



**CHROME DIVAS, INC.**

**National By-Laws, effective 4/28/2016**

**PREAMBLE**

Chrome Divas, Inc.\*, was formed as a social organization to offer women motorcycle enthusiasts the opportunity to ride together, have fun and to reach out to the community through participating in raising funds for local organizations.

**ARTICLE I -PURPOSE**

The Chrome Divas is a social organization created to encourage women to ride, to do so safely and to encourage participation in Chrome Diva events and community outreach. We are not considered a charitable organization.

**ARTICLE II -BY-LAWS**

This Charter consisting of twenty-three (XXIII) articles shall be adopted and serve as operating policy for Chrome Divas, Inc. and shall be available to registered members on the National web site [www.chromedivas.com](http://www.chromedivas.com).

**ARTICLE III -MISSION STATEMENT**

Through the diverse sisterhood of the Chrome Divas our mission is to build a positive image of women motorcyclists and enthusiasts; promote motorcycle safety; elevate consciousness of automobile drivers; create awareness of women and children's issues while giving back to our communities but most importantly, ride and have fun!

**ARTICLE IV -NAME AND AFFILIATION**

1. Chrome Divas, Inc. is the governing body for all Chrome Diva chapters. Each chapter affiliated with Chrome Divas, Inc. shall be a separate and independent organization providing services to its chapter members on a "not-for-profit" basis.
2. Each affiliated chapter must adhere to this Charter and to Chrome Divas, Inc. operating Policies.
3. Affiliated chapters shall be named after their respective city. Chrome Divas, Inc. shall have the right to approve the chapter name.
4. Chrome Divas, Inc. reserves the right to rescind its recognition of any chapter not adhering to this charter.

## **ARTICLE V – CORPORATE TAX STRUCTURE**

Chrome Divas, Inc. is a not-for-profit social organization designated as a 501(c)(7) corporation by the IRS. A 501(c)(7) corporation is referred to as a social organization that is granted nonprofit status by the IRS, a special designation that exempts it from some federal taxes. According the IRS, a 501(c)(7) social organization must be organized for pleasure, recreation and other similar non-profitable purposes. An essential earmark of an exempt organization is personal contact, commingling, and face-to-face fellowship. Members must share interests and have a common goal directed toward pleasure, recreation, and other non-profitable purposes.

Although local chapters are not included in this tax designation, chapters may choose to incorporate and apply for 501(c)(7) IRS status and shall be responsible for administering any and all federal, state and local revenue and reporting and taxation requirements. To maintain consistency within the organization, unless a previous exemption has been granted by the National BOD, Chrome Diva chapters shall not seek a 501(c)(3) tax status nor to be referred to as a charitable organization.

## **ARTICLE VI -NATIONAL OFFICERS**

Board of Directors:

1. Primary Officers: Executive Director, National Director, Assistant National Director, Secretary, and Treasurer.
2. The Executive Director shall appoint Primary Officers for a term of two years effective January 1st of alternating years.
3. Applications for the four Regional Directors will be accepted from registered members in their region every two (2) years (alternating with Primary BOD appointments; even years Primary BOD; odd years Regional Officers) and will be represented on the National Board of Directors. Procedure is as follows:
  - Announcement will be made via email to all registered members by November 1st with instructions on how to apply online
  - Online applications will be accepted from November 15th until December 10th.
  - Primary Officers will review applications and select the candidate best suited for the position.
  - Final results will be announced no later than December 31st and Directors will be installed effective January 1st.
4. Terms are not limited.
5. The duties and responsibilities of the Board of Directors shall be, but not limited to:

### **Executive Director:**

- Serve on the Board of Directors
- Shall appoint Primary Officers to serve on the Board
- Shall oversee the daily operation of the organization and ensure Board members are performing their duties
- Responsible for oversight of marketing, web site, financial records, and trademark compliance
- Shall call special meetings to order and when necessary serve as National Director
- Shall monitor web site for new member registrations and mail new member welcome packets
- Shall create Official Chapter certificates and mail new chapter packets

### **National Director:**

- Serve on Board of Directors
- Shall attend all Board meetings. (Via telephone)

- Oversee meetings by calling meetings to order, maintain order, and call items for vote
- Shall keep and maintain membership records, report changes in membership and provide reports of membership at the prescribed times as decided by the Board.
- Shall edit all outgoing correspondence and materials.
- Be creative and innovative and continuously add new ideas
- Shall perform any other such duties as ordinarily pertain to the position of National Director.
- Correspond and send final email notifying chapter of pending logo request – approval or denial.
- Review new member registrations and ensure payment is received and approve or deny

**Assistant National Director:**

- Serve on Board of Directors
- Shall attend all Board meetings. (Via telephone)
- In the absence of the National Director shall oversee the board meetings.
- Assist the Director whenever called upon
- Shall perform any other such duties as ordinarily pertain to the position of Assistant National Director.
- Shall oversee requests for licensing agreements and approve or deny and email vendors notifying of approval or denial.
- Shall ensure web site content is consistent and up to date with current National bylaws

**Secretary:**

- Serve on Board of Directors
- Shall attend all Board meetings. (Via telephone)
- Shall record attendance at Board meetings. Shall send out notices of Board and committee meetings and Board events.
- Shall record and preserve the minutes of Board meetings.
- Shall monitor chapter websites to ensure compliance with National by-laws.
- Shall perform any other such duties as ordinarily pertain to the position of Secretary.
- Shall monitor online contact us submissions daily and respond appropriately and/or assign to BOD members and ensure all submissions are responded to within 48 hours.
- Shall review logo requests and ensure BOD has reviewed and entered comments and when necessary email BOD of pending requests to ensure decision is made within 72 hrs.
- Shall correspond with chapters and gather information on upcoming events and assist National Editor by ensuring chapter events are posted on the online calendar and promoted on [www.chromedivas.com](http://www.chromedivas.com) and Facebook page.
- Shall send monthly Happy Birthday announcement to members.
- 

**Treasurer:**

- Serve on Board of Directors.
- Shall attend all Board meetings. (Via telephone)
- Shall prepare a quarterly Treasurer Report to be submitted to the National Director and Executive Director.
- Shall conduct at her discretion random audits of Chapter's treasurer reports and bank statements annually or as requested by the Board.
- Prepare Recap Report for Events when appropriate.
- Shall perform any other such duties as ordinarily pertain to the position of Treasurer.
- Shall be responsible for administering any and all federal, state and local revenue and reporting and taxation requirements.

- Shall communicate with chapters and ensure chapters are adhering to National Bylaw policies for reporting chapter funds
- Shall ensure chapters are uploading monthly reports on chapter web pages for BOD to review as needed
- Shall develop operating budget and recommend allocation of funds for regions to promote annual events

**Regional Directors:**

- Serve on Board of Directors.
- Shall attend all Board meetings (Via telephone).
- Act as liaison between regional chapters and Board.
- Shall promote Chrome Divas in her Region.
- Mentor new chapter directors and assist with creation of new chapters in their region following the new chapter guidelines and procedures.
- Respond to the questions and/or needs of members or chapters following the guidelines of the National Bylaws and the bylaws of the individual chapter.
- Shall consider and research information given for the cause of issues of member/chapter and assist in finding resolution for the member/chapter.
- Shall monitor regional chapters for compliance with National by-laws.
- Shall maintain and update chapter officer spreadsheet with contact information and send to Secretary
- Shall monitor chapter websites, to include Facebook and other social sites, for accuracy and use according to National bylaws.
- Shall create and edit outgoing correspondence.
- Search out the cause for issues of a member or chapter and to find resolution for the member/chapter.
- Remain neutral when dealing with an issue amongst chapters or chapter members.
- Assist and/or answer chapter questions regarding chapter website set up and use.
- Shall perform any other such duties as ordinarily pertaining to the position of Regional Directors.

**Discretionary Officers:**

- Regional Directors may appoint an appropriate Assistant Regional Directors with BOD approval and they shall be installed effective January 1st.
- The National Board of Directors shall appoint editor and Assistant Editor for a term of two years effective January 1st of alternating years.
- Terms are not limited.
- The duties and responsibilities of the discretionary officers shall be:

**Assistant Regional Director:**

- Shall attend Board meetings if the Regional Director is not available.
- Shall assist in promoting the Chrome Divas in her Region.
- Shall assist the Regional Director in mentoring new chapter directors and assist with creation of new chapters in their region.
- Act as liaison between regional chapters and Board when the Regional Director is not available.
- Shall assist the Regional Director in monitoring regional chapters for compliance with National by-laws.
- Shall perform any other such duties as ordinarily pertain to the position of Assistant Regional Directors.

**Editor:**

- Compile event and accomplishment information obtained from chapters.
- Submit newsletter draft to Chairperson for approval 10 days prior to distribution.
- Compose and distribute quarterly newsletter to all members beginning April 15, 2010.
- Assist in administration of the Chrome Divas National Website Group Page.

- Shall perform any other such duties as ordinarily pertain to the position of Editor.

**Assistant Editor:**

- Support the Editor in all duties listed above.
- Shall perform any other such duties as ordinarily pertain to the position of Assistant Editor.

**Removal/Resignation of a National Officer of the Board:**

- A special board meeting noticed 14 days in advance to all Board members is called to order.
- Officer is notified, in writing, of the intent to terminate her duties giving the reason in clear, concise terms.
- A motion is made and seconded to remove the officer from her position with voting by silent ballot.
- Officers may also be removed at the discretion of the Executive Director of Chrome Divas, Inc.
- An officer may resign at any time by giving written notice to the Board, the Executive Director or the Secretary.
- Such resignation shall take effect on the date of the receipt of such notice or any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
- A vacancy in any office may be filled by appointment of the Executive Director.
- The officer appointed to such vacancy shall serve for the unexpired term.

**National BOD Meetings:**

- **Regular Meetings:** Regular meetings of the Board of Directors may be held quarterly or as noticed by the Executive Director or National Director. Meetings may be conducted via teleconference.
- **Special Meetings:** Special meetings of the Board of Directors may be held when called by the Executive Director, or by any two board members, after not less than three (3) days' notice to each board member.
- **Quorum:** A majority of the directors of the board shall constitute a quorum for the transaction of business. Every act performed or decision made by a majority of directors present at a duly held meeting in which a quorum is present shall represent the final advisory decision of the Board.

**The Executive Director shall have final authority.**

**ARTICLE VII - REGIONS**

1. Four regions shall be represented by an appointed Regional Director on the National Board of Directors.
2. The regions shall be Northeast, Southeast, Midwest and West. Locations assigned to each region may change as the number of members in each area grows.
3. Any changes in regions must be voted upon by the Board of Directors and approved by the Executive Director of Chrome Divas Inc.

**Regions are:**

4. **Southeast:** Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia.
5. **Northeast:** Canada, Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont.
6. **Midwest:** Arkansas, Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, North Dakota, Ohio, South Dakota, Wisconsin.
7. **West:** Alaska, Arizona, Australia, California, Colorado, Hawaii, Idaho, Kansas, Montana, Nebraska, Nevada, New Mexico, Oklahoma, Oregon, Texas, Utah, Washington, and Wyoming.

### **ARTICLE VIII - NATIONAL MEMBERSHIP**

1. . To be considered a Chrome Diva, a member must be 18 years of age, current with membership dues, and registered on the National website.
2. Chrome Diva members may request to join any affiliated chapter(s).
3. An expired membership in the National Chapter automatically terminates local chapter membership.
4. It shall be the responsibility of each local chapter to ensure that chapter members are current National Chrome Diva members and to maintain on file in the chapter records, a signed copy of the annual Chapter Membership Enrollment Form and Release of each chapter member.
5. It shall be the responsibility of any person applying for, or renewing, membership in a local chapter to provide proof of her National membership as a condition of eligibility for membership.
6. It is not required to own or operate a motorcycle, nor any particular make or model of motorcycle, neither for general membership nor to serve in a national or chapter leadership position. Members shall comply with all state and local laws.

**Grounds for suspension:** Any action perceived by the board as inconsistent with the mission and/or in conflict with the Chrome Diva bylaws will constitute grounds for suspension or revocation of National membership.

**Suspension or Revocation of National Membership:** To suspend or revoke a membership in the National organization, the Board of Directors must:

- a. Notify the member, in writing, of the suspension/cancellation of her membership stating the reason in clear, concise terms.
- b. Send a copy of the cancellation/suspension letter to the local chapter if applicable.

### **ARTICLE IX - NATIONAL DUES**

1. Annual dues will be assessed by the National organization to all members.
2. Individual dues will be payable on the anniversary date of membership.
3. Three emails shall be sent alerting the member of pending expiration.
4. Expired Members may be deleted after 60 days.
5. New Individual National membership dues are \$25. Timely Annual renewal dues are \$15; with Late Annual renewal, dues are \$25.
6. Dues must be paid via the Chrome Divas National Website using a credit/debit card or PayPal.
7. Any increase in annual dues will be determined by a majority vote of the Board of Directors and requires approval of the Executive Director of Chrome Divas Inc.
8. Membership must be notified of the change as soon as it becomes effective.
9. Increases will be effective on the individual's anniversary date.

### **ARTICLE X – CHARITABLE FUNDRAISERS AND ACTIVITIES**

1. Chapter events and activities are the sole responsibility of the local chapter. These events and activities may include any safe activities that promote a positive image of the Chrome Divas and the sport of motorcycling. Chrome Divas, Inc. does not assume any liability for chapter events, activities or fundraisers.
2. Fundraising methods include but are not limited to raffles, 50/50 drawings, poker runs, and other types of events.
3. When raising funds at events, the specific charity must be named and funds presented to the charity within sixty (60) days of the event.
4. Chrome Diva Chapters may not present themselves as a tax-exempt charitable organization.
5. To maintain consistency within the organization, chapters, unless a previous exemption has been granted, are prohibited from forming a charitable organization using the 501(c) (3) IRS status.

6. Withholding funds until the end of the year is not permitted.
7. Depositing charitable funds into the chapter bank account is discouraged but if circumstances necessitate this practice, stringent accounting of these funds must be in effect.
8. Any exemptions require approval of the National Board of Directors.

#### **ARTICLE XI - CHAPTER PUBLICATIONS**

1. All material published by the chapter must include the official chapter name.
2. A copy of all chapter publications must be sent to Chrome Divas, Inc. Regional Director, via the on-line logo request form provided in the Diva Only section of the National website. This is to include but not limited to: promotional material, event flyers, chapter gear, banners, etc.
3. If at any time, Chrome Divas, Inc. determines a chapter publication is incompatible with the philosophies and/or objectives of Chrome Divas, Inc. the chapter recognition as a Chrome Diva, Inc. affiliated organization may be terminated

#### **ARTICLE XII - TRADEMARK LICENSE**

1. The trademark Chrome Divas, Inc. may not be altered in any way and cannot be used in combination with any other words or graphics.
2. The name Chrome Divas is trademarked and exclusive to Chrome Divas, Inc.
3. Third party web sites shall not be named "Chrome Divas." Third party web site must be named specifically with the chapter name i.e. Chrome Divas of \_\_\_\_\_.
4. The issuance or renewal of this Annual Charter for Chrome Diva chapters shall constitute a limited license to use the approved chapter logo for each chapter for the term of this annual charter.
5. The approved chapter logo will be used in conjunction with the official chapter name and use in conjunction with material relating to chapter activities.
6. Merchandise with the Chrome Diva, Inc. National logo must be purchased through Chrome Divas, Inc.'s exclusive vendors.
7. Chapter use of the approved chapter logo may continue only so long as this annual charter is in effect between Chrome Divas, Inc., and the chartered chapter operates in accordance with this Annual Charter and Chrome Divas, Inc., operating policies.
8. Chrome Divas, Inc. may, at its sole discretion, terminate the chapter's limited license to use the Chrome Divas, Inc. trademark at any time upon thirty (30) days' notice in writing, and the chapter will immediately terminate all use of the marks when the notice becomes effective.
9. The chapter shall provide such assistance as may reasonably be requested by Chrome Divas, Inc., to protect the Chrome Divas, Inc., trademark in the locality of the chapter's operations.
10. Chapters must have a licensing agreement, signed by the vendor, on file with Chrome Divas, Inc. before allowing any chapter merchandise to be produced. This is to be completed electronically by the vendor via the website under the "About Us" tab on the "Licensing Agreement".

#### **ARTICLE XIII - CHROME DIVA PATCH POLICY**

**The following guidelines apply:**

1. Chapters may only produce custom patches with their approved chapter name and logo.
2. Custom Chapter patches must be designed with quality in mind so as to positively reflect the organization. No additions will be permitted to the existing logo although a background color or shape change will be considered.
3. Approval of custom chapter patches will be at the discretion of the Executive Director, Kristen Wofford and the National Director.
4. Patches may be distributed or sold to chapter members and may be displayed anywhere on the chapter members' vest or jacket.

5. Chapter or National patches shall not be displayed in conjunction with 'rockers' displaying a city or state. Rockers are defined as semi-circular patches displaying a city or region worn over or under a larger patch.
6. Patches bearing President or Vice President shall not be worn in conjunction with Chapter or National Chrome Diva membership.
7. Chapters may request forfeiture of custom chapter patches due to discontinuing chapter membership. If the custom chapter patch was purchased, the chapter member should be refunded their purchase price by the chapter. If the patch was a gift with membership it would be expected to be returned without refund

#### **ARTICLE XIV - CHAPTER POLICY**

##### **To be a sanctioned Chrome Diva, Inc. Chapter:**

##### **Chapters shall:**

1. Be registered, approved and sanctioned by Chrome Divas, Inc. and maintain a minimum of four (4) registered chapter members that shall be willing to serve as the 4 Primary Board of Directors (Director, Assistant Director, Secretary, Treasurer)
2. Submit the \$35 annual chapter registration fee through the website. A PayPal invoice will be sent to the chapter director 45 days prior to the expiration. Checks are not acceptable. Submit the \$35 annual chapter renewal fee within 15 days of invoice. Payment shall be made electronically.
3. Ensure all chapter members are registered as Chrome Divas, Inc. members. Maintain and update the Chapter Page provided on [www.chromedivas.com](http://www.chromedivas.com) on a regular basis.
4. If the chapter has an alternate chapter web site, the chapter name indicating its affiliation with Chrome Divas and a link to [www.chromedivas.com](http://www.chromedivas.com) must be prominently displayed on the Home Page, without any "scrolling" necessary.
5. Use only the approved chapter name and logo in any web site, printed materials, publications or merchandise.
6. Conduct annual chapter officer elections including but not limited to Director, Assistant Director, Secretary and Treasurer.
7. Notify the Regional Director and National Director within 5 days of any changes in primary officers
8. Schedule and post on Chrome Divas, Inc. chapter web site all monthly meetings and events annually, such as rides and social gatherings.
9. Participate in at least one charity event in their community each year.
10. Agree to and comply with the Terms of Membership posted on the web site, along with the National Bylaws.
11. Determine their local and federal tax status based on the needs of the chapter and file the required documents to obtain such status.
12. Provide chapter approved bylaws to the Regional Director within 90 days of chapter creation and submit for approval any future amendments, additions or addendums.
13. Maintain accurate chapter records of bank accounts and treasurer's reports, monthly chapter meeting minutes and chapter member roster. Upload monthly meeting minutes, Chapter EIN, chapter roster and treasurer report to chapter resource manager within chapter web page. The Regional Director and/or National Treasurer may randomly audit chapters.
14. Follow any other guidelines required by the national charter for chapters.
15. Chapters shall comply with written requests for information within 7 days or face penalties up to and including termination of the chapter charter.
16. Any chapter where the BOD receives a complaint against a member of the Primary BOD of said chapter, shall forward the complaint to the Regional Director within 7 days.
17. Chapter shall utilize the Resource Manager on the National Webpage and have meeting minutes and Treasures' Reports for each monthly meeting on the website within 30 days.



**Chapters shall not:**

1. Create any bylaws or requirements which emulate MC terms such as an initiation requirement, charging additional fees, or imposing strict guidelines which exclude members and conflict with the Chrome Diva motto and philosophy.
2. Use the trademarked National Chrome Diva logo in any manner.
3. Create sub-chapters/teams/organizations within the sanctioned chapter.
4. Change, alter or edit the chapter logo provided without written Board of Directors approval.
5. Produce market or sell any Chrome Divas, Inc. merchandise bearing the National logo.
6. To maintain consistency within the organization, chapters are prohibited from forming a charitable organization using the 501(c) (3) IRS status. The only exception is if the chapter obtained 501(c)(3) prior to the National re-organization (pre-2010) .
7. Use any of the content of the web site on any other web site or printed material for any purpose without prior written permission from Chrome Divas, Inc.
8. Use their Chrome Diva affiliation to solicit membership in an organization which appears to be in direct competition with, or to be an infringement upon the intellectual property of Chrome Divas, Inc.

**Chapter Dues:**

1. Local Chapters may assess dues to their members.
2. Chapter dues are to be utilized solely to pay the cost of chapter administration.
3. Amount of chapter dues must be included in the local chapter's by-laws or charter.

**Chapter Officers:**

1. Affiliated chapters shall have the following primary officers: Director, Assistant Director, Secretary and Treasurer. These positions MUST be filled by 4 separate members. No primary BOD officer may hold 2 BOD positions. The only time an exception to this clause will be considered is in the event that a BOD member has left the chapter or is unable to fill the duties of their position, and other BOD members may provide the duties only until nominations and elections are held to fill the position as soon as reasonably possible.
2. Other discretionary officers may be appointed as needed.
3. Officers shall not be titled President or Vice President.
4. Officers shall be nominated and voted into office annually. We recommend elections to be held in December prior to taking office January 1st.
5. Election guidelines and procedures must be included in the Chapter by-laws.

**The duties and responsibilities of the primary officers shall be but not limited to:****Director:**

- Serve on Chapter Board of Directors
- Attend chapter monthly board and full membership meetings
- Oversee chapter meetings by calling meetings to order, maintain order, and call items for vote
- Be creative and innovative and continuously add new ideas

**Assistant Director:**

- Serve on Chapter Board of Directors
- Attend chapter monthly board and full membership meetings
- Assist the Director whenever called upon

**Secretary:**

- Serve on Chapter Board of Directors
- Attend chapter monthly board and full membership meetings
- Take minutes of chapter meetings, transcribe and distribute to all members in a timely fashion
- Edit all outgoing chapter correspondence and material (to include that posted to website)
- Maintain file of chapter membership applications and cross check those applications with Chrome Divas, Inc., to ensure national membership

**Treasurer:**

- Serve on Chapter Board of Directors
- Attend chapter monthly board and full membership meetings
- Make chapter bank deposits
- Balance chapter checkbook
- Prepare monthly chapter Treasurer Report
- Prepare Recap Report for chapter Events, when appropriate
- Shall be responsible for administering any and all federal, state and local revenue and reporting and taxation requirements.
- Pick up mail at Post Office Box

**Discretionary Officers:**

**The duties and responsibilities of the discretionary officers shall be but not limited to:**

**Activities Officer:**

- Coordinate and oversee chapter activities, other than routine rides

**Road Captain:**

- Plan routes for chapter rides
- Shall be knowledgeable of Group Riding Tips
- Ensure waivers are signed by non-chapter members
- Plan meeting stops in the event that riders are separated
- Divide group into smaller groups, if needed

**Safety Officer:**

- Shall be knowledgeable of basic First Aid
- Carry First Aid Kit on rides
- Ensure riders have provided emergency point of contact information
- Work with Road Captain to ensure safety of riders

**Editor:**

- Prepare chapter newsletter
- Distribute newsletter to chapter members

**Historian:**

- Maintain chapter scrapbook
- Collect photographs of members
- Collect news articles related to chapter activities
- Always be prepared for those "Kodak" moments

## SERGEANT-AT-ARMS

- The Sergeant-at-arms is primarily responsible for maintaining internal order by ensuring that proper procedures are maintained during all chapter meeting and events; and assisting in practical details of the chapter's meetings;
- The SAA is responsible for ensuring that the by-laws and standing rules of the Chrome Divas are adhered to.
- She is responsible for assuring that the directions of the BOD are carried out in a prompt manner.
- She has the responsibility to the chapter to report any unseemly behavior or incident to the BOD.

### 6. Removal of Chapter Officers:

- a) Removal of a Chapter officer may occur with a special meeting noticed 14 days in advance to all chapter members.
- b) A motion to dismiss the officer must be made and seconded at this meeting.
- c) Charges against the officer in question must be submitted in writing with a silent ballot occurring at the special meeting. A minimum of 30% of the chapter membership must be present and a majority vote is needed to dismiss the officer.
- d) Only members that have been active in the chapter for a minimum of 6 months, not including the DIW/DIT period, are eligible to vote on the removal of an officer.
- e) All actions of this type shall be reported to the National Board of Directors.

### 7. Chapter By-Laws:

- a) All chapters must ratify chapter bylaws within 90 days of formation.
- b) The bylaws must be voted by majority then submitted to the National Board of Directors By-Law Committee for approval.
- c) Decisions regarding acceptance of the by-laws will be made by the By-Law Committee within 15 days of receipt of the by-laws.
- d) Any amendments to the by-laws must be approved by the National Board of Directors By-Law Committee.
- e) Annual Bylaw updates shall be provided to the Regional Director within 30 days. The Regional Director and a Primary BOD officer will review changes, and approve chapter bylaws.
- f) **Chapter By-laws must contain the guidelines that the chapter will follow regarding the items listed below. The bylaws may contain other items as deemed necessary by the chapter.**
  - Membership dues amounts, grace periods and methods of collection.
  - Procedures for joining the chapter including timeframe for Diva in Waiting (DIW) or Diva in Training (DIT) period.
  - Membership requirements to maintain membership and to vote in elections.
  - Description of officer positions.
  - Establish the official mailing address of the chapter.
  - Address the establishment of a bank account or handling chapter funds.
  - Expulsion of members.
  - Unsafe or inappropriate behaviors.
  - Procedures and methods for elections.
  - Procedures for addressing future changes to the bylaws.
  - Procedures for selection of charity events.
  - Procedures for disputes within the chapter.
  - Dissolution of chapter.

- g) Chapter bylaws may not make reference or require the following:**
- The group shall never be referred to as a club or tax-exempt charitable organization.
  - Use of the terms Colors, MC, 1%, Prospect (or) or Enforce(r) are prohibited. The term patches may be used.
  - The term Probationary or Prospective member may not be used. Chapters may require a “getting to know us” period for potential Divas.
  - Other than chapter patches which display the chapter name, chapters may not request merchandise to be returned from a suspended / former member. Nor may they require return of merchandise displaying the National logo.
  - Owning a motorcycle or requiring specific make, model and engine size of
  - Motorcycle as a requirement neither for membership nor to serve in a leadership position. State mandated motorcycle endorsements may be required.
- h) Chapter by-laws may not replace, supersede or conflict with this Charter and Chrome Divas, Inc., operating policies.**
- Once adopted, a copy of the chapter by-laws must be furnished to the national office and must be available to all chapter members on the chapter web site.
  - All chapters are expected to consistently enforce and apply their bylaws without discriminating against any party.
- i) Chrome Divas, Inc. reserves all rights to terminate Chapter status based on a failure to comply with any or all of the above terms and conditions and/or for improprieties which give the appearance of a failure to comply with any or all of the above terms and conditions.**
- Chapters not in good standing will be required to cease operations as a Chrome Diva affiliate immediately upon deactivation.
- j) Failure to comply with the above terms and conditions may result in legal action by Chrome Divas, Inc. and/or the discontinuance of any or all Chrome Diva services.**
- Chapter fees and / or membership fees will be forfeited by the offending member(s) in the case of discontinued membership service

#### **ARTICLE XV - DISPUTES**

1. Any disputes should be resolved on a Local Chapter level.
2. If a member is unable to get resolution from within their chapter they may seek resolution with their Regional Director.
3. If the member feels the Regional Director has not resolved the situation to their satisfaction then they may appeal to the National Board for resolution.
4. All decisions made by the National Board of Directors will be final.

#### **ARTICLE XVI- STATEMENT OF VALUES**

Membership requires a commitment to values being practiced when attending, participating, and representing the Chrome Divas Inc. These are:

1. Commitment to excellence and maintaining the public trust;
2. Commitment to the public good;
3. Accountability to the public;
4. Respect for diversity and the worth and dignity of all individuals;
5. Advocate integrity and honesty; and
6. Responsible stewardship of Chapter resources

**ARTICLE XVII - AMENDMENTS**

Chrome Divas, Inc. may amend this Charter at any time at its sole discretion based upon a review of chapter developments and needs.

**ARTICLE XVIII - SALARIES**

There shall be no salaries. Officers and members may be reimbursed for organization or Chapter related expenses deemed reasonable and if funds exist, with pre-approval by the Executive Director and/or primary officers.

**ARTICLE XIX - DISBURSEMENT OF FUNDS**

In the event of final liquidation of the National Chapter, all of the remaining funds and property of the Chapter shall, after paying or making provision for the payment of all of the liabilities and obligations of the Chapter and for necessary expenses thereof, be distributed to an organization operated exclusively for charitable purposes and which qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code. In no event shall any of such assets or property be distributed to any director, officer or private individual. Any local chapter that dissolves will be required to follow the same guidelines.

**ARTICLE XX - DISCLAIMER**

While chapters may be affiliated with Chrome Divas, Inc., they remain separate, independent entities responsible for their own actions. All Chrome Diva members and their guest(s) participate voluntarily and at their own risk in Chrome Diva activities. Chrome Divas, Inc., its employees, agents, officers and shareholders shall be held harmless by the member/guest for any injury or loss to the member/guest or to his or her property which may result from participation in Chrome Diva events. This means that each and every member of the local chapter and their guest(s) have no ground for legal action against the national Chrome Divas, Inc., the local chapters and their respective agents and employees for any injury resulting to them or their property.

**ARTICLE XXI - ANNUAL REPORT**

Records of National Chapter funds shall be maintained by the National Treasurer per her description of duties. An annual report will be available March 31st of each year to the complete membership. Notification will be sent to all members that the reports are available on the website. Members may access the report at any time by going the section created on the website to hold the most recent Annual Report.

**ARTICLE XXII - NATIONAL, STATE, LOCAL LAWS**

If any part of this Charter should be invalid for any reason whatsoever under any national, state or local laws having jurisdiction over the subject matter of this Charter, then that part shall be considered deleted from this Charter and the rest of this Charter shall remain valid and in full force and effect.

\*Chrome Divas, Inc. refers to the National organization

**ARTICLE XXIII – CHAPTER BOARD OF DIRECTORS ANNUAL ACCEPTANCE OF NATIONAL BY-LAWS**

We, the Board of Directors of \_\_\_\_\_

(Chapter name)

Hereby affirm that we have read the foregoing charter provided by Chrome Divas, Inc. and will ensure that the above named chapter abides by the charter. We also agree that we will do our utmost to uphold the Chrome Diva reputation by being professional and courteous in our community. We also agree that shall any decide to remove ourselves from the organization, that we will do so in a respectful manner. We are aware that the members of Chrome Divas, Inc. are its members and agree not to form a chapter using the membership of Chrome Divas, Inc. to create our own organization nor will we form another organization which bears a name similar to Chrome Divas or construed as being affiliated with the organization of Chrome Divas.

Signed & Submitted electronically via the Chrome Diva National web site annually by January31, OR in the event in a change of officers on the chapter Board of Directors.

DIRECTOR: \_\_\_\_\_

ASSISTANT DIRECTOR: \_\_\_\_\_

SECRETARY: \_\_\_\_\_

TREASURER: \_\_\_\_\_

DATE: \_\_\_\_\_