

South Carolina Motorcycle Rights Association

Policy and Procedure Manual

Nov 2014

MEMBERSHIP

- Anyone interested in joining should be invited to attend the next general membership meeting. If they show up to the meeting, they should introduce- themselves to the group and attend the meeting. After the meeting a board member should be available to welcome them and address any questions they may have and fill out a membership application if they are interested. The application can be processed before the next meeting. Present the membership card(s) to the new member(s) if in attendance at the next general membership meeting. The seated advisor will adjust the meeting agenda to reflect the first action item to notify all in attendance of the new members in attendance and they will be recognized as full members with full voting privileges as of that moment. If the new member(s) is not in attendance the membership package should be mailed out to the member.

- Single membership - \$15 Will receive a patch and newsletter
- Couple membership - \$20 Will receive two (2) patches and a newsletter
- Family membership - \$20 + \$1 for each additional card for family members under 18 years of age. Will receive two (2) patches and a newsletter, additional patches for children are \$5 each
- Lost membership cards - \$1
- Business membership - \$100 Benefits of a business membership include full member privileges for an individual designated by the business, including voting rights, eligibility to run for an office within the organization, a patch, a membership card, the newsletter, a framed certificate of appreciation, a decal for the business window or door and a one year business card size ad in the newsletter.

LOCALS

- Will send 20% of all membership fees collected as specified in the corporate bylaws.
- Locals will provide all of the membership benefits to the members of their local or provide equal funding to whatever level of the corporation does provide the benefits.
- Equal funding means a share of the expenses equal to the number of members in each local participating in the group membership benefit provider.
- Locals will retain all financial records for a period of 7 years, and all other records for a period of 4 years.
- Locals will maintain an accurate database and filing system of current memberships to be available at all times. A dependable backup system is required.
- Locals are authorized to sell products at all State sponsored events.
- Locals will maintain an electronic (email and/or phone) tree for communication with all of their members for short notice corporation business.
- Local Advisors are responsible for decisions concerning proxy voting by their membership.

DISTRICTS

- Districts consist of two or more Local organizations within a geographic boundary established by the members of the affected Locals, for the purpose of combining Local administrative duties if they so wish.
- Each local will fund said administrative duties per equal funding previously covered.

STATE ADVISORS

- May state Corporation positions and make administrative decisions which don't require a vote, but will bring those decisions to the Board for concurrence.
- A majority of State Advisors are required for decisions not voted on by the membership.
- Will attend and preside over all Board meetings or arrange for a suitable replacement SCMRA officer that is knowledgeable of the issues/decisions coming before the Board at that particular meeting.
- Will maintain an electronic (email and/or phone) tree for communication with all members of the Board for short notice corporation business.

RECORDING SECRETARY

- Will attend all Board meetings or arrange for a suitable replacement to attend.
- Will maintain an accurate database and filing system of current Local memberships to be available at all times. A dependable backup system is required.

TREASURER

- Will attend all Board meetings or arrange for a suitable replacement to attend.
- Will provide a written financial report to the Board at each regular Board meeting.
- Keeps the financial books for the corporation and arranges for a financial audit and taxes to be filed annually.

ANNUAL MEETING

- The Annual meeting is held in September of each year.
- Newly elected officers on all levels take office and review the annual financial audit, budget, and legislative agenda for the upcoming year.

CODE OF CONDUCT

- All members in good standing are to adhere to the Code of Conduct referenced in the By-Laws at all times and will be provided a copy upon acceptance of membership.
- All Locals and Districts are authorized to reproduce official corporate logo and insignia in the conduct of corporate business.

SPECIAL MEETINGS

- Are called per the corporate bylaws for reasons of conducting business that can't wait until the next scheduled Board meeting.

EMERGENCY BUSINESS

- Business that is so pressing that it can't be conducted at a regular or special Board meeting is considered emergency business.
- Requires a written or verbal vote from a quorum of the members of the Board.
- The membership will be informed of any emergency decisions at the first available time, which may include activating the communications trees or waiting for the next Board meeting.

MEETINGS The order of business shall be:

- (A) Pledge of Allegiance
- (B) Introduce new members (if applicable)
- (B) Reading of minutes
- (C) Officer Reports

- (D) Old business
- (E) New business
- (F) Open floor discussion
- (G) Adjournment

ETHICS RULES (For political donations purposes)

1. Have to keep a separate bank account for political donations. All money in that account HAS to be accounted for where it came from. If it goes over \$500 will have to register with SC Ethics Commission and file reports quarterly.
2. ALL donations must have Name, address, amount, occupation and date of donation, if this information is not available within 7 days the money must go to the Children's Trust Fund.
3. NO cash donations more than \$25.
4. ALL donations must be deposited in the bank within 10 days of receipt.
5. Anonymous donations may be accepted under the following conditions: at a ticketed event where food or beverages are served or where political merchandise is distributed and where the price of the ticket is twenty-five dollars or less and goes toward defraying the cost of food, beverages, or political merchandise in whole or in part.
6. Receipts/records must be kept for 4 years.
7. No moneys from fees, membership dues or any commercial transaction may be used for political donations and must be kept separate.
8. Can't accept more than \$3500 from any single entity in a calendar year.
9. Can't contribute more than \$3500 to a state wide candidate or \$1000 to other candidates in a calendar year.
10. Review relevant laws/regulations annually, each summer, to ensure compliance.

CORPORATE CALENDER

- Covers the Budget and election process

Month	SCMRA - Board Meeting Agenda	Special SCMRA Board Meeting Activities	Special SCMRA Local Activities
January*	3rd Saturday Board Meeting		
February*			
March*	3rd Saturday Board Meeting		
April*		Proposed Budget distributed for Local vote	Proposed Budget voted on
May*	3rd Saturday Board Meeting	1st - Open Nominations Budget votes received	1st - Open Nominations Follow-up Budget voted on
June*	Special meeting(s) Budget (if required)	30th - Close Nominations Follow-up Budget vote received Fiscal year ends	30th - Close Nominations
July	3rd Saturday Board Meeting	Nominations Publicized Prior Year Audit/Financials <i>internal auditor appointed by the board Taxes filed</i>	
August		Review SC Ethics laws	Locals Vote on Officers (all proxy votes due by Local meeting date)
September	3rd Saturday Board Meeting	<u>Annual Meeting</u> Elections Internal Audit completed New officers take office Legislative Agenda started	
October			
November	3rd Saturday Board Meeting	Preliminary Budget	
December			

*=Legislature In Session

	<u>SCMRA Board</u>	<u>Locals</u>
Positions elected every year:	Legislative Affairs Specialist Recording Secretary Treasurer Any other officers deemed necessary by SCMRA membership	Local Advisors (3) Local Secretary Local Treasurer Any other officers deemed necessary by local membership
Positions elected in odd-numbered years:	State Advisors (3)	District Advisors (3)
Positions elected in even-numbered years:		
Appointed Positions:	Internal Auditor	
Non Appointed Positions:	Merchandise Coordinator	Merchandise Coordinator