



National Bylaws
Effective January 1, 2021

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 that align with the Chrome Divas' mission statement.

ARTICLE I -PURPOSE

Chrome Divas is a 501c(7) social organization created to encourage women to ride, to do so safely and to encourage participation in Chrome Diva events and community outreach. Chrome Divas is a stand-alone entity made up of members of diverse backgrounds. Chrome Divas does not discriminate and is open to all women regardless of age, race, sexual orientation, religion, or gender identification.

ARTICLE II -BYLAWS

This Charter consisting of twenty-four (XXIV) articles shall be adopted and serve as the governing bylaws and shall be available to registered members on the National web site 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 its affiliated 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) 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 board, 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

Appointment of Primary Board of Directors:

1. The primary officers shall consist of: Executive Director, National Director, Assistant National Director, National Secretary, and National Treasurer.
2. The Executive Director shall appoint Primary Officers for a term of two years effective January 1st of alternating even numbered years.
3. Five Regional Directors shall be appointed and represent and serve the chapters in the region. The five regions shall comprise: The Northeast, Central, Southeast, Midwest and West. Applications for the five Regional Directors will be accepted from registered members in their region every two (2) years (odd numbered years and alternating with Primary Board of Directors appointments).

Appointment procedure is as follows:

1. Announcement will be made via email to all registered members by November 1st with instructions on how to apply online.
2. Online applications will be accepted from November 1 until December 15.
3. Applications will be reviewed by the Executive Director and final results will be announced no later than December 31st and candidates will be installed effective January 1st.

Primary Board of Directors Duties and Responsibilities:

The duties and responsibilities of the Board of Directors shall be, but not limited to:

Executive Director:

- Serve on the Board of Directors and exempt from term limits.
- 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, website, financial records, and trademark compliance.
- Shall call special meetings to order and when necessary serve as National Director, in her absence.
- Shall monitor website for new member registrations and mail new member welcome packets.
- Shall create Official Chapter certificates, official chapter website, and mail new chapter packets.

National Director:

- Serve on Board of Directors.
- Read and respond to email daily.
- Shall plan agendas and timelines essential for the growth of the organization and notify board of directors of regularly scheduled meetings as well as special meetings.
- Communicate with Regional Directors and Primary Board on a consistent and weekly basis to ensure that all board members maintain and follow up with pending action items prior to convening board meetings to ensure board meetings run smoothly and efficiently.
- Oversee meetings by calling meetings to order, maintain order, and call items for vote.
- Shall review new member registrations and ensure that Regional Directors are staying apprised of new member registrations in their region.
- Report changes in membership and provide reports of membership at the prescribed times as decided by the Board.
- Shall respond to any chapter issues, questions, inquiries or complaints from members and launch initial investigation into matters that require prompt resolution by notifying proper channels such as regional directors and primary board to ensure a swift resolution to matters that involve allegations of chapter or member misconduct.
- Review financial report and promptly notify the Treasurer of any discrepancies.

Assistant National Director:

- Serve on Board of Directors.
- Shall attend all Board meetings and in the absence of the National Director, shall oversee board meetings and fulfill the duties of the National Director.
- Shall assist National Director in responses to any chapter issues, questions, inquiries or complaints from members.
- Shall ensure web site content is consistent and up to date with current National bylaws.
- Shall ensure each chrome diva is recorded in the appropriate region.
- Shall assist National Secretary in ensuring that appropriate Regional Director responds to pending logo requests in a timely and consistent manner and notify the Board of any requests that may need full Board approval.

National Secretary:

- Serve on Board of Directors.
- Shall assist the National Director with preparing Board meeting agenda and send out notices of Board and committee meetings.
- Shall attend all Board meetings and record attendance and record and preserve the minutes of Board meetings.
- Shall monitor chapter websites to ensure compliance with National bylaws.
- Shall monitor email correspondence daily and forward any new member requests to the appropriate Regional Directors.
- Shall review logo requests and ensure board has reviewed and entered comments and when necessary email board of pending requests to ensure decision is made within 1 week.
- Shall correspond with chapters and gather information on upcoming events and ensure chapter events are posted on the online calendar and promoted on www.chromedivas.com.
- Shall conduct at her discretion random audits of Chapter's monthly meeting minutes and ensure chapters are uploading monthly meeting minutes to the National website for board to review as needed.
- Shall send monthly Happy Birthday announcement to members.

National Treasurer:

- Serve on Board of Directors.
- Shall attend all Board meetings (Via telephone).
- Read and respond to email daily and assist with email inquiries as they pertain to membership or chapter dues inquiries.
- Shall invoice chapter renewal dues and membership renewal dues and send past due notification emails to members who are 15 days past due and final reminder when 30 days past due and cancel members who are 60 days past due.
- Notify chapter officers of any member who is past due or whose membership is cancelled and copy Regional Directors.
- Shall ensure payments for new member registration, renewals and chapter dues batch successfully and promptly notify member(s) of any transactional issues.
- Shall prepare a quarterly Treasurer Report to be submitted to the National Director and Executive Director and upload approved financial summary to website to the members' only area.
- Shall conduct at her discretion random audits of Chapter's treasurer reports and bank statements or as requested by the Board.
- Prepare an expense recap report for events when appropriate.
- 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 board to review as needed.
- Shall develop operating budget and recommend allocation of funds for regions to promote annual events as well as national events.

National Regional Directors:

- Serve on Board of Directors and perform any other such duties as ordinarily pertain to the position of Regional Directors.
- Shall attend all Board meetings (via telephone) and provide a regional update on chapters in the region.
- Regional Directors should communicate regularly with chapters, which should include officer meetings, emails or other appropriate means.
- Regional directors will host a regional conference call to communicate National news to chapters in the region at least quarterly and post conference calls to the National Chrome Diva calendar.
- Oversee the coordination of Regional Retreats.
- Mentor new chapter directors and assist with creation of new chapters in the region and ensure chapters adhere to the new chapter guidelines and procedures.
- Respond to the questions and/or needs of members or chapters while adhering to the guidelines of the National Bylaws and the bylaws of the individual chapter.
- Shall immediately report any issues in the region to the Primary Board of Directors and assist in finding resolution for the member and/or chapter to ensure a quick remedy in the best interest of all parties.
- In the event of a chapter primary officer's suspension, shall serve on local chapter board to assist with transition and up until the time of accepting nominations to fill the local chapter vacant position on the board.
- Shall maintain and update chapter officer spreadsheet with contact information on a consistent basis.
- Shall monitor chapter websites, to include Facebook and other social media sites, for accuracy and ensure chapters and/or members are adhering to the Social Media Guidelines Policy as well as National bylaws.
- Shall correspond regularly and at least monthly with chapters in the region requesting an update on upcoming or past events and encourage chapters to submit monthly recaps which can be shared on the National website as well as the National Facebook page to promote and recognize all chapters equally.
- Remain neutral when dealing with an issue amongst chapters or chapter members.
- Be available to assist and/or answer chapter questions regarding chapter website set up and use and report any programming issues to the Executive Director for immediate resolution.
- Give final authority on pending logo requests and ensure that a response is received by the chapter within 1 week.
- Shall keep track of timeline and review chapters' bylaws and adhere to deadlines, correspond promptly with National Board review committee and chapters.

National Discretionary Officers:

1. Regional Directors may appoint an appropriate Assistant Regional Directors with board approval and they shall be installed effective January 1st.
2. The National Board of Directors shall appoint Editor and Assistant Editor for a term of two years effective January 1st of alternating years.

Discretionary Officers Duties and Responsibilities:

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

National 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 bylaws.
- Shall perform any other such duties as ordinarily pertain to the position of Assistant Regional Directors.

National Editor:

- Compile event and accomplishment information obtained from chapters.

- Assist in administration of the Chrome Divas National Website Group Page.
- Assist chapters with all social media and publications as necessary.
- Assist with sharing chapter and regional events and activities to the National Facebook page.
- Shall perform any other such duties as ordinarily pertain to the position of Editor or as the Executive Director deems as necessary to assist the primary board of directors in their roles.

National 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 notice 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.
- Notice of resignation from office shall be in writing to the full National Board of Directors with a minimum of 30 days' notice. After the National Board has reviewed and discussed any pending duties and responsibilities, the board will notify the membership of the decision to resign by said officer and the Executive Director shall either appoint an interim officer or open up the position to the membership for nominations.

National Board of Directors Meetings:

- **Regular Meetings:** Regular meetings of the Board of Directors may be held at least 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. The quorum count shall include the Executive Director, National Director, National Assistant Director, National Treasurer, National Secretary as well as the five Regional Directors from the following regions: Northeast, Midwest, Southeast, West and Central Region. In the event the Regional Director is unavailable, the Assistant Regional Director shall fill the Regional Director position. Every act performed or decision made by a majority of the board 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. Five regions shall be represented by an appointed Regional Director on the National Board of Directors.
2. The regions shall be Northeast, Southeast, Midwest, West and Central.

The five regions comprise of:

- **Southeast:** Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, and South Carolina
- **Northeast:** Canada, Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont.
- **Midwest:** Kentucky, Indiana, Michigan, Ohio, Tennessee, Virginia, and West Virginia

- **West:** Alaska, Arizona, Australia, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.
 - **Central:** Arkansas, Illinois, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, Oklahoma, South Dakota, Texas and Wisconsin
3. Regions are subject to change with the changes in members within a region. Any changes in regions must be voted upon by the Board of Directors and approved by the Executive Director of Chrome Divas, Inc.

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 National membership 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 local chapter 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.
7. National members represent the entire Chrome Divas organization and have a duty to immediately report any behavior that is not consistent with the Chrome Divas mission and reputation.
8. National members must adhere to the social media policy and be respectful of others and ensure that any postings to social media sites are positive and respectful and in no way disparage or demean National members, the National organization or local chapters.

Suspension or Revocation of National Membership:

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

1. Notify the member in writing, of the suspension/cancellation of her membership stating the reason(s) in clear and concise terms.
2. Send a copy of the cancellation/suspension letter to the local chapter if applicable.

Grounds for Suspension or Revocation of National Membership:

- Inappropriate conduct in public or on social media.
- Threatening or harassing behavior to other members or within the motorcycle community.
- Recruiting members away from the National organization.
- 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.
- In the event of membership suspension from the National organization, chapter membership shall also terminate. National and chapter dues are non-refundable.

ARTICLE IX - NATIONAL MEMBERSHIP DUES

1. Annual dues will be assessed on the national membership expiration date 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. It is the member's responsibility to ensure that renewals are paid. Due to SPAM filters, Chrome Divas does not guarantee delivery of notification email.
5. Expired members shall become inactive and membership purged after 60 days.
6. New Individual National membership dues are \$25. Timely Annual renewal dues are \$15.
7. Late renewals will be assessed a \$10 late fee 10 days after expiration of national membership.

8. Dues must be paid via the Chrome Divas National Website using a credit/debit card or PayPal.
9. 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.
10. Membership must be notified of the change as soon as it becomes effective.
11. 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.
2. Chrome Divas, Inc. does not assume any liability for chapter events, activities or fundraisers.
3. Fundraising methods include but are not limited to raffles, 50/50 drawings, poker runs, and other types of events.
4. When raising funds at events, the specific charity must be named and funds presented to the charity within thirty (30) days of the event. Withholding funds until the end of the year is not permitted.
5. Chrome Diva chapters may not present themselves as a tax-exempt charitable organization.
6. 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.
7. Depositing charitable funds into the chapter bank account is discouraged but if circumstances necessitate this practice, deposits to the chapter bank account will be permitted so long as stringent accounting of these funds are in effect. **At no time shall a chapter deposit funds into a personal checking account.**
8. Any exceptions to these rules 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 and logo.
2. Chapter publications must be sent to Chrome Divas, Inc. via the on-line logo request form provided in the Diva Only section of the National website prior to distribution of the publication. 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.
4. All vendors must have a current licensing agreement and it is the chapter's responsibility to ensure that there is a current licensing agreement in place. All authorized vendors are listed online in the Divas Only section

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 websites 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 with material relating to chapter activities.
6. Merchandise with the Chrome Divas, Inc. National logo must be purchased through the Chrome Divas website at www.chromedivas.com. Chapters are prohibited from creating any merchandise with the National logo.
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 approved chapter logo 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". Authorized vendors are listed online in the Divas Only area.
11. Chrome Divas, Inc. owns all rights to social media and third-party websites such as but not limited to: Facebook, Twitter, LinkedIn, and the social media policy extends to publications on third-party websites.
12. Chrome Divas, Inc. Trademark merchandise shall not be worn to any political or controversial event. If you have a question regarding an event you wish to attend, email info@chromedivas.com. For additional information, refer to ARTICLE XIII – SOCIAL MEDIA POLICY & CHAPTER PUBLICATION GUIDELINES.

ARTICLE XIII - SOCIAL MEDIA POLICY & CHAPTER PUBLICATION GUIDELINES

We understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This social media policy applies to all National members, chapter members, and board members. Regional Directors and chapter directors should use the supplemental Social Media Management Guidelines for additional guidance in administering the policy.

Guidelines:

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with Chrome Divas, *as well as any other form of electronic communication*. The same principles and guidelines found in Chrome Divas policies and mission statement and basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any conduct that adversely affects your reputation in the community, adversely affects members, customers, suppliers, organizations and charities as the people who work on behalf of Chrome Divas and who have legitimate interests may result in disciplinary action and immediate suspension and removal from the National organization.

Know and follow the rules

Carefully read these guidelines, the Chrome Diva Mission Statement and ensure your postings are consistent with the mission of the organization. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination of your membership.

Be respectful

Always be fair and courteous and positive to fellow members, organizations that support the Chrome Divas or people who work or volunteer on behalf of Chrome Divas. Also, keep in mind that you are more likely to resolve issues by speaking directly with your fellow members or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage members, chapters, affiliates and associates or vendors and suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile environment on the basis of race, sex, disability, religion or any other status protected by law.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Chrome Divas, fellow associates, members, customers, suppliers, or people working on behalf of Chrome Divas.

On Chrome Diva affiliated sites, post only appropriate and respectful content and refrain from posting anything of a political nature

- Maintain the confidentiality of Chrome Divas and its trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Respect financial disclosure laws. It is illegal to communicate or give a “tip” on inside information to others so that they may buy or sell stocks or securities. Such online conduct may also violate the Insider Trading Policy.
- Do not create a link from your blog, website or other social networking site to a Chrome Diva website without identifying yourself as a Chrome Diva member.
- If you must express your personal opinions about current events, never represent yourself as a spokesperson for Chrome Divas. If Chrome Divas is the subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of Chrome Divas, fellow associates, members, customers, suppliers or people working on behalf of Chrome Divas. If you do publish a blog or post online related to your job or personal cause(s), make it clear that you are not speaking on behalf of Chrome Divas but as yourself. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Chrome Divas.”
- When promoting a charitable cause or events in the community, make it clear that you are supporting the cause from either a personal standpoint or representing your chapter’s cause(s) and mission.

Retaliation is prohibited

Chrome Divas prohibits taking negative action against any fellow members for reporting a possible deviation from this policy or for cooperating in an investigation. Any member who retaliates against another member for reporting a possible deviation from this policy or who is cooperating in an investigation will be subject to disciplinary action, up to and including immediate dismissal.

Social Media Ownership Policy

- I. All social media accounts, including blogs, copyrighted works, online journals, and profiles on social networking sites such as Twitter, Facebook, LinkedIn, YouTube, My Space, etc. featuring the Chrome Diva chapter name, logo and/or trademarks, and created or used by members of Chrome Divas to promote and/or market the Chrome Divas, its chapters, and community outreach, belong solely to the Organization.
- II. The Chrome Diva Organization shall own and have the right to control all Chrome Diva chapter social media pages relating to chapter business, promotion, and marketing. This can be accomplished by the following:
 - a) Adding both Regional Directors and Assistant Regional Directors as admins on Chrome Diva chapter social media pages as well as whomever the Executive Director deems as necessary.
- III. The Social Media Ownership policy does not in any way apply to member's personal social media accounts, including but not limited to (twitter, Facebook, LinkedIn, YouTube, Myspace, etc.) but applies to public Facebook group/community pages bearing the Chrome Diva name and chapter logo.

For more information

If you have questions or need further guidance, please contact your National Board of Directors at info@chromedivas.com.

ARTICLE XIV - CHROME DIVA PATCH POLICY

The following guidelines apply:

1. 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 change may be requested.
2. Chapters may only produce custom patches with their approved chapter name and logo.
3. Approval of custom chapter patches will be at the discretion of the Executive Director 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 XV - CHAPTER POLICY

To be a sanctioned Chrome Divas, 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.) In the event of a vacancy on the local chapter board, the Regional Director may fill said vacancy until elections can take place.
2. New chapters shall submit the \$100 initial chapter registration fee through the website and adhere to the new chapter guidelines and seek assistance from the Regional Director.
3. Annual chapter dues of \$50 are due on April 30th, regardless of what month the chapter began. Renewing chapters will be sent a PayPal invoice in February. Checks are permitted but not preferred. Payment should be made electronically.
4. Ensure all chapter members are registered as Chrome Divas, Inc. members. Notify chapter members of upcoming expiration dates to encourage members to renew timely to avoid late fees or suspension of National membership
5. Maintain and update the official chapter page provided on www.chromedivas.com on a regular basis
6. Maintain and ensure upload of chapter documents – Treasury report, bank statements, meeting minutes, and agendas within 14 days of monthly membership meeting. The Regional Director and/or National Treasurer may randomly audit chapters.
7. If the chapter has an alternate chapter website, the chapter name indicating its affiliation with Chrome Divas and a link to www.chromedivas.com must be prominently displayed on the Home Page, without any "scrolling" necessary.
8. Use only the approved chapter name and logo in any website, printed materials, publications or merchandise.
9. Conduct annual chapter officer elections including but not limited to Director, Assistant Director, Secretary and Treasurer Chapter elections must be open for all chapter members to submit nominations and vote via silent ballot.
10. Chapters may choose to have term limits for board of director and discretionary officer positions.
11. Notify the Regional Director and National Director within 5 days of any changes in primary officers.
12. Regularly schedule and post on www.chromedivas.com all monthly meetings, rides and events and promptly reply to website inquires for additional information on chapter activities.
13. Though it is not mandatory for chapters to host a charity event, it is mandatory to participate in at least one charity event in the community each year. Such events include walks, poker runs, awareness fundraisers and galas.

14. Agree to and comply with the Terms of Membership posted on the web site and routinely read the National Bylaws with chapter members.
15. Chapter acceptance of National Bylaws and chapter Bylaws should be submitted to the website by **February 28**.
16. Determine local and federal tax status based on the needs of the chapter and file the required documents to obtain such status.
17. New chapters shall provide chapter approved bylaws to the Regional Director within 90 days of chapter creation and submit for approval any future amendments, additions or addendums.
18. Follow any other guidelines required by the national charter for chapters.
19. Chapters shall comply with written requests for information within 7 days or face penalties up to and including termination of the chapter charter.
20. Chapter officers shall create a fun and positive atmosphere for its members and discourage and prohibit behaviors that are not consistent with the Chrome Divas mission statement. Chrome Divas has zero tolerance for racism, bullying, and retaliation.

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 any means to unduly influence the outcome of a chapter elections.
3. Meet or discuss Chrome Diva chapter business with members of MCs. Any requests from MCs regarding chapter status should be forwarded to the National Board.
4. Use the trademarked National Chrome Diva logo in any manner.
5. Create sub-chapters/teams/organizations within the sanctioned chapter.
6. Change, alter or edit the chapter logo provided without written Board of Directors approval.
7. Produce market or sell any Chrome Divas, Inc. merchandise bearing the National or Chapter logo.
8. 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 reorganization (pre-2010).
9. Use any of the content of the website on any other web site or printed material for any purpose without prior written permission from Chrome Divas, Inc.
10. 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, nor join any other organization as an alliance/affiliate with 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 bylaws 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.
2. Officers shall be nominated and voted into office annually no later than December 31st. Nominations shall take place a minimum of 30 days prior to elections with chapter officers announced and placed in office by January 1st.
3. Chapters may choose to have term limits for board of directors and discretionary officer positions.
4. No primary chapter board officer may hold two primary chapter board officer positions.
5. In the event of a vacancy, the Regional Director may serve on the local chapter board until such time as elections can be held to fill the vacancy.
6. Other chapter discretionary officers may be appointed as needed.
7. Officers shall not be titled President or Vice President.

8. Election guidelines and procedures must be clearly outlined in the chapter bylaws stating how nominations and elections are conducted, outlining any membership requirements or limitations to vote.
9. Chapter officers are responsible for keeping up the National site, calendar, documents, events, etc. relating to their chapter.
10. All chapter officers have a duty and responsibility to uphold the Chrome Divas' mission statement and to report any behavior or activity that is not in alignment with the Chrome Divas mission statement.
11. It is strongly encouraged that at least one chapter representative (full member) attend regional conference calls in order to facilitate two-way communication.

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

Chapter Director:

- Serve on Chapter Board of Directors.
- Uphold the Chrome Divas' mission statement to its fullest and ensure that chapter members are provided a copy of the National bylaws, the Chrome Divas mission statement and apprised of the National Board's contact information (**recital of the mission statement prior to chapter meetings is a good way to ensure the chapter is aware of the organization's mission statement**).
- Shall encourage members to share posts to the National Chrome Diva Facebook page
- Shall promptly notify the National Board of any inappropriate posts on social media platforms
- 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.

Chapter Assistant Director:

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

Chapter Secretary:

- Serve on Chapter Board of Directors.
- Attend chapter monthly board and full membership meetings.
- Take minutes of chapter meetings and upload monthly meeting minutes to the National website within 14 days of monthly membership meeting.
- 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.

Chapter 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 and upload monthly treasurer's report and bank statements to the National website within 14 days of monthly membership meeting.
- 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 non-chapter members sign waivers.
- 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.
- Write articles and recap of events and rides and post to National Facebook page and other social media websites.

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:

- Maintain internal order by ensuring that proper procedures are maintained during all chapter meeting and events; and assist in practical details of the chapter’s meetings.
- Ensure that the bylaws and standing rules of the Chrome Divas are adhered to.
- Ensure that the directions of the chapter board are carried out in a prompt manner.
- Report any unseemly behavior or incident to the chapter board.

Removal of Chapter Officers:

- All actions of this type shall be reported to the National Board of Directors and Regional Directors.
- Removal of a chapter officer may occur with a special meeting noticed 14 days in advance to all chapter members.
- A motion to dismiss the officer must be made and seconded at this meeting.
- 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.
- 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.
- In the event of a vacancy due to removal of a chapter officer, the Regional Director, shall fill said vacancy until elections can be held. In the event of more than one vacancy on the chapter board, any National officer can fill said vacancy(s).

Chapter Member Retirement Policy

Any member in “Good Standing” that chooses to retire for a period of time, may do so by taking the following steps:

- Notify the current chapter Board of Directors (BOD)

- Be up to date on all National and Chapter Dues (to be verified by chapter secretary)

In order to remain on the chapter private Facebook Group and attend any National or Regional Chrome Diva events, member:

- Must have been a National Chrome Diva for [Number of years as determined by chapter],
- Must have been a member of the current Chrome Diva Chapter member for [Number of years as determined by chapter]
- Continue to maintain their National Chrome Diva membership

Retired member will not have chapter voting rights. Retired member will be allowed to attend chapter events, but at her own expense.

When a Retired member chooses to return to active status, she must:

- Notify the current chapter BOD
- Attend the next Monthly Chapter Meeting
- Begin paying Chapter Dues at said meeting.
- Retired members in Good standing may return to active status at any time without completing DIT Orientation.

A “Member in Good Standing” is any member that has: (Definition should reference exactly what is stated in the approved chapter bylaws.)

Chapter Retirement

- Notice to National from a Chapter Board member that the chapter is considering retiring stating the reason(s) for retirement.
- National will email a link with the chapter retirement form/survey, which needs to be completed.
- A special meeting shall be called and a motion to retire the chapter with a unanimous vote to retire the chapter.
- Email to National with results of special meeting.
- Chapter shall close all bank accounts and disperse funds to a local charity(s). Verification in the form of bank statements and proof that check(s) cleared.
- At no time shall any money be deposited into a separate bank account.
- The chapter shall report directly to the Regional director and submit any and all documentation verifying that the chapter has liquidated all funds.
- The Regional Director will assist with dissolution and the chapter is not officially retired until all documentation is submitted to the National Board of Directors.
- The National Board of Directors shall have the ongoing authority over the chapter until the retirement requirements are met and signed off by the National Board of Directors.

Chapter Bylaws:

- All **new** chapters must ratify chapter bylaws within 90 days of formation.
- Annual chapter bylaw revisions must be voted on by the majority then submitted to the National Board using the Annual Bylaw Acceptance Form on the National website, in the Diva Handbook, for approval no later than **February 28**. Decisions regarding acceptance of the bylaws will be made within 15 days of receipt of the bylaws.
- Chapter bylaws may not replace, supersede or conflict with this Charter and Chrome Divas, Inc., operating policies
- Once adopted, a copy of the chapter bylaws must be uploaded to the Chapter documents on the National website.
- All chapters are expected to consistently enforce and apply their bylaws without discriminating against any party.
- 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.

- 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.

Chapter bylaws 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.

- Chapter membership dues amounts, grace periods and methods of collection.
- Procedures for joining the chapter including time frame 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.
- Procedures for retirement of chapter from the National bylaws including voting and reporting to National. All chapter bylaws shall state that any four members who wish to maintain the chapter shall be permitted to do so
- Procedures for chapter member retirement from the National bylaws.
- Social media policy and guidelines from the National bylaws.

Chapter bylaws may not refer to 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.
- Motorcycle as a requirement neither for membership nor to serve in a leadership position.
- If the member owns and rides a motorcycle, state mandated motorcycle endorsements may be required.

ARTICLE XVI – DISPUTES

1. Any dispute, which arises within a chapter or between members of the National Chrome Divas organization, should first be addressed at the local chapter level. HOWEVER, if a member feels that they are unable to address an issue with their chapter board due to retaliation or other reason that would negatively affect their chapter membership status, they may contact the National BOD by submitting an email to info@chromedivas.com.
2. If a member is unable to get resolution from within their chapter, they may seek resolution with their Regional Director by submitting an online complaint through the Divas Only area.
3. If the member feels the Regional Director has not resolved the situation to their satisfaction then they may contact the National organization by filing a complaint online in the Divas Only area.
4. All complaints received by the National Board of Directors shall be investigated.
5. The National Board of Directors shall respond within 48 hours acknowledging receipt of complaint and comply with requests for additional information so as to ensure a quick resolution
6. All decisions made by the National Board of Directors will be final.

ARTICLE XVII - STATEMENT OF VALUES

Membership requires a commitment to values being practiced when attending, participating, and representing the Chrome Divas Inc. At a minimum, members shall adhere to the following:

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 XVIII - 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 XIX - 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 XX - DISBURSEMENT OF FUNDS

In the event of final liquidation of the National organization, all of the remaining funds and property shall, after paying or making provision for the payment of all of the liabilities and obligations of the organization 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 submit verification of account closure(s) and submit bank statements and copies of checks showing that all funds have been donated to a charity. At no time shall a chapter open a separate bank account and deposit funds from the affiliated Chrome Divas chapter name into said account.

ARTICLE XXI - 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 XXII - 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 XXIII - 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 XXIV – CHAPTER BOARD OF DIRECTORS ANNUAL ACCEPTANCE OF NATIONAL BYLAWS

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 that 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 website annually by November 30, OR in the event in a change of officers on the chapter Board of Directors.

DIRECTOR: _____

ASSISTANT DIRECTOR: _____

SECRETARY: _____

TREASURER: _____

DATE: _____