters to the Vice President. The Vice President would still handle all new members' applications and forward all monies to the International Treasurer in a timely manner.
- (b) He shall serve be the contact person responsible for all overseas Chapters.

Revised 06/09/2005

Lake George, NY

6:03 Secretary

- (a) Shall maintain a numbered recording system on all Chapter applications send out insuring that unauthorized applications are not processed. The International Treasurer upon receiving applications that are not code numbered will contact the International Secretary before beginning processing to ascertain that they are authorized applications.
- (b) Shall maintain the Standard Operating Guidelines Manual. Which shall have information as to how the Executive Board, deals with certain situations so that future and the Boards will be consistent in its dealings?
- (c) Shall maintain an up to date list of all members that passed away, showing their names, Chapters and date of passing, with special notation if it is a line of duty death. This data base will be know as RKMC Chapter Heaven 1
- (d) The Secretary shall be responsible for the collection and filing of all trademark or logo applications and license agreements as covered by the trademark Registration.

6:04 Treasurer

- (a) Shall file with I.R.S. within (90) ninety days of the end of our financial year all appropriate tax returns required.
- (b) Shall file with the Commonwealth of Massachusetts a M.G.I. Ch 180 Corporation Annual report within (60) days of our Annual Meeting and no later than November 1st of the year the meeting takes place in.
- (c) He shall file quarterly financial reports with the executive Board and make available a yearly financial report for the membership.
- (d) He shall be the contact person with the law firm of Christopher and Weisberg for the purpose of keeping our trademark/service mark and patent current.
- (e) The Treasurer shall keep a record of all funds given to Chapter or Associations for the purpose of promoting the Red Knights Organization starting there in how much was given, when, and for what purpose. He shall then file a report on each occasion of a grant being given out with the International Secretary
- (f) The International Treasurer upon receiving applications that are not code numbered will contact the International Secretary before beginning processing to ascertain that they are authorized applications.
- (g) The International Treasurer shall present for review by the International Board at its Spring Board meeting a proposed Operating budget for the current year.

Revise 11/11/2006
Board Meeting, Syracuse, N.Y.

6:05 Quartermaster

- (a) All orders from Chapters to the International Quartermaster shall come from either the Chapter president or the Chapter Quartermaster. No orders shall be taken from Individuals this excludes M.A.L.'s
- (b) All Quartermaster funds are to be transferred to the International Treasurer on a monthly basis

6:06 Eastern Director

- (a) Will serve as chairperson of the Red Knight of the year award committee. The committee will consist of the Red Knight of the year past winner(s) and the Regional Directors.

6:07 Notice to Chapters of Executive Board members in area

- (a) When the International Board is holding a board meeting in a area where there is a Chapter, the Secretary will notified the Chapter President to inform them of the meeting and advise them if they have any thing to discuss with the board that time will be set aside or if they just want to come by and meet the board members.

As for the Chapters/ Members, when it comes to the meetings of the International, we want to show that we are always willing to have an open door to support all of our Chapters/Members needs

- (b) Anytime that we know that there will be several members of the International board in an area for a get together/rally and there are chapters near that location we should we send a letter out to the chapter officers in that area letting them know this. If they want to meet with us for one of the nights that we are in that area then it would be up to them to set that up something at that time.

Revise 11/19/2005
Board Meeting, Syracuse, N.Y.
Revise 04/8/2006
Board Meeting, Syracuse, N.Y.

6:08 Regional Directors

- (a) It is the duty of the Regional Directors to keep the State/Province Representatives and chapters in their regions up to date on the business of the International. This may be done by a regional newsletter, letters, e-mails, phone calls or advising the State/Province Representatives.

Section 7: Advertising

7:01 Following are the rates for Outside Vendors for advertising with the Red Knights.

Newsletter:	\$ 400.00 for a full page ad \$ 175.00 for a ½ page ad \$ 75.00 for a ¼ page ad
Catalogue:	\$ 100.00 for one year \$ 50.00 for half year
Web Site	\$ 150.00 for one year \$ 100.00 for six months

Any Red Knight member or chapter that wishes to advertise their service or company in the International newsletter, Web Site or Catalogue is given a 25% discount off the listed rates for Outside Vendors advertising as published in our S.O.G.

All requests for advertising should go to the Web Master/Newsletter editor

Approved 11/13/2004
Board Meeting, Syracuse, N.Y.
Revise 1/17/2005 by e-mail vote

7:02 Limit for Convention Ad

The International will spend up to \$150.00 to place an ad in the Annual Convention Book. The International Treasurer will place the ad and make payment to the host chapter(s) or Association.

Approved 11/11/2006
Syracuse, NY

Section 8: Associations and State/Province Representatives

8:01 Elections

All elections of State/Provincial Representatives shall be under the direction of the Regional Director.

Each State/Provincial shall hold an election to elect their Representative. This election shall be held by May 1st of the year in which the election is held.

Notice of this election shall be sent to all Chapters in good standing at least 45 days before the election.

Only Active members of the Red Knights Organization who have previously served on their local Executive Board and Members at Large may be eligible for the position of State/Provincial Representative. They must be in good standing with their Chapters and the International and be endorsed by their Chapter.

Any person wanting to run for the position of Representative shall notify the Regional Director of his/her intent 30 days before the election. It shall be the responsibility of the Regional Director to verify that all candidates meet the requirements.

The Regional Director should notify all chapters in the State/Provincial of the list of candidates 20 days before the election.

Only Chapter Presidents or their designates that are in good standing with their Chapters and the International at the time of the election are eligible to vote. Each chapter shall have One vote.

The term of State/Provincial Representative shall be for a period of two years. This term is to run oppose the term of the Regional Director. In that way we would not have two new people in positions at the same time (odd/even years). This election is to be overseen by the Regional Director. (Elections for the Central and Eastern Regions will be held in 2005 and elections for the Western and Southern regions will be held in 2006)

The State/Provincial Representative shall serve as the President (Chairperson) of the State/Provincial Association. Other officers to be elected by the membership includes Vice President, Secretary, Treasurer and Road Captain (optional).

The Regional Director shall notify the Executive Board of the results of the election of State/Provincial Representative. If the State/Provincial fails to elect a nominee, the

Executive Board may appoint one, until which time the State/Provincial elects a nominee.

Approved 11/13/2004 Board Meeting, Syracuse, N.Y. Revised 11/11/2006, Board Meeting, Syracuse, NY.

8:02 Starting an Association

PURPOSE:

The purpose of the Association shall be to work with the Regional Director and the International to support its Chapters, gain new members and develop new Chapters, to unify the existing Chapters and Members at Large in the State/Province and to keep members informed on issues and upcoming events.

The Association supports the International in all its activities and goals and conforms to its Constitution and By Laws, to be an extension of the International and service its members.

SET UP:

The first course of business would be the election of a State/Province Representative if there is not one presently (see guideline for electing State/Province Representative).

Set up a meeting for the discussion of the benefits of an Association and election of officers. Give notification of meeting 30 days before date of the meeting. Plan on holding the meeting in a central location and make it open to all members.

The State/Province Representative shall serve as the President of the Association. Officers to be elected are Vice President, Secretary, Treasurer and Road Captain (optional). This will be known as the Executive of the Association. Any member in good standing may be nominated to serve in these positions. The Board of Directors for the Association will be the Chapter Presidents or Chapter elected representative from each Constituent Chapter and one Member at Large of the State Membership.

The Association has the option of creating a set of their own Constitution and By Laws, which may be geared toward their Association. These may not delete or change any article from the International's and shall conform to the International Constitution and By Laws. Set up a By Law committee if the Association decides to create a set of By Laws. Make sure that they have the latest update copy of the International Constitution and By Laws to work with. The proposed Constitution and By Laws shall be sent to the Regional Director and the Executive Board for approval.

MEMBERSHIP:

The membership of the Association shall be made up of members of the red Knights International who live within the boundaries of the State in which the Association exists. Members must be paid up members of their Chapter and the International. All Members at Large must be paid up members of the International. Red

Knight members who live outside the state may become an Association member but may not have a vote or hold an elected office.

Chapter membership in the Association is not mandatory. Any Chapter after taking a vote of their members, who did not want to belong, would not be required to do so. The Association shall accept any Chapter at a later date that decides to be part of the Association.

BENEFITS:

The benefits of the Association will be to see a gain in membership and to unify the members. There are many ways to accomplish this and the following are offered as suggestions.

- Design a State/Province Association patch and/or motorcycle flag
- Design a State/Province Association Banner, to be used at rallies, conventions or trade shows
- Design a State/Province Tee or Golf shirt
- (Remember that any Design must be approved by the International and trademarked with the International Secretary)

- Develop an Association web site
- Develop a newsletter to keep members informed (at least 3 to 4 times a year)
- Hold an Association sponsored Conference, Poker Run, Overnight Get-A-Way or other outing yearly (at least one or two a year). Allow the chapters to bid on holding these in their areas.
- Develop a Red Knight of the year program
- Develop a flyer or a tri-fold handout to advertise your Association.

REPORTING:

A semi yearly report of the Association's actives shall be filled with the Regional Director.

FUNDING:

The Association may choose to have dues paid by the Chapters. A \$25.00 fee per Chapter is suggested. Other ways to fund the Association include 50/50 drawings or silent auctions at Association Events, a statewide fund raising active. Remember that the purpose of the Association is not to be money making but to give to the Members.

The amount of \$500.00 will be given to any State/Province who starts a State or Province Association. (SOG Section 10:04)

OTHER:

Contact other State/Province that has an Association to see what has worked for them. Remember that you are working to develop an Association where members can have FUN, SOCIALIZE and enjoy the FELLOWSHIP of other Red Knight members.

Approved 11/13/2004

Board Meeting, Syracuse, N.Y

8:03 Application for Association Charter

The States/Province Representatives would request an Association Charter Application through the Regional Director, who would request that one be sent to the State/Province from the Executive Secretary.

At that point the information is placed in the data base that the secretary has (like the one for new chapters) and the application is sent to the State/Province Representative with notice given to the Regional Director.

The application is to be completed by the States/Province Representatives. It and a copy of the Association By-Laws are to be returned to the Executive Secretary. The By-Laws will be forwarded to the By-Committee for review and approval.

When the application is approved, the Executive Board will be advised, a Charter for the Association and number will be issued. The Charter will be sent to the Regional Director so that he may make a presentation to the new Association. This can be done by letter or in person if the Director chooses to do so (*)

***(If the Regional Director choose to do so in person, it will be on a volunteer bases. All cost's associated with this will not be paid by the international. Any International officer could make this presentation if willing to do so, at their own expenses.)**

As with the charters for the Chapters, a vote by the Executive Board is waived for charters for Associations.

8:04 Application for Regional Association

The Regional Director would request a Regional Association Charter Application through the Executive Secretary.

At that point the information is placed in the data base that the secretary has (like the one for new chapters) and the application is sent to the Regional Director.

The application is to be completed by the Regional Director. It and a copy of the Regional Association By-Laws are to be returned to the Executive Secretary. The By-Laws will be forwarded to the By-Laws Committee for review and approval.

When the application is approved, the Executive Board will be advised, a Charter for the Regional Association and number will be issued. The Charter will be sent to the Regional Director so that he may make a presentation to the new Association. This can be done by letter or in person if the Director chooses to do so (*).

The Regional Director will serve as the President of the Regional Association. Other officers will be Vice President, Secretary, Treasurer, Quartermaster and Road Captain. Other officers may be added as deemed necessary by the Regional Association.

As with the charters for the Chapters, a vote by the Executive Board is waived for charters for Regional Associations.

***(If the Regional Director chooses to do so in person, it will be on a volunteer basis. All costs associated with this will not be paid by the international. Any International officer could make this presentation if willing to do so, at their own expense.)**

Revise 11/19/2005 Board Meeting, Syracuse, N.Y.

Section 9: Executive Board Expenses

9:01 Meeting expenses

The executive shall have the discretionary ability to expend the necessary funds required to conduct the business of the corporation at three executive meetings per year as long as funds are available. This to include the registration cost for the annual convention with the following guidelines:

Travel costs -	\$ 0.30 per miles
Hotel Accommodations _	\$ 100.00 per night
Meals -	\$ 50.00 per day

All air travel by advance booking at lowest rate available

Approved 8/04

General Meeting, Edmonton, Albert

Vote 26 yes, 2 no

Revised 4/7/2006

Syracuse, NY

Section 9:02 Compensation for Secretary and Treasurer

As approved by a vote of the membership in Worcester, Massachusetts on August 18, 2007, the positions of International Secretary and International Treasurer shall be paid a yearly honorarium as determined by the Executive board and approved by the membership.

This honorarium shall be paid monthly, on the first day of each month starting with the 1st of September 2007. The amounts to be paid shall be reviewed annually at the Spring Executive meeting and shall be presented to the membership at the annual convention for ratification.

The amount approve for 2007-2008 shall be \$15,000.00 for each position. At the end of the year, the International Treasurer will issue an IRS form 1099 MISC to the Secretary and the Treasurer, who will be responsible for their own taxes.

Section 10: Funding

10:01 Organizational Promotions

Each year the International Treasurer shall set aside \$1600.00 to be made available to the chapters and or State/Provincial Associations to help them in the promotion of the Organization.

The funds will be allotted on first application bases, on a matching dollar basis up to \$ 200.00 per application, until the yearly allowance is deleted.

All applications would be reviewed by the executive board and the best eight (8) would be selected for the grants this year.

The applications for the grants would be accepted for thirty (30) days after the date of the publication of the spring newsletter.

The money is to be used for registration fees, equipment or printed material that will help promote our organization with the aim of attracting new members or chapters.

10:02 Funding for events at Chapter, State or Regional Level

The International Treasurer shall set up a fund of \$5000.00 yearly for the purpose of assisting in the providing a central gathering function for Red Knight members in different regions of North America.

Requirements are that these functions must be a multi chapter event in which more than one chapter will be attending, The Chapter, State/Province Association or Region shall request the funding in writing to the International Treasurer. They shall give the dates, location, number of members expected to attend and the reason for the request of funding and any other information that they find pertinent to the request.

Monies from this fund may be awarded in amounts up to \$500.00 for the first two years of an annual event. As the event grows, the amount awarded may increase with a maximum of \$1000.00 being awarded. This increase would need to be voted on by the International Board.

When approval, the International Treasurer shall issue a check in the amount approved. The International Treasurer will notify the International Board of all grants awarded. The International Treasurer shall maintain a data base of all requests.

After the function, the Chapter, Association or Region requesting the funding shall file a report with the International Treasurer on the details of the function.

The International will pay for one event per year for the Regional, State and Province Associations or for a multi chapter event in states or provinces where there is not an Association.

This funding will only be available as a multi chapter event for a period of two years, after which funding and insurance will only be available to a State/Province Association or to a Regional Association.

Approved 11/19/2005
Board Meeting, Syracuse, N.Y.
Revised 11/11/2006
Syracuse, NY

10:03 Memorial Maintenance Fund

The Internationals share of the annual Convention 50-50 drawing will be deposited in the general account with the amount raise being recorded by the International Treasurer. These funds are to be turned over to the Memorial Committee upon request for the upkeep and improvement of the Memorial and its grounds. These expenses will also include the annual updating of the names of those members that have passed away in the previous twelve months. The names will be updated each year in September after the International Annual Convention or within thirty days of the closing of that year's convention.

Approved 11/11/2006
Syracuse, NY

10:04 Association Start up Grant

The International will introduce a new program to help with the cost of starting a State/Province or Regional Association.

The amount of \$500.00 will be given to any State/Province who starts a State or Province Association and the amount of \$1000.00 will be given to any Region that starts a Regional Association. This is to include all existing Associations (8).

The purpose of this grant is to help with the cost of setting up the associations with printed material; web pages and equipment that will help promote our organization with the aim of attracting new members and to help the chapters work together.

The proposed Association shall request an Association application from the International Secretary. After the International Secretary receives the Association application, the Secretary will issue an Association charter and number. The International Secretary will then advise the International Executive Board of the approval of a new Association. The International Treasurer at that time will issue the Grant funds to the new Association.

The Association can use the generic association by-laws on the International Web Site to help in developing their own set. These must be submitted for approval within 6 months. If the Association chooses they can use the International By-Laws instead of developing their own.

Approved 5/31/2007
E-Mail vote

10:05 Funding for International Convention

The International treasurer will forward to the hosting chapter funds in the by January 15th of the year of that convention as determined by the formula passed at the August 2007 convention

The funding will be based on \$1.00 per member in good standing as of December 31st of the prior year in which the convention will be held.

The funding will be applied only to reduce the cost of convention registration to the membership as reported to International in the hosting chapters report submitted two years before the convention date.

Registration cost shall only reflect the cost of The Annual awards meal, one B.B.Q, the farewell Breakfast, and one convention pin. All other costs shall be optional to the attendee.

Section 11: Insurance

11:01 International Insurance

The International shall cover the cost of Insurance for the Annual Convention and the annual Red Knights buffet during Americada at the Lake George Fire Hall.

11:02 Insurance for Special Events

Associations and Chapters can also apply to the International requesting that insurance coverage be provided for special fund raising events to aid a Red Knights Member.

11:03 Time Frame for Insurance for Events

Associations and Chapters may request Liability insurance from the Executive Secretary to cover events that they are sponsoring. The cost of the event insurance will be paid by the Chapters making the request. The request should be received by the Executive Secretary 30 days before the event date.

11:04 Red Knight Sanctioned Events

The International will pay for the insurance to cover any RKMC sanctioned event hosted by the International, Regional Associations or State/Province Associations that is a multi-chapter event.

The International will pay for one event per year for the Regional, State and Province Associations or for a multi chapter event in states or province where there is not an Association. In the case where there is not an Association, the insurance will only be paid for a period of two years.

The hosting Association shall request the insurance from the Executive Secretary 30 days before the event.

A waiver deposit of \$50.00 must be send to the International Secretary before any insurance will be ordered. This waiver deposit will be returned to the Chapter/Association upon the International Secretary receiving the signed waivers.

11:05 Waiver Charge

Due to the requirement from our Insurance company that ALL waiver must be returned and maintained for a period of seven years and due to the fact that there is a problem in getting the chapters to return the waivers after their event, a \$50.00 waiver will be charged.

The \$50.00 waiver charge will be returned to the chapter after the waivers are returned to the Executive Secretary.

Any chapter failing to return the waiver forms to the international secretary with 30 days of their scheduled event shall forfeit the \$50.00 deposit they have placed on the waivers. They will also have to deposit \$100.00 the next time they apply for insurance and failing to return the waiver forms within the allotted 30 days a second time will disqualify them from insurance coverage for two years.

Section 12: Chapters

12:01 Active Membership

This category of membership shall be available to any Firefighter that was or is a member in a recognized fire fighting service be it; a professional full time department or a Volunteer, part paid, on call, Industrial or military regardless of amount of time served.

12:02 Charter Members

If the member leaves a chapter in good standing and returns to that same chapter at a later date he/she is still considered a charter member of that chapter.

If a Charter member transfer to another chapter he/she may continue to wear his/her charter rocker unless that chapter has specifically written into its Constitution or By Laws that this will not be allowed.

Any social member who joins a Chapter within the first year of the Chapter's chartered date, which at a later date fulfills the requirements to become an Active Member, may become a Charter Member of that Chapter.

12:03 Chapter By-Laws Review and Approval

In addition to the duties set in Section 3:26A of the International By-Laws, the By Laws Committee will review all Chapter By-Laws.

The Committee shall receive By-Laws from Chapters and Associations for approval either by E-Mail or on compact disc.

The Committee shall review them and make recommendations and / or changes so they conform to the intent of the International By-Laws. It's not the Committees job to tell the Chapters or Associations how to run their Government as long they parallel International intent.

After review and suggestions, they will be returned to the Chapter or Association for corrections, (unless they are accepted as submitted). They will then be returned to the Committee for final approval.

After approval, the Committee will file a copy on the Hard Drive of the committee's laptop. The committee chairperson shall make back up copies of all files on a compact disc. The Committee shall make their files

open to any member of the International Executive Board giving due notice.

The Committee will submit a report to the International Secretary prior to the Annual Meeting of the By-Laws that were presented and accepted. The committee chairperson shall file an End of the Year (EOY) report with the International Secretary.

The Chairmen of the By Laws Committee should send a cover letter back with any By- Laws that are reviewed stating that if a chapter has a problem with any part of them, they can send a letter to the International Board thru the Executive Secretary for an appeal on that part of the By-Laws they have a problem with.

Any disagreement of the decision made by the Committee will be forwarded to the International Executive Board upon the first complaint.

12:04 MAL's Transfer to Chapter

Any Member-at-Large wishing to transfer membership to a designated Chapter may do so at any time while his/her membership is in good standing. The Member-at-Large shall notify the Chairman of that committee of the transfer. There shall be no International dues payable to the chapter by the transferring M.A.L for that year.

The Chapter president that the member has transferred to shall notify the International treasurer of such transfer. Upon notification the International treasurer shall credit the chapter with an \$8.00 credit for an Active member and a \$4.00 credit for a social member the credit will be pro-rated by 25% in the third quarter and 50% in the fourth. The above rates will only come in to effect if there is a dues increase otherwise they will remain at the current rates

12:05 Grievance Procedure at Chapter Level

The Chapter Board has the right to suspend any member for cause. That member has the right to appeal that suspension to the Board or to the membership.

If the Chapter Board does something, or something happens in a chapter that any member thinks is inappropriate, that member has the right to call a special meeting. Any member of a local chapter can ask for a special meeting.

A special meeting must be announced to ALL the membership of that chapter in a letter, not email and not on the phone. It must be done in writing.

A special meeting must be announced at least thirty days in advance. The reason for the special meeting must be spelled out in the announcement and absolutely NO other business can be discussed at that special meeting.

A minimum of two-thirds (2/3) of the entire membership must be in attendance at the meeting in order to conduct the business as announced for the special meeting.

A minimum of two-thirds (2/3) of the members present is required to pass any motion made at the special meeting. Any motion must be related to the written reasons the special meeting was called.

If you want to reinstate a suspension, you must make that part of the reason for the meeting. If you want to call into question the actions of the local Board or any of its members, you must make that part of the reason for the meeting. If you want to be able to discuss sanctions against the local board or any member, you must make that part of the reason for the meeting. Legally, you cannot make decisions or discuss things that are not on the announcement for the special meeting. Any motion becomes effected immediately with a two-thirds (2/3) affirmative vote.

If it is determined that the officers acted in an inappropriate enough manner to be replaced, you CANNOT replace them at this special meeting.

If you do remove the officers, a special meeting will have to be announced with all the requirements of a special meeting with the express reason of electing new officers.

Finally, anything that happens at the local level can be appealed at the International level. If there are sanctions placed against the local Board by the membership, they can appeal to the International. If there are sanctions placed against a member by the membership at a special meeting, they can appeal to the International.

The International will only get involved in this whole process if the person or persons to whom sanctions were brought by the local membership want to appeal that decision to the International Board.

The chain of command shall be followed by anyone wanting to appeal to the International Board. (State/Province Representative, Regional Director and last the International Executive Board)

All Chapters must follow Section 3:27 A of the International By-Laws.

Revise 11/19/2005
Board Meeting, Syracuse, N.Y.

12:06 Friends of Red Knights (FORK)

This program is to allow chapters to have a way to identify and award special friends who support the local chapter in its activities and rides.

An official tee shirt may be worn by these non members *ONLY* on chapter rides, fund raisers and other chapter activities. Failure to follow these guidelines will result in the tee shirt being returned to the chapters.

Each chapter that wants to have Friends of Red Knights in their chapter shall apply for the official art work from the International Quartermaster. This request is to be made by the Chapter President. Instructions as to whom and when these shirts may be worn are to be sent to each chapter when they apply for the design.

The design for the tee shirts will have on the back of the tee shirt our center patch logo with a top rocker that says "Friends Of". On the front left chest it will say "Friends of Red Knights" and the chapter name and number (these will be abbreviated like the lower rocker on the back of the vest). The color of the tee shirt shall be up to each Chapter.

It will be the chapter's responsibility to have the tee shirts made and to control the distributing and wearing of them. Each Chapter will maintain a data base of who these tee shirts are sold to. The shirts are to be sold to Adults Friends of Red Knights only.

Approved 2/12/2006
E-mail voting
Revised 4/7/2006
Syracuse, NY

12:07 E-mail address of Record

The Chapter mailing address and e-mail address of record will be that of the current Chapter President and Chapter Secretary. The Chapter Secretary shall maintain a current roster on file with the International. All communications from the International shall be forwarded to the proper Officer(s) or member. Communication to the International Executive Board shall be sent to the International Regional Director for distribution.

12:08 Dues rates

The annual dues run from January 1 of each year to December 31 and that the renewal rates shall be as follows beginning in 2008: All Active and Associate member's dues will be \$13.00 (thirteen dollars) per member. All Social and Honorary member's dues shall be \$7.00 (seven dollars). This will apply to all renewals before February 15th of the year in which the dues are due. After February 15th a \$50.00 late payment fee will be assessed for late chapter renewals. New chapter leeway will not be extended to chapters in default.

The rate for members will be \$16.00 per all classifications. New chapter applications will be \$25.00.

(approved by membership at ABM August 2007)

Section 13: Red Knight of the Year Award

13:01 Goal of the Award

It is the goal of the Red Knights International Motorcycle Club to identify and honor a member each year as the Red Knight of the Year.

This award will be known as the “**Perry Carter Award**”, awarding Perry for his endless work and dedication to the Red Knights Motorcycle Club.

Only an active member in good standing with the International and their Chapter and may be eligible for this award. This is to include the Members at Large.

Current members of the International Board are not eligible for the Perry Carter Award until after they have been finished their term on the board.

Each Chapter may nominate a member from its Chapter for the Red Knight of the Year. The nomination would be send to the State/ Province Representative and then to the Regional Director. Each Regional Director would them forward their nominee to the Eastern Regional Director who will serve as the Chairperson for this award.

The committee will consist of the Eastern Regional Director, who will serve as the Chairperson, and the past two recipients and the four Regional Directors.

Another Member at Large, a Chapter President or an Executive Board member of the Red Knights International Motorcycle Club may nominate any Member at Large. This nomination would follow the same path as listed above.

Members who are nominated should have been present at 50 % of the Red Knights Motorcycle Club chapter events during the year. The member nominated should have visited at least one other Chapter during the year. The member nominated should have attended the International Convention in the past. The Member nominated should represent and signify the Red Knight’s standard in their dealings with the public and the International’s members.

The Regional Director shall forward a letter with their nomination outlining the member’s qualities shown for this award to the International President. The dead line for receiving the nomination shall be prior to March 1st of each year. The final decision will be made at the Spring Board meeting each year.

All members of this committee will be notified of the names and information that have been submitted to receive this award. They are to review those names and information on why they were nominated and submit their choice in order of first, second and third to the Committee Chairperson, no later than 14 days before the Spring International Board Meeting.

The winner of this award shall receive recognition and their fee for the Annual Conference of the year they are receiving the award. The Red Knights International Motorcycle Club should pay for the registration to the annual Convention.

The International president shall send a letter to the Chapter President of the member's chapter who wins this award notifying him of the winner.
At the convention, the International President shall have all of the members from the winners chapter come up for the presentation.

Approved 11/13/2004
Board Meeting, Syracuse, N.Y.
Revise 11/19/2005
Board Meeting, Syracuse, N.Y.
Revised 8/09/2006
Board Meeting, NYC

Section 14: Meeting Minutes

14:01 Meeting Minutes

The business year for International shall be January 1st to December 31st of each year. This agrees with the financial year dates that are used by the International Treasurer.

The Executive Secretary will keep minutes of the General Business meeting (Convention), Fall Board meeting, the Americada Board meeting and any other Executive Board meeting that is called. The Executive Secretary will keep records of any E-mail voting that is done by the International Board.

Within fifteen (15) days after the completion of these meetings, the Executive Secretary shall submit a draft of the minutes to each Board member for review and comment.

Each Board member will then have ten (10) days to review and submit comments back to the Executive Secretary.

The Executive Secretary shall submit a final report of the minutes of the meeting to each Board member within seven (7) days after this thirty two day period.

By January 15th of each year, the Executive Secretary shall make two copies of all Board meeting minutes for the prior year. He will send a copy to the International President and will maintain one copy in the business file for the calendar year.

Approved 11/13/2004
Board Meeting, Syracuse, N.Y.

14:02 End of the Year Reports (EOY)

Each member of the International Board and each Committee Chairperson shall submit an End of the Year report by February 1st of each year for the year ending December 31st.

The EOY report should include all activities of the Board member or committee during the year and the time log for work done.

A procedure manual for each Board member's position will be included in the end of the year report. This manual is an on going project with updates as needed.

The purpose for these reports is help in the justification of our positions and expenses.

Section 15: Voting

15:01 E-Mail Voting by the International Board

1. Any item needing voting by e-mail should be submitted to the International President before any voting.
2. The International President will have the Executive Secretary submit the proposal to all board members for discussion for a period up to 5 days.
3. After any discussion on the matter, the Executive Secretary will contact the Board member submitting the proposal for final corrections or updates.
4. Upon receiving the proposal back, the Executive Secretary will advise the International President who will call for a vote on the proposal. The period for voting will be 3 days.
5. After the voting, the Executive Secretary will first notify the International President and then all board members of the vote.
6. The Executive Secretary will place a copy of the motion and the vote record in the Motion Ledger.
7. All e-mail voting records will be presented at the next board meeting and will be maintained by the Executive Secretary.
8. The International President working with the web master and/or newsletter editor will submit any proposal that is voted on by the Executive Board that needs to go to the members by way of the Newsletter or web site.
9. Each proposal will be numbered, with the year (000-2005)

Approved 11/13/2004

Board Meeting, Syracuse, N.Y.

Revised 06/09/2005

Section 15:02 Registering to Vote at Annual Business Meeting

The Chapter's voting delegate shall sign in the Nominations/Voting committee before the beginning of the Annual Business Meeting (ABM). The delegate will receive a wrist band showing him/her as the voting delegate.

If the Chapter delegate at the Annual Business Meeting is a member other than the Chapter President, they shall have a letter from the Chapter President designating them as the Chapter Delegate for voting purposes.

Section 15:03 Chapters in Arrears of Dues

All Chapters must have their dues paid current by 6:00 PM on the Friday before the Annual Business Meeting in order to be eligible to vote at the Annual Business meeting.

Section 16 General

16:01 Notification of Death of a Member

In the event of the death of a member or a family member that the International becomes aware of, the International Secretary on behalf of the Red Knights organization shall send a Sympathy card.

In the event of a line of duty death, a card will be sent to the family and the International Secretary on behalf of the Red Knights Organization will send flowers to the funeral home.

International flags will be presented upon request for line of duty death and exceptional circumstances.

Approved 11/13/2004

Board Meeting, Syracuse, N.Y.

16:02 Representatives for LODD

Upon notification of a LODD (line of duty death) of a Red Knight member received by any Board member, this information shall be submitted to the International Secretary, who will notify the Regional Director and the State/Province Representative who will travel to the city of the LODD to represent the Red Knights. The travel cost will be paid by the International.

Section 17: Flags/Banners

17:01 Responsible and Guidelines for loaning of banners

The Executive Secretary, under the guide lines of Section 3: 18 of the International by-Laws shall be responsible for maintaining all National Flags and RKMC banners.

The Executive Secretary shall set up and maintain a data base for the purpose of tracking who these items are loaned out to. The data base shall list the Item(s) loaned, to whom, date loaned, date returned, condition and location shipped to. All banners are to be numbered and that number will be recorded in the data base.

The President of the Chapter will request the loan of the banner(s) from the International Secretary. This is to be done by e-mail.

All Banners and Flags may be loaned to any Chapter or Association for a period of three weeks. If it is needed longer than the three weeks, please contact the International Secretary to request a longer period. If there is not a waiting list for the banner, the request will be granted.

The person or chapter receiving the banner shall inspect it and the container in which it is mailed for any damage on receiving it. Upon finding any damage, the person will notify the International Secretary, take photos of the damage and forward them to the International Secretary so that a claim may be made for the damages.

The person or chapter borrowing a flag or banner will be responsible for its replacement if it is lost or damaged while in their possession. When returning the banners and/or flags, they are to be insured against damage or loss by the shipper.

Failure to return the banner/flag in the time frame allowed may result in the person/chapter not being allowed to have use of these items again.

Approved 08/10/2005

Board Meeting, Toronto, Canada

Revise 11/19/2005

Board Meeting, Syracuse, N.Y.

Revise 11/7/2006

Board Meeting, Syracuse, N.Y.

17:02 Flags, Anthems and Banners at Annual Convention

The International Secretary will have the flags of all countries that we have members at the Annual Convention. These flags will be displayed at the General Business Meeting and at the Banquet on Saturday.

The National Anthem of all countries who have members in attendance will be played at the Banquet on Saturday night. The National Anthem of the host country will be played first.

The International Secretary will have the International Red Knights Banners at the Annual Convention to be used as needed by the host chapter/association.

Approved 11/19/2005
Board Meeting, Syracuse, N.Y.

Section 18: International 50/50 drawing

18:01 Guidelines 50/50 drawing

If the International decides to hold a 50/50 drawing at a RKMC sanctioned event, the proceeds will be given to the host chapter's charity of choice, excluding the International Annual convention. The 50/50 raffle at the Annual Convention will go for the Red Knights Memorial and as a source of funding for future maintenance of the memorial.

Revise 11/19/2005
Board Meeting, Syracuse, N.Y.