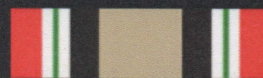


COMBAT VETERANS MOTORCYCLE ASSOCIATION



Pennsylvania Chapter 22-5

Fort Indiantown Gap

BY-LAWS

REVISION D

EFFECTIVE DATE: 19 December 2017

In Effect until Amended or Rescinded by Closed Vote

Chapter 22-5 Commander
Rob "Sr. Pappy" Richards

Chapter 22-5 Executive Officer
James "Lucky" Guth

Chapter 22-5 Secretary
Adorian "Dracul" Lazar

Chapter 22-5 Treasurer
Robert "Mater" Gavurnik

Chapter 22-5 Sergeant at Arms
Jerime "Voodoo" Cruz

Chapter 22-5 Public Relations Officer
Eric "Scout" Wolfe

CVMA Pennsylvania Chapter 22-5 Bylaws

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Combat Veterans Motorcycle Association Pennsylvania Chapter 22-5 BYLAWS

ORGANIZATION

The Combat Veterans Motorcycle Association Pennsylvania Chapter 22-5 (henceforth referred to as PA 22-5 or 22-5) is an association made up of local CVMA Members in Good Standing.

Although we are self governed, we are officially a part of the National CVMA, CVMA Region 3 and CVMA Pennsylvania 22.

By establishing Chapter PA 22-5 Bylaws we seek to clarify and simplify how our chapter will conduct business and sustain chapter operations. We pledge to comply with and promote the stated objectives of the CVMA as published in the current CVMA National Bylaws.

The CVMA PA 22-5 is not a Motorcycle Club (MC), our chapter will not represent ourselves as a motorcycle club or part of any motorcycle confederation, at any level. The establishment and operation of our chapter is in compliance with the CVMA charter and published CVMA Bylaws published and approved by the CVMA Bylaws Committee.

We are an association of United States Armed Forces Combat Veterans, Supporter and Auxiliary Members. We are avid motorcycle enthusiasts, we are family oriented, and staunch military supporters. Distinction of class, nationality, or gender will not be recognized or tolerated by any member of our chapter.

We as Combat Veterans recognize when we went to war we left our Spouses, children, and extended families to cope with the trials and tribulations of maintaining the home front.

We understand that the hardships and losses that we as Soldiers, Sailors, Marines and Airmen suffered through are shared by our loved ones. Additionally, we owe our fellow Non-Combat Veterans a debt of gratitude for serving our nation with honor.

Let it be understood from this time forward, PA Chapter 22-5 will be an inclusive Chapter which recognizes the exceptional efforts, inherent value and hard work of our Auxiliary Members and Supporter Members which have directly lead to the continued success and expansion of our Chapter.

Therefore we declare that based on our Auxiliary and Supporters sacrifices and contributions to our nation, we define their role and rights in our Chapter.

The primary question which arises is what is “**CVMA Business**” verses “**Chapter Business**” with respect to Auxiliary and Supporter Members role in our Chapter.

Chapter 22-5 hereby declares “**CVMA Business**” is limited to nominating and voting for Elected Officers above the Chapter Chain of Command and votes which ratify or amend CVMA By-Laws above the Chapter level. **CVMA Business** includes votes which address disciplinary actions for Chapter 22-5 Members.

Only Full Patch Members in Good Standing can vote on CVMA Business.

Chapter 22-5 hereby declares “**Chapter Business**” is defined as nominating and voting for all Chapter 22-5 elected Officers. **Chapter Business** includes votes which determine the specific dollar amount spent for any donation, purchase, expenditure, or contribution using any and all forms of monetary assets or items of monetary value.

Only Full Patch and Support Members in Good Standing can vote on “Chapter Business”.

Chapter 22-5 hereby declares “**Chapter Operations**” is defined as, but not limited to the majority rules determination to support or fund any individual, cause, charity or outside organization with our Chapter 22-5 monetary resources or Chapter Member labor. Additionally, this includes all remaining aspects or issues that normally arise in the course of maintaining Chapter 22-5.

All Full Patch, Auxiliary and Supporters in Good Standing can voice their opinion, and vote on “Chapter Operations”.

(1)

Combat Veterans Motorcycle Association Pennsylvania Chapter 22-5 BYLAWS

Definitions

Will, Shall or Must:	Indicates a mandatory requirement, action or method of accomplishment
Should, Needs to or May:	Indicates a preferred, but not mandatory method of accomplishment
Motorcycle:	Two (2) or three (3) wheeled vehicle manufactured for use on public roads, must be a street legal motorcycle 500cc or larger, does not include scooters, mopeds, or ATVs. <u>Reference:</u> CVMA Memorandum For Record (20170312A) Dated 12 March 2017
Commander	First (1) in Command of CVMA Pennsylvania Chapter 22-5 He/She will exercise oversight over PA 22-5 members, Chapter business, operations and activities. (1st Presiding Officer)
Executive Officer	Second (2) in Command of CVMA Pennsylvania Chapter 22-5 He/She will exercise oversight over PA 22-5 members, Chapter business, operations and activities in the absence of the CDR. (2nd Presiding Officer)
Secretary	Third (3) in Command of CVMA Pennsylvania Chapter 22-5. He/She will temporarily fulfill the duties of presiding Officer at Regularly Scheduled and Special meetings when directed to do so by proper authority. He/She will keep minutes of all Regularly Scheduled and Special Meetings. He/She will formulate and produce all correspondence and reports as required or directed. (3rd Presiding Officer)
Treasurer	Fourth (4) in Command of CVMA Pennsylvania Chapter 22-5. He/She will temporarily fulfill the duties of presiding Officer when directed to do so by proper authority. He/She will compile and maintain a detailed written record (digital record is preferred) of all financial contributions and fund raising proceeds to include expenditures and purchases of Chapter 22-5. (4th Presiding Officer)
Full Member:	A.K.A. A FULL PATCH MEMBER as defined in the current CVMA National Bylaws
Support Member:	As defined in current CVMA National Bylaws
Auxiliary Member:	As defined in current CVMA National Bylaws
Retired Member:	As defined in current CVMA National Bylaws
Member in Good Standing	He/She maintains "Good Standing" while not currently under disciplinary penalty or probationary status for disciplinary reasons. He/She maintains “Good Standing” through the timely submission of membership dues as set forth in the National Bylaws.

Additionally, all Members who currently pay annual membership dues must attend at least one (1) event hosted by the CVMA at any level per year.

Life Members and Medically Retired Members are exempt from the attendance requirement.

Presiding Officer: Ranking current elected Officer of PA 22-5 present at any meeting, activity, event, or expenditure of money proceeding that requires a Closed Vote and Quorum present.

(2)

Combat Veterans Motorcycle Association Pennsylvania Chapter 22-5 BYLAWS

CVMA Business: “CVMA Business” is narrowly understood to mean the actual nomination and casting of a vote or ballot for any and all elected officers above the Chapter 22-5 Chain of Command . (National Officers, Regional Representative, State Representative or State Officers positions not currently established.

“CVMA business” includes Closed Votes on ratification of National By-Laws and proposed amendments to CVMA By-Laws above the Chapter Level.

“CVMA business” includes Closed Vote on recommendations for disciplinary action proceedings concerning Chapter Members.

Only Full Members in Good Standing can vote on CVMA Business.

Chapter Business: Chapter Business is defined as nominating and voting for all elected Chapter Officers.

Additionally, Chapter Business includes proposing and voting on proposed Chapter Level By-Laws amendments as needed.

Additionally, Chapter Business includes determining the specific dollar amount that is allocated or dispersed for any donation, purchase or expenditure on behalf of Chapter 22-5 with any and all forms of Chapter monetary assets.

LIMITED to Full and Support Members in Good Standing

Chapter Operations: All PA Chapter 22-5 Members can voice their opinion on how the raised / donated 22-5 funds are spent, or what cause, purchase or charity we support as a CVMA Chapter.

Additionally, Decisions on issues that arise as a Chapter.

**Majority Rules
Voice Proceeding** Proceeding in which all Chapter 22-5 Members in Good Standing are eligible to participate. This operational decision making process can be used at any Regularly Scheduled Meeting, Special Meeting, activity or event.

Understood to be a “Simple Majority”.

All Member shall have a Voice on the issue under consideration

**One-half (1/2) Plus
One (1) Majority Rule:** A one-half (1/2) plus one (1) majority of eligible voters present is required for most votes to pass, unless a specific Vote mandates a two-thirds (2/3) plus one (1) majority.

Understood to be a “Simple Majority”.

(3)

Combat Veterans Motorcycle Association Pennsylvania Chapter 22-5 BYLAWS

MEETING AND VOTING POLICY

Chapter 22-5 will apply Roberts Rules of Order during all meetings to affect parliamentary procedures in accordance with current CVMA National Bylaws

Roberts Rule of Order is available in hard copy or online at www.robertsrules.com or www.rulesonline.com for example.

The following text is translated from Roberts Rules of Order into plain speech, to be utilized within the structure of all meeting for the purpose of conducting a Closed Vote proceeding.

1. All business issues will be presented and decided by motion. A motion must first be properly presented and seconded, and then stated by the presiding Officer, before it can be open to debate or disposition, or any further action taken on the motion.
2. When there is no further debate, or the debate is closed, the presiding Officer will put the business issue to a vote by saying; "Those in favor of the motion say AYE; opposed will say NO". He / She will then announce the results by saying: "The AYES have it and the motion is carried," or "The NOES have it and the motion is lost," as the case may be.
3. When the decision of any voice vote is in doubt, the presiding Officer will direct the Secretary to count the vote, which will be taken by a show of hands or by a standing vote, and report the results to the body.

When the decision of any written paper ballot is in doubt, the presiding Officer will appoint a committee of two (2) members, one of whom will be the Secretary, to recount the ballots and report to Him / Her.

Requirement to have a Quorum to conduct a Closed Vote proceeding.

The requirement for a Quorum is understood to be "protection against totally unrepresentative action in the name of the body (Chapter Members), by an unduly small number of persons".

Therefore Chapter 22-5 declares a Quorum to conduct CVMA Business is:

Our minimum number of Full Patch Members that constitutes a Quorum to conduct "CVMA Business" "by the process of Closed Vote at a Regularly Scheduled, Special Meeting is fifteen (15) Full Patch Members.

Specifically, a Quorum for CVMA Business is:

one (1) presiding 22-5 Elected Officer and any 14 Full Members in Good Standing

Therefore Chapter 22-5 declares a Quorum to conduct Chapter Business is:

Our minimum number of Full Patch and Support Members that constitutes a Quorum to conduct " Chapter Business" by the process of a closed vote at a Regularly Scheduled, Special Meeting is a combination of fifteen (15) Full Members and /or Support Members.

Specifically, Quorum for Chapter Business is:

one (1) presiding 22-5 Elected Officer and any combination of fourteen (14) Full and/or Support Members in Good Standing.

(4)

**Combat Veterans Motorcycle Association (CVMA)
Pennsylvania Chapter 22-5 BYLAWS**

CHAPTER MEETING POLICY

**Regularly Scheduled
Meeting Protocol**

THIS IS CHAPTER BUSINESS

**Peter C. Moore Memorial 4th Tuesday of each month
American Legion Post 910
75 Fisher Avenue
Jonestown, PA 17038
(717) 865-9910**

Chapter 22-5 declares a Quorum must be present to conduct Chapter Business

Our minimum number of Full Patch and Support Members that constitutes a Quorum to conduct " Chapter Business" by the process of a closed vote at a Regularly Scheduled Meeting is a combination of fifteen (15) Full Members and /or Support Members.

Specifically, Quorum for Chapter Business is:

one (1) presiding 22-5 Elected Officer and any combination of fourteen (14) Full and/or Support Members in Good Standing.

Chapter 22-5 will allow the limited responsible consumption of alcoholic beverages at a Regularly Scheduled Meeting.

Chapter 22-5 will allow the use of tobacco products by Members at a Regularly Scheduled Meeting if allowed by host Meeting venue.

Chapter 22-5 a family oriented group, therefore all members are directed to dress in an appropriate manner.

UNACCEPTABLE BEHAVIOR AT MEETINGS

Any member will be dismissed from any Chapter 22-5 meeting if He/She acts out or is disruptive through abusive or threatening behavior or uses vulgar or profane language.

(5)

**Combat Veterans Motorcycle Association (CVMA)
Pennsylvania Chapter 22-5 BYLAWS**

**Special
Meeting
Protocol**

THIS IS CHAPTER BUSINESS

Chapter 22-5 declares a Quorum must be present to conduct CVMA or Chapter Business

Our minimum number of Full Patch and Support Members that constitutes a Quorum to conduct " Chapter Business" by the process of a closed vote at a Special Meeting is a combination of fifteen (15) Full Members and /or Support Members.

Specifically, Quorum for Chapter Business is:

one (1) presiding 22-5 Elected Officer and any combination of fourteen (14) Full and/or Support Members in Good Standing.

A "Special Meeting" can be called for by CDR / XO who in His/Her opinion, the cause, issue, or event warrants the previously unscheduled assembly of the entire collective Chapter Membership during the period of time between the Regularly Scheduled Monthly Meeting.

Additionally,

A "Special Meeting" can be called for by the joint consent on any four (4) Full Patch or Support Members in Good Standing who in collective opinion, the cause, issue, or event warrants the previously unscheduled assembly of the entire collective Chapter Membership during the period of time between the Regularly Scheduled Monthly Meeting.

The meeting notification will be the responsibility of the CDR/XO **and/or** the Senior Full Patch Member who has initiated the call for the Special Meeting and can be by phone, email, or in person or any combination thereof.

Special Meeting will not be scheduled any earlier than forty-eight (48) hours following the earnest attempt to notify every current Chapter 22-5 Member in Good Standing that a Special Meeting will be held.

Only the specific Chapter Business for which the Special Meeting is called can be conducted at the Special Meeting.

If the purpose of the Special Meeting is to conduct" Chapter Business" the respective Quorum must me in attendance.

If the purpose of the Special Meeting is to conduct" CVMA Business" the respective Quorum must me in attendance.

No Proxy or Absentee votes are authorized at a "Special Meeting" to fund any cause whatsoever with Chapter 22-5 monetary assets or any Chapter 22-5 property with monetary value.

The Special Meeting Notification must include this minimum information for consideration by all Chapter 22-5 Members in Good Standing

Meeting notification must include what the Special Meeting is being called for, i.e. CVMA Business or Chapter Business.

Define/describe with as much detail as practical why this warrants a call for a Special Meeting, i.e. charitable donation, Good of the Chapter issue, Chapter Member in need, as an example.

Meeting notification must include physical location (street address) and time Special Meeting will take place.

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Combat Veterans Motorcycle Association Pennsylvania Chapter 22-5 BYLAWS

MEMBERSHIP POLICY/ STANDARDS

Membership Classifications

Full Member: A.K.A. "Full Patch Member" He/She is eligible as per current National Bylaws .
Licensed and insured owner/operator of a motorcycle 500cc or larger.

Life Member: He/She is eligible as per current National Bylaws

Retired Member: He/She is eligible as per current National Bylaws

Supporter Member: He/She is eligible as per current National Bylaws

Membership is limited to 1 Supporter to 10 Full Patch Members **per STATE.**

Licensed and insured owner/operator of a motorcycle 500cc or larger.

Auxiliary Member: He/She is eligible as per current National Bylaws

Must be the current married Spouse of a CVMA Member in good standing,

Or

Widow or Widower of a deceased CVMA Member who was in good standing at the time of their death.

Minimum Yearly Member Participation

Life Members and/or officially Medically Retired Members are exempt from this requirement.

As per current National By-Laws all Members who currently pay annual membership dues in any category of membership must attend at least one (1) event per year hosted by the CVMA at some level.

Tracking period is same as recurring Annual Dues 1 July thru 30 June

Members not in compliance will receive annotation in their CVMA 201File " Not in Good Standing due to attendance".

Renewal Dues: For clarification reference current National Bylaws

(7)

Combat Veterans Motorcycle Association Pennsylvania Chapter 22-5 BYLAWS

CVMA BACK PATCH REGULATION and WEAR

CVMA Classification

All members are authorized to purchase a Back Patch based on their membership classification. This Back Patch is optional and will be purchased at the members own expense.
(Reference: CVMA Patch Agreement for terms of policy)

Back Patch

The CVMA Back Patch will be affixed and centered on the back panel of the vest at the discretion of the Member.

The Back Patch will not be called or referred to as “COLORS” by members of the CVMA Chapter 22-5.

Vest Description and Wear of Patch

The CVMA Back Patch will be affixed to a Vest purchased by the Member. at their own expense. Any style of vest or vest material is acceptable.

22-5 Authorized Vest Patches

The American Flag patch is optional. The American Flag will be purchased at the members own expense. **If** American flag is affixed to the front of the members vest, placement of the American Flag on the wearers left or right is authorized. Placement of the American flag on the front of the vest should be higher than the wearer’s heart.

No specific regulatory guidance is published in the US Code referencing the wear of an American Flag Patch (i.e. affixed to wearer’s Left / Right side) by a members of a patriotic organization No patches of any kind should be affixed to the front of the vest in a higher position than the American Flag patch.

US Flag Code Reference Only

The **United States Flag Code** establishes advisory rules for display and care of the flag of the United States. It is Chapter 1 of Title 4 of the United States Code (4 U.S.C. § 1 et seq). This is a U.S. federal law, but there is no penalty for failure to comply with it. In fact, the U.S. Supreme Court has ruled that punitive enforcement would conflict with the First Amendment right to Freedom of Speech.

(Prohibitions are enumerated under Section 8)

§176. Respect for flag

(j) No part of the flag should ever be used as a costume or athletic uniform. However, a flag patch may be affixed to the uniform of military personnel, firemen, policemen, and members of patriotic organizations. The flag represents a living country and is itself considered a living thing.

**Combat Veterans Motorcycle Association
Pennsylvania Chapter 22-5 BYLAWS**

CVMA BACK PATCH REGULATION and WEAR (Continued)

**22-5 Authorized
Vest Patches**

22-5 Chapter affiliation, Road Name, and Chapter Office or Chapter Appointed Post patch is optional and authorized. These patches will be purchased at the members own expense. Placement of these patches on the front of members vest is at His / Her own discretion. The remaining frontal surface area of the vest can be accessorized as the member deems appropriate.

“ VETS HELPING VETS “ Straight Bar Patch, or any Straight Bar Patch available for sale through the “ CVMA Store “ is authorized to be affixed in proximity to the CVMA Back Patch.
(Any Straight Bar Patch affixed to vest will not touch CVMA Back Patch)

U.S. Military Awards and Decorations, Shoulder Sleeve Insignia, Foreign Allied Military Insignia, are acceptable for wear in a way honoring their status and significance.

Members of all branches of the United States Armed Forces are personally responsible to maintain compliance with their service branch regulations on the wear of awards, decorations and insignia when out of military uniform.

**22-5 Unauthorized
Vest Patches, Pins,
Badges or Graphics**

CVMA PA 22-5 Members who elect to wear the registered CVMA Back Patch on their vest are not authorized to affix multiple patches in close proximity to the CVMA Back Patch which visually presents the appearance of a three (3) piece CVMA Back Patch.

No patches / graphics or text which visually claim geographical territory are authorized in conjunction with the CVMA Back Patch.

No patches, pins, badges or graphics which depict or display profanity, vulgarity, nudity or anti-American images or sentiments are authorized on a vest with a CVMA Back Patch affixed.

With the exception of the restrictions stated above, the remaining back surface area of the vest can be accessorized as the member deems appropriate.

Combat Veterans Motorcycle Association Pennsylvania Chapter 22-5 BYLAWS

Chapter Officer Eligibility Standards / Duties

Commander: **(ELECTED OFFICE 1st in Command)**

Eligibility requirements: CVMA Support and Auxiliary Members **ARE NOT** eligible for this Office

He/She must be a CVMA Member in Good Standing of Chapter 22-5 for a minimum of one (1) Year prior to nomination for this Office

Duties: **First (1st) Presiding Officer** He/She will exercise oversight over PA 22-5 Members

He/She is directly responsible for oversight and compliance with the current CVMA National and Chapter 22-5 By Laws, as they apply to all Chapter 22-5 Officers and Chapter Members.

He/She will promptly inform 22-5 Members of all CVMA National, State issues that affect the continued success of the Chapter and its operations.

He/She will have the authority to make day-to-day decisions concerning the operations of Chapter 22-5 between the Regularly Scheduled Meetings

He/She will insure full planning is accomplished and Chapter resources are utilized effectively and responsibly at all 22-5 events and activities.

He/She will oversee the expenditure and receipt of funds (to include the funds donated to or from Chapter 22-5 and fundraising activity conducted by Chapter 22-5) in accordance with current CVMA National Bylaws and PA Chapter 22-5 Bylaws.

Executive Officer: **(ELECTED OFFICE 2nd in Command)**

Eligibility requirements: CVMA Support and Auxiliary Members **ARE NOT** eligible for this Office

He/She must be a CVMA Member in Good Standing of Chapter 22-5 for a minimum of one (1) Year prior to nomination for this Office.

Duties: **Second (2nd) Presiding Officer** assumes the duties of the Chapter Commander in His/Her absence.

He/She is directly responsible for oversight and compliance with the current CVMA National and Chapter 22-5 By Laws, as they apply to all Chapter 22-5 Officers and Chapter Members.

He/She will oversee the expenditure and receipt of funds (to include the funds donated to or from Chapter 22-5 and fundraising activity conducted by Chapter 22-5) in accordance with current CVMA National Bylaws and PA Chapter 22-5 Bylaws.

He/She will insure that the recurring verification of membership eligibility documents (i.e. continued motorcycle ownership of 500cc or larger,

proof of valid motorcycle insurance, valid state motorcycle driver's license) will be conducted annually.

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Combat Veterans Motorcycle Association Pennsylvania Chapter 22-5 BYLAWS

Secretary: **(ELECTED OFFICE 3rd in Command)**

Eligibility requirements: CVMA Support and Auxiliary Members **ARE NOT** eligible for this Office

He/She must be a CVMA Member in Good Standing of Chapter 22-5 for a minimum of one (1) Year prior to nomination for this Office.

Duties: He/She will record, report and maintain a record of meeting minutes from all Regularly Scheduled and Special Meetings of 22-5 proceedings.

He/She is directly responsible for oversight and compliance with the current CVMA National and Chapter 22-5 By Laws, as they apply to all Chapter 22-5 Officers and Chapter Members.

Maintains a current list of Chapter 22-5 Member's contact information,

He/She will formulate and produce all Chapter, State and National required correspondence and reports with exception of financial reports.

Third (3rd) Presiding Officer assumes the duties of preceding Officer in order to conduct a Regularly Scheduled Meeting and / or Special Meetings as directed by proper authority of the Commander or Executive Officer in His/Her absence.

He/She will monitor the expenditure and receipt of funds (to include the funds donated to or from Chapter 22-5 in accordance with current CVMA National Bylaws and Chapter 22-5 Bylaws.

Treasurer: **(ELECTED OFFICE 4th in Command)**

Eligibility requirements: CVMA Support and Auxiliary Members **ARE NOT** eligible for this Office

He/She must be a CVMA Member in Good Standing of Chapter 22-5 for a minimum of one (1) Year prior to nomination for this Office.

Duties: He/She will facilitate the expenditure and receipt of funds (to include the funds donated to or from Chapter 22-5 and fundraising activity conducted by Chapter 22-5)

He/She is directly responsible for oversight and compliance with the current CVMA National and Chapter 22-5 By Laws, as they apply to all Chapter 22-5 Officers and Chapter Members.

Provides Chapter 22-5 financial report monthly at regularly Scheduled Meetings or Special Meetings as required.

He/She will prepare and file all applicable local, state, and federal tax returns annually to remain in compliance with the Chapter's Internal Revenue Service (IRS) 501(c) (19) Tax status.

He/She will ensure Chapter 22-5 Is in compliance with applicable annual “Small Games of Chance License” as required by local government regulations.

Fourth (4th) Presiding Officer assumes the duties of preceding Officer in order to conduct a Regularly Scheduled Meeting and / or Special Meetings as directed by proper authority of the Commander or Executive Officer in His/Her absence.

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Combat Veterans Motorcycle Association Pennsylvania Chapter 22-5 BYLAWS

Sergeant at Arms: **(ELECTED OFFICE 5th in Command)**

Eligibility requirements: CVMA Support and Auxiliary Members **Are Not** eligible for this Office

He/She must be a CVMA Member in Good Standing of Chapter 22-5 for a minimum of one (1) Year prior to appointment to this Post.

Duties: Ensures that all Chapter 22-5 meetings/events are conducted in an orderly manner.

He/She is directly responsible for oversight and compliance with the current CVMA National and Chapter 22-5 By Laws, as they apply to all Chapter 22-5 Officers and Chapter Members.

He/She will monitor the expenditure and receipt of funds (to include the funds donated to or from Chapter 22-5 and fundraising activity conducted by Chapter 22-5) in accordance with current CVMA National Bylaws and PA Chapter 22-5 Bylaws.

The Sergeant At Arms, will facilitate, monitor and review the tabulated vote count of the Formal Election Vote proceeding in DECEMBER.

Conducts and leads US Flag ceremonies (Pledge of Allegiance) at Regularly Scheduled Meetings of the membership.

Fifth (5th) Presiding Officer assumes the duties of preceding Officer in order to conduct a Regularly Scheduled Meeting and / or Special Meetings as directed by proper authority of the Commander or Executive Officer in His/Her absence.

Public Relations Officer: **(ELECTED OFFICE 6th in Command)**

Eligibility requirements: CVMA Support and Auxiliary Members **Are Not** eligible for this Office

He/She must be a CVMA Member in Good Standing of Chapter 22-5.

Duties: He/She will serve as the primary Chapter Member tasked with the planning and execution of the Chapter 22-5s efforts to discriminate and advertise all fundraising activities and events.

He/She is directly responsible for oversight and compliance with the current CVMA National and Chapter 22-5 By Laws, as they apply to all Chapter 22-5 Officers and Chapter Members.

He/She will contact the media, to include newspaper, television, radio, internet websites, and like-minded Veterans organizations, and motorcycle groups in order to publicize the Chapter 22-5 activities to promote attendance at our events.

He/She will actively contact and solicit the financial contributions, or contributions of goods and services by independent companies, corporations, agencies and individuals to further the goals of the Chapter.

Sixth (6th) Presiding Officer assumes the duties of preceding Officer in order to conduct a Regularly Scheduled Meeting and / or Special Meetings as directed by proper authority of the Commander or Executive Officer in His/Her absence.

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Combat Veterans Motorcycle Association Pennsylvania Chapter 22-5 BYLAWS

**Road Captain /
Assistant Road Captain :** **(APPOINTED POST)**

Eligibility requirements CVMA Support and Auxiliary Members **ARE NOT** eligible for this Post

He/She must be a CVMA Member in Good Standing of Chapter 22-5 for a minimum of one (1) Year prior to appointment to this Post.

He/She must be a highly experienced motorcyclist, fully capable of group riding and leading a group of Riders.

Post of Assistant Road Captain (ARC) is authorized by CDR / XO.

Duties: Responsible for “Route Recon for Sanctioned Event” Motorcycle Run of Chapter 22-5, including selection of proposed dates, times, routes, and stops in route.

Responsible to plan for the safety of “Sanctioned Event” Motorcycle Runs, provide Safety Briefing to “Sanctioned Event” Motorcycle Run participants.

**Chapter Chaplain /
Associate Chaplain:** **(APPOINTED POST)**

Eligibility requirements: CVMA Support and Auxiliary Members **ARE** eligible for this Post

He/She must be a CVMA Member in Good Standing of Chapter 22-5.

Post of Associate Chaplain (AC) is authorized by CDR / XO.

Duties: Formulates and deliver the Prayer at all Regularly Scheduled Meetings and Special Meetings as required.

AC will fulfill the duties of the Chaplain in His/Her absence or as required.

Lead the participants in the “Blessings of the Bikes” before organized rides

May be the Chapter 22-5 charitable events representative

**Combat Veterans Motorcycle Association
Pennsylvania Chapter 22-5 BYLAWS**

CHAPTER ELECTED OFFICER NOMINATION / ELECTION POLICY

**Current eligible Chapter 22-5 Elected Officers are authorized to hold successive
Terms of Office.**

ESTABLISHMENT OF ALTERNATING ELECTED OFFICER TWO (2) Yr TERMS

We hereby establish the following alternating 2 Year Election Term Cycle.

The first election for Public Relations Officer term will be a (3) Year term in order to synchronize with future election cycle (2017 election year and this cycle only)

Election Year 2017: Commander / Secretary / Sergeant At Arms / Public Relations Officer

Election Year 2018: Executive Officer / Treasurer

Election Year 2019: Commander / Secretary / Sergeant At Arms

Election Year 2020: Executive Officer / Treasurer / Public Relations Officer

Election Year 2021: Commander / Secretary / Sergeant at Arms

Election Year 2022: Executive Officer / Treasurer / Public Relations Officer

THIS ELECTION CYCLE WILL BE CONTINUED FOR FUTURE YEARS

**Combat Veterans Motorcycle Association
Pennsylvania Chapter 22-5 BYLAWS**

CHAPTER ELECTIVE OFFICE VACANCIES THROUGH RESIGNATION or SUCCESSION

Vacated Office of Chapter Commander

In the event of a voluntary resignation from the office of Commander or Commander-Elect, the current Chapter Executive Officer (XO) shall at once, and without further formality, directly succeed to the office and title of Chapter CDR, and will fulfill the remaining term of office.

In the event the current Chapter XO is unable or unwilling to accept the office and title of Chapter CDR for the remaining term of office, the Chapter CDR office will be considered vacated.

To fill the vacated Chapter CDR office the presiding Officer will execute a nomination, election, and Officer installation ceremony at the current or next Regularly Scheduled Meeting or will call a Special Meeting to conduct this **Chapter Business** with in Thirty (30) Days of office vacancy.

Direct succession from the office of Chapter Secretary or office of the Chapter Treasurer to the office of Chapter CDR is prohibited.

Vacated office of Chapter Executive Officer

In the event of a voluntary resignation from the office of Chapter Executive Officer or Chapter Executive Officer-Elect, the Chapter XO office will be considered vacated.

In the event of a voluntary direct succession to the office of Chapter CDR by the current Chapter XO or Chapter Executive Officer-Elect, the Chapter XO office will be considered vacated.

To fill the vacated Chapter XO office the presiding Officer will execute a nomination, election, and Officer installation ceremony at the current or next Regularly Scheduled Meeting or will call a Special Meeting to conduct this **Chapter Business** with in Thirty (30) Days of office vacancy.

Direct succession from the office of Chapter Secretary or office of the Chapter Treasurer to the office of Chapter XO is prohibited.

Vacated Office of Chapter Secretary or Chapter Treasurer

In the event of a voluntary resignation from the office of Chapter Secretary or office of the Chapter Treasurer or the office of Chapter Secretary - Elect or Chapter Treasurer -Elect, the office(s) will be considered vacated.

To fill the vacated Chapter Secretary or Chapter Treasurer office the presiding Officer will execute a nomination, election, and Officer installation ceremony at the current or next Regularly Scheduled Meeting or will call a Special Meeting to conduct this **Chapter Business** with in Thirty (30) Days of office vacancy.

Lateral direct succession to or from the office of Chapter Secretary or Chapter Treasurer is prohibited.

**Combat Veterans Motorcycle Association
Pennsylvania Chapter 22-5 BYLAWS**

PROCEDURE TO CONDUCT NOMINATIONS FOR CHAPTER ELECTED OFFICE

The procedure for any qualified member to express His/Her interest in an Elected Office is as follows:

All Full Patch Members in good standing with a minimum of one full year of Chapter 22-5 membership at the time of nomination are eligible to run for a Chapter 22-5 Elected Office.

All qualified individuals who wish to be considered for selection to a Chapter Elected Office must be nominated during the same meeting, by any one of the Full Patch OR Support Members in Good Standing.

At the Regularly Scheduled Meeting in SEPTEMBER, the prospective Candidate will declare His/Her intentions to run for the elected office.

The Full Patch Member seeking the elected office must be present to accept the nomination for office

OR

Must provide a written statement in advance to be presented at the nomination proceeding which states; He / She will accept the specific nomination for the elected office for which they wish to be considered.

CONDUCTING INCOMING CHAPTER ELECTED OFFICER NOMINATION

**Incoming
Elected Officer
Nomination**

THIS IS CHAPTER BUSINESS This proceeding will be used when the annual nomination is due for incoming Chapter Officers

Only Full Patch and Support Members in Good Standing are eligible to nominate a Full Patch Member in this proceeding.

This nomination will be conducted at the SEPTEMBER Regularly Scheduled Meeting

**Method of
Nomination**

The presiding Officer present will conduct the nomination proceeding.

The presiding officer will confirm if the prospective nominee will or will not accept the nomination.

**Combat Veterans Motorcycle Association
Pennsylvania Chapter 22-5 BYLAWS**

**CONDUCTING FORMAL CHAPTER ELECTED OFFICER VOTE
PROCEEDING**

The voting for Chapter Elected Office will be conducted as follows:

This vote will be conducted at the DECEMBER Regularly Scheduled Meeting.

**Elected Officer
Vote**

THIS IS CHAPTER BUSINESS

Only Full Patch and Support Members in Good Standing are eligible to vote in this proceeding.

No proxy voting will be permitted. All eligible voting members must be physically present at the meeting to cast his/her ballot.

Absentee Voting is authorized for military deployment. (Chapter 22-5 defines “Deployed” as the eligible Member is on verified military Orders in support a DOD named operation on the day the election is held at the Chapter Meeting).

“Deployed” Eligible Chapter Members will be directed to vote for Chapter Officers via e-mail directly to the Chapter Secretary on or before of the December election proceeding. Voting e-mail received after the election proceeding will not be included the election.

The presiding Officer will consider only the eligible e-mail “Deployed” ballots submitted to the Chapter Secretary for inclusion in the final tabulated vote.

Each eligible Full Patch and Support Member in Good Standing present at the meeting when a vote is conducted will have only one (1) vote. In this case of vote by Preprinted Ballot each eligible member will only cast one (1) ballot for any eligible Elected Office nominee.

**Policy to conduct
First Election Vote**

All eligible candidates will be included on first election ballot.

In the event no eligible Member wins the first election by a one-half (1/2) plus (1) majority **Specifically: a Simple Majority** a Run-off election will be conducted at the current meeting.

**Policy to conduct
RUN Off Elections**

The candidate with the highest percentage of the vote from the first election ballot, **but not reaching a Simple Majority** of the votes cast will be excluded from the second run off election ballot.

The remaining candidates who received the lower vote percentages on the first election ballot will be included on the second election ballot.

The candidate with the highest percentage of the vote on the second Run-off ballot will be included on the final election ballot.

The top Candidate from the first election ballot and the top candidate from the subsequent Run-off election will be included in the final election ballot to determine the winner by **Specifically: a Simple Majority**

**Method of
Casting Vote**

This Closed vote will be conducted by the presiding Officer through the use of a Preprinted Paper Ballot. In the event a Run-off election is necessary the Secretary will use any paper on hand to prepare expedient Run-off paper ballots.

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**Combat Veterans Motorcycle Association
Pennsylvania Chapter 22-5 BYLAWS**

INSTALLING INCOMING CHAPTER ELECTED OFFICERS

Newly Elected Officers will be installed in office at the Regularly Scheduled Meeting in December.

The Presiding Officer present will perform this elected officer installation ceremony. The elected officer installation ceremony will be conducted first before the installation of Appointed Post Members during New Business.

Officer Installation Ceremony Script:

Raise your right hand and Repeat after me;

In the presence of God,

(Break)

and the Officers and Members of this Chapter of the CVMA

(Break)

**I, _____ do solemnly pledge that I will faithfully discharge the duties
of the office of _____**

(Break)

of the Chapter 22-5 to the best of my ability.

(Break)

I solemnly pledge my decisions and actions will be in accordance with the CVMA National

(Break_

and Chapter 22-5 By Laws during the term of office for which I have been Elected.

(Break)

So Help Me God

(Conclusion)

Combat Veterans Motorcycle Association Pennsylvania Chapter 22-5 BYLAWS

E-mail Ballots / Deployed Member Voting Instruction Notification

Following the nominations of prospective Elected Officer Candidates at the Regularly Scheduled Meeting in SEPTEMBER, The Chapter Secretary will contact the “Deployed” Member via e-mail with the name or names of the prospective nominees.

The Chapter Secretary will forward the candidates Bio Letter-Letter of Intent via e-mail to the “Deployed” Member for consideration when available for distribution.

Process to Challenge Suspected Irregularities of Elected Officer Vote

If voting irregularities are claimed by an eligible Full Patch or Support Member of Chapter 22-5 with respect to the selection of any Elected Officer, the challenge must be made in writing containing specific details concerning the alleged irregularities, signed by the challenger, and submitted to the Chapter Post Office Box address via US Mail (USPS), it must be postmarked within no more than three (3) business days following the vote, **or it will not be considered a valid challenge.**

Chapter 22-5 United States Postal Service Mailing Address:

**CVMA PA 22-5
PO Box 317
Jonestown, PA 17038**

In order to facilitate an irregularities challenge investigation the Secretary will store and safeguard the submitted ballots collected from Elected Officer Vote for a period of no more than forty five (45) days following the vote. The presiding Officer will report to the Chapter Membership at the next Regularly Scheduled Meeting whether or not an irregularities challenge was submitted. If no valid challenge was submitted, the presiding Officer will direct the Secretary to destroy the ballots following the meeting.

**Combat Veterans Motorcycle Association
Pennsylvania Chapter 22-5 BYLAWS**

CHAPTER APPOINTED POST POLICY

Installation process by which the Commander will install Chapter Members to Appointed Posts will be conducted as follows:

These individuals will serve at the discretion of the CDR and can be appointed or relieved from the appointed post as He / She deems necessary for the good of the Chapter.

Only the current CDR has the authority to appoint or relive 22-5 Members to Appointed Post during their term of elected office.

Incoming select Chapter Members will be installed to their Appointed Posts at the Regularly Scheduled Meeting in January.

The CDR will perform this appointment ceremony or delegate this duty to the Presiding Officer present. The Appointed Post installation ceremony will be conducted during New Business.

Appointed Post Installation Ceremony Script:

Raise your right hand and Repeat after me;

In the presence of God,

(Break)

and the Officers and Members of this Chapter of the CVMA

(Break)

I, _____ do solemnly pledge that I will faithfully discharge the duties of the Appointed Post of _____

(Break)

of the Chapter 22-5 to the best of my ability.

(Break)

I solemnly pledge my decisions and actions will be in accordance with the CVMA National

(Break_

and Chapter 22-5 By Laws during the term of office for which I have been Appointed.

(Break)

So Help Me God

**Combat Veterans Motorcycle Association
Pennsylvania Chapter 22-5 BYLAWS**

CHAPTER DISCIPLINARY ACTIONS POLICY

As Per CVMA National Bylaws only the National Board of Directors (NBOD) possesses the right to revoke an individual membership.

Immediate corrective action shall be initiated by the Presiding Officer or the Sergeant At Arms when there are reasonable grounds to believe that an actionable offense or act is being committed by any Member of Chapter 22-5, or the invited guest of a Chapter 22-5 Member at any meeting, event or activity.

Prior to the initiation of disciplinary action the ranking presiding Officer will appoint an individual Full Patch Member or Committee of Full Patch and Support Members to investigate the alleged offense or act brought to its attention by a Member in Good Standing and report to the Chapter 22-5 Leadership on the results of the investigation at a Regularly Scheduled or Special Meeting.

The following list of disciplinary action or sanctions include but are not limited to:

Chapter 22-5 recommends to CVMA NBOD to revoke individuals CVMA Membership.

Chapter 22-5 recommendation to CVMA NBOD to suspend individuals CVMA Membership for a specified period of time.

Suspension of the right to participate in Chapter 22-5 membership meetings or activities for a specified period of time at the discretion of the Commander.

Suspension for a specified period of time or removal from a Chapter 22-5 Elected Office.

Reprimand or other administrative action deemed appropriate by the Chapter 22-5 Commander.

OFFENSES or ACTS THAT WARRANT DISCIPLINARY ACTION PROCEEDINGS

The following list of actionable offenses or behaviors include but are not limited to:

Disloyalty to the United States, any Branch of the U.S. Military, the CVMA or display of anti-American images or speech.

Misappropriation or otherwise disposing of CVMA property or funds without proper authority.

Knowingly providing false information or statements in connection with the investigation of disciplinary action proceedings against another CVMA member.

Any act or behavior of a Member who acts out or is disruptive at any meeting or activity of the CVMA.

Public intoxication, illegal drug / substance use while attending a CVMA meeting or activity.

Conviction of an act of moral turpitude, or felony conviction while a member of the CVMA, or any act or offense that would bring discredit or harm to the Combat Veterans Motorcycle Association of the United States, CVMA Pennsylvania, CVMA PA 22-5 or its members.

Combat Veterans Motorcycle Association Pennsylvania Chapter 22-5 BYLAWS

CVMA PA 22-5 MEMBERSHIP REVOCATION POLICY and PROCEDURE

Following the afore mentioned Chapter investigation, if the Member is found guilty of committing any serious actionable offenses as defined in CVMA National Bylaws or PA Chapter 22-5 Bylaws, the Commander will decide if a CVMA 22-5 Membership Revocation For Cause Vote is in order based on the Chapter's investigation findings / recommendations.

CVMA 22-5 Membership Revocation For Cause Vote

THIS IS CVMA BUSINESS This Closed Vote will be used when a motion is presented by an eligible Full Patch Member in Good Standing and passes to consider whether or not to forward a recommendation to the National BOD to revoke the membership of a Chapter 22-5 Member for cause. Only Full Patch Members in Good Standing are eligible to vote in this proceeding.

This vote will be conducted at a Regularly Scheduled Meeting, or Special Meeting. A two-thirds (2/3) plus one (1) majority of eligible voters present is required for this vote to pass.

Method of Casting Vote

This Closed Vote will be conducted by the Presiding Officer through the use of a Paper Ballot.

CHAPTER 22-5 ELECTED OFFICER REMOVAL POLICY and PROCEDURE

CHAPTER 22-5 MEMBERS RESERVES THE RIGHT TO REMOVE ANY ELECTED OFFICER FOR JUST CAUSE

If any Elected Officer misses two (2) unexcused Regularly Scheduled Meetings in a row, the office will be considered abandoned. (Unexcused is defined to mean that the Elected Officer made no reasonable attempt (i.e. phone, email, personal contact) through the use of Chain Of Command to notify the Chapter leadership that He / She will be absent from the Regularly Scheduled Meeting.

Any relevant extenuating circumstances concerning the unexcused absence will be considered

If the office is determined to be abandoned by senior presiding Elected Officer, the Chapter 22-5 will conduct a nomination, selection, and appointment process to fill the abandoned post. The presiding Officer will report this action to the State Representative as soon as practical.

Elected Officer Removal For Cause Vote

THIS IS CHAPTER BUSINESS This Closed Vote will be used when a motion is presented by an eligible Full Patch **or Support** Member in Good Standing and passes to consider the suitability of the Elected Officer to continue to serve in His / Her elected office Only Full Patch and Support Members in Good Standing are eligible to vote in this proceeding.

This vote will be conducted at a Regularly Scheduled Meeting, or Special Meeting.

A two-thirds (2/3) plus one (1) majority of eligible voters present is required for this vote to pass.

Method of Casting Vote

This Closed vote will be conducted by the Presiding Officer through the use of a Paper Ballot.

In the event the vote passes to recommend the removal of an Elected Officer for cause, the presiding Officer will consider this post vacated and will execute a nomination, selection, and appointment proceeding to replace the removed Elected Officer at the next Regularly Scheduled Meeting.

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**Combat Veterans Motorcycle Association
Pennsylvania Chapter 22-5 BYLAWS**

MAJORITY RULES VOICE PROCEEDING POLICY and PROCEDURE

To be used for 22-5 Chapter Operational Issues

Change of Regularly Scheduled Meeting

THIS IS CHAPTER OPERATIONS This Majority Rules Voice proceeding will be used when a proposal is presented to change the date of a Regularly Scheduled Meeting by the membership. All Chapter 22-5 Members in Good Standing are eligible to have a voice in this decision.

A two-thirds (2/3) plus one (1) majority of eligible members Present is required for this proposal to be accepted.

Method of Voicing Opinion

The Presiding Officer present will conduct the proceeding utilizing a verbal acceptance or rejection of the proposed suggestion by the eligible members present by stating “Agree” or “Disagree” when asked.

Interest of the Chapter 22-5

THIS IS CHAPTER OPERATIONS This Majority Rules Voice proceeding will be used when a suggestion is presented to consider the cause, charity or organization the entire Chapter will support with its fundraising efforts.

All Chapter 22-5 Members in Good Standing are eligible to have a voice in this decision.

A one-half (1/2) plus one (1) majority of eligible members present is required for this suggestion to be accepted

Method of Voicing Opinion

The presiding Officer present will conduct the proceeding utilizing a verbal acceptance or rejection of the proposed suggestion to support a specific cause, charity or organization by the eligible members present by stating “Agree” or “Disagree” when asked.

**Combat Veterans Motorcycle Association
Pennsylvania Chapter 22-5 BYLAWS**

CLOSED VOTING POLICY and PROCEDURE

To be used for 22-5 Chapter Financial Business Issues

**Donation
Purchase and
Expenditure Vote**

THIS IS CHAPTER BUSINESS

This Closed Vote will be used when a motion is presented by an eligible Full Patch or Support Member in Good Standing to consider the donation, purchase or expenditure of Any Chapter 22-5 funds.

Only Full Patch and Support Members in Good Standing are eligible to vote in this proceeding. This vote will be conducted at a Regularly Scheduled Meeting, or Special Meeting.

A one-half (1/2) plus one (1) majority of eligible voter's present is required for this vote to pass. **Specifically a: Simple Majority**

**Method of
Casting Vote**

The presiding Officer present will conduct the vote utilizing a verbal acceptance / rejection of the proposed purchase or expenditure by the eligible members present by stating "AYE" or "NO" when called on. If the verbal response is in dispute a show of hands must be called to validated or confirm a specified majority rules.

**Emergency
Expenditure
Vote**

THIS IS CHAPTER BUSINESS

This Closed Vote will be used when the Chapter Commander determines a situation or event warrants an expenditure or purchase of \$150.01 or more is required to maintain the welfare of Chapter 22-5. **(This vote is restricted to the period of time between Regularly Scheduled Meetings)**

**Method of
Casting Vote**

This Emergency Expenditure Vote can be conducted via telephone, email, or in person or any combination thereof.

The Emergency Expenditure Vote must be held when a Quorum is established.

This Quorum will include, at a minimum, the Chapter Commander plus at least any two (2) additional Elected Officers plus any twelve (12) additional Full Patch or Support Members in Good Standing.

The proposed Emergency Expenditure vote must pass by a one-half (1/2) majority plus one (1) or more of the voting members, to be binding.

Specifically a: Simple Majority

**Combat Veterans Motorcycle Association
Pennsylvania Chapter 22-5 BYLAWS**

FINANCIAL POLICY / PROCEDURES

GENERAL:

Expenditure and receipt of funds to include the funds received by or donated by Chapter 22-5 will be in accordance with the CVMA National Bylaws and PA Chapter 22-5 Bylaws. A Quorum must be present to conduct Chapter Business with the exception of specific standing Exceptions to Financial Policy listed below.

**Expenditure of
Chapter 22-5
Funds / Money**

THIS IS CHAPTER BUSINESS No expenditure, purchase of goods or services, monetary donation to any individual, organization, cause or charity using any funds or raised or donated to Chapter 22-5 will be dispersed without a Closed Vote of Full Patch and Support Members authorizing this transaction.

Exception to Financial Policy Authorization

**Chapter
Commander
Expenditure
Authorization**

In order to maintain the Chapter 22-5 and conduct the day-to-day operation of Chapter 22-5 the CDR is authorized to direct the Treasurer to spend or purchase up to \$150.00 or less to pay for goods or services at His/Her own discretion for the good of Chapter 22-5.

This standing authorization is limited to the period of time between the Regularly Scheduled Meetings.

NO Membership Quorum is required for this Chapter Commander Expenditure Authorization

The Commander will report this expenditure to the membership at the next Regularly Scheduled Meeting.

**Chapter
Treasurer
Expenditure
Authorization**

In order to maintain the Chapter 22-5 and conduct business on behalf of the Chapter, the current elected Treasurer is hereby authorized to spend or purchase goods or services up to \$50.00 or less for day-to-day expenses that arise in the course of supporting a CVMA Chapter.

This standing authorization has no limitations on the number of purchases or transactions that can be conducted between the Regularly Scheduled Meetings.

This standing authorization is limited to a cumulative total of \$50.00 or less of Chapter 22-5 funds between the Regularly Scheduled Meetings.

NO Membership Quorum is required for this Chapter Treasurer Expenditure Authorization

The Treasurer will report this expenditure to the membership at the next the Regularly Scheduled Meeting.

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ESTABLISHMENT OF A CHAPTER BENOVELENT FUND

**Chapter
Benevolent
Fund**

THIS IS CHAPTER BUSINESS

NO Membership Quorum is required for this Chapter Benevolent Fund Expenditure.

The Chapter 22-5 Membership is hereby authorizing the Chapter Commander to direct the Treasurer to donate or expend no more than \$100.00 in direct compliance with the following directives.

This Benevolent Fund will be used solely and exclusively in support of a thoroughly vetted worthy Military or Veteran individual for the welfare of the individual or his/her immediate family on a case by case basis.

This Benevolent Fund will not exceed the collective value of \$100.00 in Cash, Chapter Checks, Merchandise Gift Cards, Gasoline Card or any other form of Chapter 22-5 property or monetary assets.

The Benevolent fund will never exceed \$100.00 during any given period of time between Regularly Scheduled Meeting.

This \$100.00 standing authorization cannot be rolled forward from month to month.

The Commander will report this Benevolent Fund expenditure with justification to the membership at the next Regularly Scheduled Meeting.

