Chapter Logo

Chrome Divas of <Chapter, State>

Effective January 1, <2020>

***GENERAL INFORMATION***

The name of this chapter shall be the Chrome Divas of <City, State> or <City> Chrome Divas. The address for the chapter is <Address>. All chapter funds shall be deposited into the chapter checking account at <Bank name>

***ARTICLE I -PURPOSE***

<Include the purpose of your chapter>

***ARTICLE II -BYLAWS***

1. 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.
2. Once adopted, a copy of the chapter bylaws must uploaded to the Chapter documents on the National website.
3. All chapters are expected to consistently enforce and apply their bylaws without discriminating against any party.
4. 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.
5. Chapters not in good standing will be required to cease operations as a Chrome Diva affiliate immediately upon deactivation.
6. 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.
7. Chapter fees and/or membership fees will be forfeited by the offending member(s) in the case of discontinued membership service.
8. Proposals for change to the by-laws may be made at any time, by a petition of a least four (4) full members and one (1) Officer of the chapter.
9. Chapter bylaws may not replace, supersede, or conflict with the Chrome Divas, Inc. National Bylaws. Chrome Divas, Inc. must approve chapter by-laws prior to publication, including any amendments to said by-laws. Once adopted, a copy of the chapter by-laws must be uploaded to the National website and attached to the Annual Bylaw Acceptance Form.

***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 - 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 V - CHROME DIVA PLEDGE***

“I pledge to give a positive name to women bikers; raise consciousness about women’s health issues, be available for organizations that need my help; practice and promote safety issues; build and uphold the Chrome Divas’ reputation by having a great time and riding as often as possible; be a loyal friend and lend a helping hand to my fellow Chrome Divas.”

***ARTICLE VI - CHAPTER PUBLICATIONS***

1. All material published by the chapter must include the official chapter name and logo.
2. A copy of all 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. 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 VII – LOGO USAGE***

1. Chrome Divas, Inc. must approve chapter logo usage prior to use.
2. Merchandise with the Chrome Diva, Inc. National logo must be purchased through Chrome Divas, Inc.’s exclusive vendors on the National Chrome Diva website.

4. 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.

1. Approval of custom chapter patches will be at the discretion of the Executive Director and National Director of Chrome Divas, Inc.
2. Only full chapter members may purchase or wear chapter gear with the chapter name or logo. Chapter gear includes anything displaying the chapter logo or name.
3. 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.
4. Patches bearing President or Vice President shall not be worn in conjunction with Chapter membership.
5. 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 VIII – CHARITABLE FUNDRAISERS AND ACTIVITIES***

1. 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.
2. Chapter events and activities are the sole responsibility of the Chrome Divas of <City, State>. These events and activities may include any safe activities that promote a positive image of the Chrome Divas and the sport of motorcycling.
3. Fundraising methods include but are not limited to raffles, 50/50 drawings, poker runs, and other types of events.
4. Administrative funds consist of membership dues and donations that are given exclusively to the organization itself for operation of fund-raising events.
5. 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.
6. Chrome Divas of <City, State> may not present themselves as a tax-exempt charitable organization.
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 IX – MEETINGS***

1. The Chrome Divas of <City, State> will hold regular monthly meetings at the <When and Where are your meetings. Meeting schedule including date, time, and place are determined by the membership, as needed. Changes must be announced to members at least 14 days in advance and updated on the National website [www.chromedivas.com](http://www.chromedivas.com)
2. There must be a quorum present in order to conduct business; a quorum is 30% of the full membership.
3. During regular membership meetings, any member may request that certain topics be discussed in a ‘closed’ portion of the meeting.
4. Any member may request a ‘special meeting’. Meeting request and reason must be made in writing to the Board of Directors and only after all other methods to resolve the issue have been exhausted. The Board of Directors will determine if urgency exists to conduct business prior to the next regularly scheduled monthly meeting. If a special meeting is warranted, the Board of Directors will notify full membership in writing of the special meeting no less than 14 days in advance. Membership can make the motion to waive the 14-day requirement with the majority of members in agreement.

***ARTICLE X – MEMBERSHIP***

1. Membership in the Chrome Divas of <City, State> is a privilege. Membership **will be considered** in the chapter for any woman motorcycle owner, passenger, or non-riding women who love motorcycles and participating in charity functions. Full membership shall be granted upon: < Membership requirements to maintain membership and to vote in elections.>
2. If you operate a motorcycle, you must maintain the legal endorsement to do so and follow all local, state, and federal laws pertaining to that endorsement.
3. Expired membership in the National Chapter automatically terminates local chapter membership.
4. Members shall maintain National Chrome Diva membership by paying the annual dues at [www.chromediva.com](http://www.chromediva.com).
5. Chapter membership dues are <Chapter membership dues amounts, grace periods and methods of collection.>
6. Full members in good standing shall be eligible to vote in elections and on any business matter that requires a vote.

***ARTICLE XI – DIT/DIW REQUIREMENTS***

1. Procedures for joining the chapter including time frame for Diva in Waiting (DIW) or Diva in Training (DIT) period.

***ARTICLE XII – CODE OF CONDUCT***

1. <Address Inappropriate or Unsafe behavior policies>.

***ARTICLE XIII – DISPUTES***

1. Any dispute, which arises within a chapter or between members of the National Chrome Diva organization, should first be addressed at the local chapter level.
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 XIV – EXPULSION OF MEMBERS***

1. A complaint against a member shall be submitted in writing to the Board of Directors, who will at their next regular meeting, determine by majority vote if there is merit in the complaint.
2. If the Board of Directors determines there is no merit in the complaint, the complaint is denied, the complainant is notified and the matter is to be dropped.
3. If the Board of Directors determine there is merit in the complaint, the matter will be taken to full membership to determine the appropriate method of holding the member accountable.
4. The written complaint will be sent to all chapter members, a special meeting shall be called to order and noticed 14 days in advance. The accused shall have the opportunity to rebut the complaint either in writing or in person. Once the case has been stated and rebutted, the accused will leave the meeting to allow for candid discussion.
5. A minimum of <At least a quorum> of the chapter membership must be present and majority vote by secret ballot is needed to find merit in the complaint.
6. If membership finds merit in the complaint, membership must then decide the course of action to hold the accused accountable <Procedure here>.
7. Chapter patches must be returned upon membership revocation or expulsion. Any money paid for chapter patches will be returned to the member if the chapter patches are returned in good condition
8. We encourage the return of shirts and other merchandise that were gifted to the member and request that purchased chapter merchandise be offered for sale to current chapter members.

***ARTICLE XV – CHAPTER OFFICERS***

1. Chrome Divas of <City, State> 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. No primary chapter board officer may hold two positions.
4. 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.
5. Other chapter discretionary officers may be appointed as needed.
6. Officers shall not be titled President or Vice President.
7. Chapter officers are responsible for keeping up the National site, calendar, documents, events, etc. relating to their chapter.

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

**Chapter Director:**

1. Serve on Chapter Board of Directors.
2. 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.
3. Shall encourage members to share posts to the National Chrome Diva Facebook page
4. Shall promptly notify the National Board of any inappropriate posts on social media platforms
5. Attend chapter monthly board and full membership meetings.
6. Oversee chapter meetings by calling meetings to order, maintain order, and call items for vote.
7. Be creative and innovative and continuously add new ideas.

**Chapter Assistant Director:**

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

**Chapter Secretary:**

1. Serve on Chapter Board of Directors.
2. Attend chapter monthly board and full membership meetings.
3. Take minutes of chapter meetings and upload monthly meeting minutes to the National website within 14 days of monthly membership meeting.
4. Edit all outgoing chapter correspondence and material (to include that posted to website).
5. Maintain file of chapter membership applications and cross check those applications with Chrome Divas, Inc., to ensure national membership.

**Chapter Treasurer:**

1. Serve on Chapter Board of Directors.
2. Attend chapter monthly board and full membership meetings.
3. Make chapter bank deposits.
4. Balance chapter checkbook.
5. Prepare monthly chapter Treasurer Report and upload monthly treasurer’s report and bank statements to the National website within 15 days of monthly membership meeting.
6. Prepare Recap Report for chapter Events, when appropriate.
7. Shall be responsible for administering any and all federal, state and local revenue and reporting and taxation requirements.

**Discretionary Officers:**

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

**Activities Officer:**

1. Coordinate and oversee chapter activities, other than routine rides.

**Road Captain:**

1. Plan routes for chapter rides.
2. Shall be knowledgeable of Group Riding Tips.
3. Ensure non-chapter members sign waivers.
4. Plan meeting stops in the event that riders are separated.
5. Divide group into smaller groups, if needed.

**Safety Officer:**

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

**Editor:**

1. Prepare chapter newsletter.
2. Distribute newsletter to chapter members.
3. Write articles and recap of events and rides and post to National Facebook page and other social media websites.

**Historian:**

1. Maintain chapter scrapbook.
2. Collect photographs of members.
3. Collect news articles related to chapter activities.
4. Always be prepared for those “Kodak” moments.

**Sergeant-at-Arms:**

1. 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.
2. Ensure that the bylaws and standing rules of the Chrome Divas are adhered to.
3. Ensure that the directions of the chapter board are carried out in a prompt manner.
4. Report any unseemly behavior or incident to the chapter board.

**Removal of Chapter Officers:**

1. Removal of a chapter officer may occur with a special meeting noticed 14 days in advance to all chapter members.
2. A motion to dismiss the officer must be made and seconded at this meeting.
3. Charges against the officer in question must be submitted in writing with a silent ballot occurring at the special meeting.
4. A minimum of 30% of the chapter membership must be present and a majority vote is needed to dismiss the officer.
5. 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.
6. All actions of this type shall be reported to the National Board of Directors.
7. 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).

***ARTICLE XVI – GENERAL ELECTIONS***

1. All officers/positions shall be nominated and voted into office annually.
2. In the event of a vacancy on the local chapter board, the Regional Director may fill said vacancy until elections can take place.
3. Notify the Regional Director and National Director within 5 days of any changes in primary officers.
4. Chapter elections must be open for all chapter members to submit nominations and vote via silent ballot.
5. All full members in good standing may run for office, with the exception of BOD positions as stated in Article <ARTICLE #>.
6. <Election procedure>
7. The new Board will conduct the meeting after the installations.
8. The new Board may, at their discretion, meet prior to the inaugural meeting.

***ARTICLE XVII – CHAPTER WEBSITE, EMAIL, AND SOCIAL MEDIA***

1. The chapter page provided <Your chapter website on National>shall be maintained and updated on a regular basis. Meetings, rides, and social gatherings are to be posted on Chrome Diva, Inc. chapter web site. The official Facebook address is <Your chapter Facebook page>.
2. The official Email address is <Your chapter email address>.
3. Regional Director and Regional Assistant Director, at the National level, must be added to all social media accounts as administrators.

***ARTICLE XVIII - SOCIAL MEDIA POLICY AND 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, people working on behalf of Chrome Divas.

**Post only appropriate and respectful content**

* 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

1. 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.
2. 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:
3. Adding both Regional Directors and Assistant Regional Directors as admins on Chrome Diva chapter social media pages.
4. 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 XIX– CHAPTER RETIREMENT***

1. Notice to National from a Chapter Board member that the chapter is considering retiring stating the reason(s) for retirement.
2. National will email a link with the chapter retirement form/survey, which needs to be completed.
3. A special meeting shall be called and a motion to retire the chapter with a unanimous vote to retire the chapter.
4. Email to National with results of special meeting.
5. 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.
6. At no time shall any money be deposited into a separate bank account.
7. The chapter shall report directly to the Regional director and submit any and all documentation verifying that the chapter has liquidated all funds.
8. 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.
9. 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.