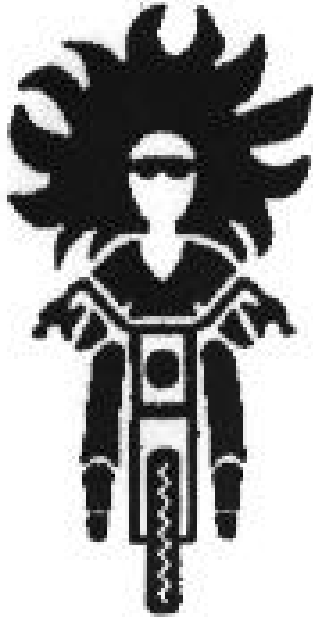


**SUN ANGELS CHAPTER  
SAINT PETERSBURG, FLORIDA**

**BYLAWS**

Approved September 12, 2009



Organized September 2009  
Chartered January 2010  
Member – Women in the Wind, Inc.

1. Name:

The Sun Angels Chapter (herein referred to as Chapter) is a chartered member of Women in the Wind, Inc. (herein referred to as National), and a fraternal organization.

2. Chapter Objective:

The chapter objectives are:

- a. To unite women motorcyclists with friends of common interest;
- b. To promote a positive image to the public of women on motorcycles;
- c. To provide training and tips on safe motorcycle riding and basic motorcycle maintenance;
- d. To promote and provide riding opportunities for women in Florida.

3. Chapter Emblem and Colors:

- a. The emblem of the Chapter will be the Women in the Wind logo, as determined by National:



- b. The Chapter colors will be purple & black.

4. Chapter Year:

The Chapter fiscal year shall begin January 1 and end December 31. Additionally, Chapter quarters shall be as follows:

- a. Quarter 1 – January 1 through March 31;
- b. Quarter 2 – April 1 through June 30;
- c. Quarter 3 – July 1 through September 30;
- d. Quarter 4 – October 1 through December 31.

5. Membership:

a. Membership Responsibilities:

1. Chapter members are expected to actively participate in Chapter activities such as meetings, rides, fundraisers, committees and promotion of the Chapter.
2. Chapter members must attend one chapter ride, meeting or other scheduled event per month.
3. When representing the Chapter or participating in Chapter-sponsored events, Chapter members are to conduct themselves in a manner consistent with the achievement of National and Chapter objectives, as described within these bylaws.
4. Chapter members are expected to practice and promote safe riding.

b. Membership Requirements:

1. Chapter Members:

- a. Chapter membership requires that each member shall hold a lawful motorcycle riding endorsement or permit as set forth by Florida statutes. Completion of a rider safety course is required in the State of Florida in order to obtain a lawful motorcycle riding endorsement.
- b. Completion of an orientation period during which the prospective member must attend Chapter events and Chapter rides to meet other Chapter members. During the orientation period, the prospective member will be assessed for safe group riding practices.
  1. The orientation period will not have a pre-determined duration but will last no more than six months.
  2. The length of time the orientation period lasts, up to a maximum of 6 months, will be determined by:
    - a. The frequency and level of participation by the prospective member, including attendance at a minimum of one chapter ride and one other ride, meeting or other scheduled event per month;
    - b. The ability of the member to demonstrate safe group riding techniques;
    - c. Recommendation of the Chapter sponsor to the Chapter President.

- c. Completion of Women in the Wind National application, payment of National dues and payment of chapter dues.

2. Non-Riding Chapter Members:

- a. The Chapter may determine by majority vote of Chapter members to accept one non-riding member for each five riding members.
- b. The Chapter will not have more than three non-riding members.
- c. Non-riding member status is intended to accommodate individuals who may be subject to any of the following circumstances:
  - 1. A new rider who is not yet comfortable with group riding;
  - 2. A rider who does not have access to a motorcycle but intends to acquire such access within one year;
  - 3. A rider who has an ailment which prevents her from operating a motorcycle.
  - 4. A woman who does not ride but supports the Chapter by participating in Chapter events and assisting in the achievement of Chapter objectives.
- d. Non-riding members must be sponsored by a Chapter member and participate in Chapter meetings or events at least once per month.
- e. Non-riding members must complete the Women in the Wind National application and meet the same financial obligations as riding members.
- f. Non-riding Chapter members are held to the same responsibilities as riding members (see section 5.a).

3. Associate Members:

The Sun Angels Chapter does not accept Associate memberships.

4. Honorary Members:

- a. National may choose to award an honorary membership to a female who has made a great contribution to the motorcycling community and/or to Women in the Wind.
- b. The Chapter may also select Honorary Chapter Members. An Honorary Chapter member must complete the Women in the Wind National application and will be considered a regular Chapter member by National.

- c. Any Chapter member may nominate a woman for an honorary membership by submitting a written letter to the Chapter President detailing the qualifying contributions of the nominee.
  - d. The Chapter President will present Honorary Membership nominations to the Chapter Officers. If Chapter Officers unanimously approve the Honorary Membership, Chapter members will be given the opportunity to vote to approve the Honorary Membership. A majority vote of Chapter members will be required for final approval.
  - e. The Chapter will pay the National dues of honorary members and will not require honorary members to pay Chapter dues.
  - f. Honorary members may attend any Chapter meeting or event but will not be held to Chapter member participation requirements, may not hold Chapter office, and have no voting privileges.
- c. Membership Process:
1. Upon notification of a prospective member, the Chapter's Primary Road Captain will ensure the selection of a member sponsor for the prospective member. The sponsor will be responsible for:
    - a. Familiarizing the prospective member with Chapter bylaws and safe riding practices;
    - b. Ensuring that the prospective member meets the requirements for chapter membership (see section 5b for orientation requirements);
    - c. Ensuring that the prospective member completes the required membership application and submits the appropriate dues (see section 7a & 7b for explanation of dues);
    - d. Presenting the prospective member's application to the Chapter upon completion of the prospective member's orientation period.
  2. Once notified by the Primary Road Captain sponsor that the prospective member has completed the requirements for membership, the Chapter President will present the prospective member to the Chapter members at the next scheduled Chapter meeting.
  3. Chapter members will be given the opportunity to vote on the acceptance or denial of membership applications. No application will be denied without a majority vote by the Chapter members.
  4. The Chapter President will ensure that the prospective member is promptly notified of the acceptance or denial of the membership application.

- d. Membership Termination or Denial:
  - 1. A majority vote by the Chapter members may deny membership for any reason or terminate a membership.
  - 2. Reasons for termination of a Chapter membership include, but may not be limited to:
    - a. Failure to adhere to Chapter bylaws;
    - b. Behavior detrimental to achieving Chapter objectives while representing the Chapter or participating in Chapter-sponsored events;
    - c. Exhibiting a pattern of violating safety protocol in a manner which endangers Chapter members;
    - d. Failure to meet financial obligations;
    - e. Failure to promote a positive image to the public of women on motorcycles.
  - 3. In addition, National may revoke membership of a member and, should this occur, the individual's Chapter membership will also be revoked.
- 6. Voting Rights:
  - a. Chapter members, whether categorized as riding or non-riding members, will have the authority to cast one vote with regard to any and all Chapter member voting measures.
  - b. Honorary Chapter members have no voting privileges.
  - c. Each Chapter Officer will have the authority to cast one vote with regard to any and all Chapter Officer voting measures; this includes situations where an individual may hold concurrent offices.
- 7. Dues and Fees:
  - a. National Dues:

Women in the Wind, Inc., assesses an annual amount for dues, currently \$15, which is to be paid by March 15th of each year. National dues may be pro-rated, as determined by National. Chapter members must satisfy the National dues in order to become and remain a Chapter member.

b. Chapter Dues:

The Chapter will assess dues of \$10 per quarter. Changes to dues amounts must be approved by a majority of Chapter members. Chapter dues are in addition to National dues. Chapter dues will not be pro-rated. Dues include subscriptions to all official Chapter publications and websites, as applicable.

c. Payment of Dues:

1. Dues for active members are to be paid to the Club Treasurer by or on each of the following quarterly dates:

a. February 15<sup>th</sup>

b. May 15<sup>th</sup>

c. August 15<sup>th</sup>

d. November 15<sup>th</sup>

2. Any member who submits a check for payment of dues or other fees to the Chapter will be responsible for repaying the Chapter in cash or cashier's check for all overdraft fees, in addition to the original sum of payment, should the check fail to clear due to the account being closed, not having sufficient funds, or any other reason.

d. Membership Suspension Due to Non-Payment:

In the event that a Chapter member has not paid the applicable Chapter dues, the Chapter Officers will make every effort to contact the Chapter member and collect said dues. If dues are not paid within 30 days from the payment due date, the Chapter Officers may vote by majority to suspend the member's status with the Chapter until such dues are paid. If applicable dues are not paid within 60 days following the payment due date, Chapter Officers may vote by majority to terminate the member's status with the Chapter based upon failure to meet financial responsibilities and will notify National when such action has been taken.

e. Initiation Fees:

There are no initiation fees. A new member will be required to pay National dues and Chapter dues for the quarter in which the member joins the Chapter.

8. Officers, Terms and Qualifications:

a. General Information:

1. Multiple offices may be combined with the exception of President and Vice President.
  2. The offices of President and Vice President may not be combined with the office of Treasurer.
- b. Club Officers will be President, Vice President, Treasurer, Secretary, Sergeant at Arms, Public Relations Coordinator, and Primary Road Captain.

c. Club Officer Terms:

Chapter Officers shall serve two years, beginning in January of alternating years. Each Officer will preside at Chapter and Officer meetings as well as at applicable committee meetings.

d. Nominations:

1. Qualifications:

- a. A nominee must be Chapter member in good standing with current dues paid and participation requirements met;
- b. The nominee must have been a Chapter member at least three months.

2. Nomination Process:

- a. Nominations shall be solicited by written ballot and/or verbal recommendation in November of alternating years (to begin November 2009) at the Chapter meeting. Chapter members who can not attend the November meeting may make nominations to the Chapter Secretary prior to the meeting date and start time. No nominations will be accepted after the meeting is held.
- b. The Chapter Secretary will contact each nominee during the month of November to determine the nominee's willingness to serve. Nominees need not be present to be nominated or elected but must agree to accept the office and fulfill the responsibilities of the office if elected.
- c. A member may be nominated for more than one office and incumbent officers may be re-elected.

e. General Elections:

1. Willing nominees will be put to Chapter vote at the December meeting.
2. Any Chapter member in good standing is eligible to vote. Chapter members who can not attend the December meeting may cast votes in absentia by submitting a written ballot to the Chapter Secretary prior to the meeting date and time. Properly submitted absentee ballots will be counted along with the

ballots cast at the December Chapter meeting. No votes will be accepted after the meeting is held.

3. Officers shall be elected by written ballot. A ballot will be provided to each Chapter member in good standing that attends the December Chapter meeting and has not submitted an absentee ballot.
4. The order of elections will be President, Vice President, Treasurer, Secretary, Sergeant at Arms, Public Relations Coordinator, and Primary Road Captain.

f. Installation of Officers:

1. Newly elected officers will assume their positions beginning with the January meeting following the election.
2. All outgoing officers may serve as advisors to incoming officers for 60 days following the completion of the election process.

g. Vacancy in Office:

1. A vacancy in the office of President is immediately filled by the Vice President.
2. Vacancies in the offices of Vice President or Treasurer are filled by Chapter nomination and election at the next scheduled Chapter meeting.
3. A vacancy in any other Office will be filled by appointment of the Chapter President within 30 days of the vacancy.
4. Any Officer in good standing that resigns after installation of office may remain as an advisor to the new officer for 60 days after resignation.

9. Officer Duties:

a. The President shall:

1. Supervise general affairs of the Chapter;
2. Be familiar with and coordinate the duties and activities of all Chapter Officers and Committees;
3. Supervise the work of Chapter Officers;
4. Sign on all official communications except as delegated to other Chapter Officers;
5. Sign Chapter checks in the absence of the Treasurer;
6. Authorize expenditures of unbudgeted amounts within the limits established in the Chapter Bylaws;

7. Appoint and serve without vote on Special Committees;
  8. Perform other duties as required.
- b. The Vice President shall:
1. Assist the President in her duties;
  2. Preside in the absence of the President;
  3. Sign checks in the absence of the President and Treasurer;
  4. Order Chapter emblem items, i.e. name badges, patches, plaques, etc.
  5. Coordinate, organize and submit forms for the National Safe Mileage Program;
  6. Maintain and monitor the use of Chapter materials, i.e. Chapter banner, Chapter-owned maps, promotional materials, Chapter websites, etc.
  7. Perform other duties as required.
- c. The Treasurer shall:
1. Receive and deposit all Chapter funds;
  2. Maintain the Chapter bank accounts;
  3. Pay all authorized expenses;
  4. Sign checks;
  5. Provide a financial report to Chapter Officers and members at least once per quarter;
  6. File all local, state and federal regulatory filings as required;
  7. Maintain a record of all Chapter members with regard to the status of the member's payment of Chapter and National dues and coordinate this record with the Chapter Member roster maintained by the Secretary.
  8. Maintain an account of Chapter Patch inventory including the number of patches issued to each member, the number of patches available, and the number of patches returned;
  9. Report membership changes to National within thirty days;
  10. Preserve a permanent file of all monthly accounting records and other financial documents;

11. Perform other duties as required.
- d. The Secretary shall:
1. Maintain a record of all Chapter members and each member's address, phone number, e-mail address, and emergency contact information;
  2. Record, transcribe and distribute minutes from Chapter and Officer's meetings as appropriate;
  3. Present a summary of any Officer's meeting agendas to Chapter members;
  4. Maintain the Chapter Bylaws and a permanent file for any amendments made to the Chapter Bylaws;
  5. Keep attendance records according to Chapter Bylaws and report to Officers as required;
  6. Notify the President when a quorum has been reached at Chapter meetings;
  7. Prepare all communications as directed by the Chapter, the President or Vice-President;
  8. Preserve a permanent file of all minutes and reports;
  9. Prepare a monthly newsletter on Chapter activities;
  10. Preserve a permanent file of monthly newsletters;
  11. Perform other duties as required.
- e. The Sergeant at Arms shall:
1. Enforce National and Chapter bylaws by policing Chapter members when necessary and appropriate;
  2. Assist the presiding Officer and the Chapter with maintaining order at Chapter meetings, including eviction of offending attendees, if necessary;
  3. Assist Sponsors with orientation of prospective members;
  4. Serve as liaison to the West Florida Confederation of Clubs and report COC information to Chapter members at Chapter meetings;
  5. Coordinate "door prizes" or fundraising drawings at Chapter meetings;
  6. Facilitate Chapter assistance to Chapter members in need of aid;

7. Perform other duties as delegated by the Chapter President or Vice-President.
- f. The Public Relations Coordinator shall:
1. Coordinate with the Secretary for the development and distribution of Chapter event, recruitment, and public awareness flyers;
  2. Collect and submit articles for publication with National, sister Chapters and appropriate print outlets;
  3. Collect and maintain photo documentation of Chapter events;
  4. Coordinate the publication and maintenance of the Chapter website;
  5. Preserve any material published about the Chapter;
  6. Assist the Chapter Secretary in the preparation of the monthly Chapter newsletter;
  7. Perform other duties as required.
- g. The Primary Road Captain shall:
1. Research activities, rides, charitable events, etc., in the motorcycle community and assist the Secretary in the preparation of the monthly Chapter ride and event schedule;
  2. Coordinate ride routes, ride order, ride lead and chase vehicles, as appropriate, and notify the riders of this information verbally and/or in writing;
  3. Act as sponsor and/or assign sponsors for prospective members as assigned by the Chapter President;
  4. Be conscious of any safety infractions during Chapter rides and address these matters with the individual and/or group;
  5. Support members in improving their safety skills by organizing seminars and classes or activities that promote safe riding and by providing members with safety information at Chapter meetings;
  6. Support members in improving their basic motorcycle maintenance knowledge by organizing seminars and classes or activities which provide maintenance information and/or experience;
  7. Organize volunteers as needed with events, rides, etc.;
  8. Perform other duties as required.

10. Chapter Committees:

The Chapter Officers shall, at their discretion, establish committees or delegates to perform certain Chapter functions. These may include fundraising, Officer nominating, safety training, recruiting, scholarship awards or any other function deemed necessary.

11. Fiscal Authority:

Only the following Officers are authorized to enter into financial commitments and make payments on behalf of the Sun Angels Chapter:

- a. President;
- b. Vice-President;
- c. Treasurer.

12. Chapter Meetings:

- a. The regular Chapter meeting of the Sun Angels Chapter shall be held on the second Sunday of each month at 1:00 p.m. unless otherwise designated in advance. Should a change in meeting date or time be necessary, members will be notified as soon as possible.
- b. The location of the Chapter meeting shall be established in advance and publicized to Chapter members via the monthly schedule. Should a change in location be necessary, members will be notified as soon as possible.
- c. Attendance by one-third of Chapter members shall constitute a quorum at a Chapter meeting.

13. Chapter Budget:

- a. The Treasurer will prepare a budget that will include the best estimates of all anticipated Chapter expenditures as authorized by Chapter Officers. The budget is approved by the Officers and will be published to the Chapter members. The budget may include consideration for the following expenditures:
  1. Chapter Operating Expenses: Postage, printing and publication expenditures, website preparation and hosting, supplies (banners, flags, patches), publicity, recruiting, safety supplies and training, and membership dues for the West Florida Confederation of Clubs.
  2. Chapter Officer Expenses: Installation expenses, miscellaneous expenses, and President's discretionary fund expenses.

3. Chapter National Expenses: National fees, directory listings and National Convention delegate.
4. Special Funds: The Chapter Officers, at their discretion, may establish special funds to support the Chapter's mission. Such funds may be used for: honorariums, memorials, scholarships and other special needs as determined by the Chapter Officers.

b. Shortfalls:

In the event that the Chapter does not have enough funds to meet expenses, the Chapter Officers will designate a Fundraising Committee to determine solutions. In addition, any funds paid by Chapter members to cover these expenses will be treated as special contributions, documented by written receipt to the contributing member, and reimbursed by the Chapter within one year from the date of receipt.

c. Honorariums, Memorials, and Courtesy:

1. Chapter Officers may, at their discretion, fund an appropriate remembrance, honorarium or courtesy item for any member, member's immediate family member, or any member of the riding community, of any amount deemed appropriate by majority vote of Chapter Officers.
2. Chapter members are responsible for notifying any Chapter Officer when a qualifying incident has occurred.

d. President Discretionary Fund:

The President may authorize expenditures of unbudgeted amounts up to \$100. Any amount over \$100 shall be referred to the Chapter Officers for majority vote approval.

e. National Convention:

1. The Chapter may reimburse the following expenditures in order to send a delegate to one National Convention per calendar year (if the funds are available and not to exceed \$250):
  - a. Registration fee;
  - b. Estimated mileage costs (at a rate of \$10 per 100 miles via the most direct route using Mapquest.com, or similar mileage reference system);
  - c. Room rate expenses for lodging, not including extra amenity services such as meals, phone use fees, movies, room service, etc.
2. Should sufficient Chapter funds not be available in advance of the event, no expenditures for any Chapter attendees will be authorized or reimbursed.

3. The delegate will be the Chapter President or Vice-President. Should the Chapter President or Vice-President not be attending any National conventions during the calendar year, an alternate delegate will be chosen by majority vote of the Chapter Officers from Chapter members able and willing to attend.

14. Chapter Sponsored Rides/Events:

- a. Any member may initiate a Chapter-sponsored ride/event by notifying the Chapter Secretary and/or the Primary Road Captain of the date and meeting time and location so the ride/event can be placed on the Chapter schedule.
- b. All Chapter-sponsored rides will be open rides, open to members and non-members, unless previously voted by the Chapter to be a closed ride/event.
- c. Closed rides/events are rides or events that only Women in the Wind members, or prospective members who have already begun their orientation, are allowed to participate in. Designation of a ride or event as a closed ride must be made in advance by majority approval at a Chapter meeting.
- d. Rides or events can occur spontaneously. These rides or events are automatically deemed open unless otherwise specified by the initiator of said ride. These spontaneous rides are not part of the Chapter schedule and not considered Chapter-sponsored rides but notification to Chapter members may be made by posting on the website and/or message board, e-mail message, or phone list contact.

15. Amendment to Approved Chapter Bylaws:

- a. Chapter Officers may amend the Chapter Bylaws that are not affected by National Bylaws at any time, subject to majority approval by Chapter members.
- b. Once Chapter Bylaws are approved, amendments must be presented and approved via the following procedure:
  1. Chapter members will be notified in advance that an amendment to Chapter Bylaws has been recommended and will be subject to vote at the next regular Chapter meeting. This notification will include a summary of the current bylaw (if any) and the recommended change.
  2. Chapter members will have the opportunity to discuss any proposed amendment to the Chapter Bylaws at the regular Chapter meeting prior to any vote.
  3. A majority vote of approval by Chapter members in attendance at the specified regular Chapter meeting is required for the amendment to be incorporated into the Chapter Bylaws.