



Free Spirit Chapter®

Chapter By-Laws

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Free Spirit Chapter®

Chapter By-Laws

Mission Statement

To promote the positive image of women in motorcycling, to lend support among women who ride and an atmosphere of learning, mutual respect, patience and tolerance of varying rider skill levels and styles.

Definition of Colors

The logo in its entirety with the Free Spirit Chapter® name may be referred to as “colors”.

Club Name

For the purposes of this document, the organization known as “Free Spirit Chapter®” may be referred to as “FSC”, Chapter Director may be referred to as “CD”, Assistant Chapter Director as “ACD”, Road Captains as “RC” and Free Spirit Foundation as “FSF”.

Chapter Responsibilities

1. Maintain the master copy of the FSC® By-Laws and ensure its integrity.
2. Post the FSC® By-Laws on the members only site for viewing.
3. Purchase and distribute all patches with the FSC® colors and appropriate rockers.
4. Maintain a roster of Board of Directors and FSC® members.

Chapter Membership

1. Membership of FSC® is open to all women.
2. Individual Chapter members pay their annual dues to Free Spirit Chapter®. See Chapter Renewal Packets section.
3. FSC® membership will continue as long as a person maintains membership in good standing.

4. New Members:
 - a. Once dues are paid, that member is on a one (1) year probationary period from the time of payment of dues. She may participate in all activities that she wants, but may not purchase any patches, shirts, etc. until that period is up. Once probationary period is up, she is free to purchase what she wants. She may receive member business cards during the probationary period.
 - b. If a new member causes any problems or questionable behavior as outlined previously in these by-laws, and during the probationary period, she can be voted out by the Chapter Board.
 - c. Probationary members are not subject to Grievance Procedure.

Requirements for Membership in Good Standing

1. All Chapter members will be required to comply with the FSC® By-Laws. All riding Chapter members are required to have a FULL motorcycle endorsement and keep their motorcycle insurance current.
2. Any Board Member or RC may ask for such proof of above at any time.
3. Any members riding on a Temporary Permit will not be allowed on Chapter rides until proof of full endorsement is presented to either a Board Member or RC.
4. Fully endorsed members are encouraged to take Temporary Permit members out individually to assist them in practicing the skills they need to get their full endorsement.
5. FSC® colors are for the sole use of FSC® Chapter members & Support members in good standing.
6. Any member(s) who leaves the Chapter in good standing will not be reimbursed for their patches.
7. Return of Colors (Members in Good Standing)
 - a. After a one (1) year probationary period plus 5 years, a member in good standing may keep their FSC® patches.

Honorary Membership

1. Board of Directors to review request.
2. Any prospective Honorary membership must meet the below requirements:
 - a. Is a former member of FSC®.
 - b. Has contributed to the Chapter beyond what is expected.
3. Honorary Membership consists of:
 - a. Monthly FSC® Chapter newsletter.
 - b. Honorary patch may be purchased.
 - c. Access to the members only website.
4. Honorary member cannot vote in FSC® issues or hold office on the FSC® Board of Directors.
5. Honorary member may attend General Membership meetings and rides as often as they choose.
6. Honorary member must maintain the integrity of the FSC® By-Laws.
7. A review by the Board of Directors will take place at the first Board meeting of each year to either continue the honorary membership or terminate it.
8. If an Honorary member patch was purchased and that member leaves FSC® for any reason, the patch is returned to the Chapter.

Membership Reinstatement

1. If you pay your membership dues that are in arrears you can retain your membership number. As an alternative, you can start out fresh and only pay the current year dues. However, you will have to go through the one-year probationary period and be assigned a new membership number.

Suspension/Expulsion Procedure

1. The Chapter Board or Chapter Director has the authority to suspend and/or expel any member(s) for the following reasons:
 - a. For conduct which disturbs the order, dignity, business, welfare, interest and harmony or impairs the good name (or popularity) of FSC.
 - b. Violation of FSC By-Laws. Membership(s) will cease upon suspension from FSC. The person(s) will no longer be allowed to participate in any FSC function until the matter has been resolved.
2. The warning, expulsion, suspension will be based on the severity of infraction at the discretion of the Chapter Director or Chapter Board.
3. All member(s) complaints are to be listened to with a serious ear.
4. If the issue cannot be resolved with the CD or Chapter Board, then it goes through the recommended Chain of Command.
5. Recommended Chain of Command is:
Member>Chapter Director> Chapter Board>Chapter Grievance Committee

Discipline Procedures

Discipline procedures pertain to any member **not** on probationary status.

1. First Offense: Warning sent to offending party(ies) from a Board Member.
2. Second Offense: Warning sent to offending party(ies) from a Board Member.
3. Third Offense: Removed from Chapter, patches returned, etc., as outlined Previously in the FSC® By-Laws and not subject to the Grievance Procedure.

Grievance Procedure

1. See the attached procedure for filing a grievance within FSC®. This document is part of the FSC® By-Laws.

Suspension

1. Suspension/Expulsion of any member(s) will be determined by the CD or Chapter Board.
2. If the member is not satisfied with the action, the member can file a grievance with the Grievance Committee.
3. The Grievance Committee will either uphold the suspension/expulsion or overturn it based on the Committee's findings.
4. If the issue resolution results in suspension, then the member(s) may be reinstated as a member(s) in FSC® after suspension has been successfully served.

Expulsion

1. If the outcome is expulsion from FSC®, then the member(s) is required to forfeit her Patches and any property of FSC® to the Board of Directors or Chapter Director within a specified period of time.
2. Member(s) will have no right, title, interest or claim in any asset of FSC®.
3. If patch(es) is not returned within specified date, FSC® will then file larceny charges against that member(s) with the stipulation of also reimbursing the Chapter for the filing fee.

General Membership Meetings

1. General Membership meetings are held on the 3rd Saturday of each month at the designated location.
2. From April-October, the meetings will be at 10:00 a.m.
3. From November-March, the meetings will be at 11:00 a.m.

Chapter Board of Directors

1. FSC® Chapter Board of Directors will consist of: Chapter Director, Assistant Chapter Director, Secretary, Treasurer and Sergeant at Arms.
2. Members are welcome at Board meetings, but do not have a vote at that time.

Elections

1. CD, Secretary and Treasurer are elected at the October membership meeting by majority vote on the EVEN numbered year, for a term of 2 years.
2. Nomination forms will be in the Chapter's August Newsletter.
3. Nominations close on August 31 of the EVEN numbered year.
4. Voting closes 1 hour after the start of the October General Membership meeting.
5. The winner will be announced by the end of the October meeting.
6. Two members not running for elected positions shall be chosen by the CD and ACD to collect and tally the votes.
7. New positions become effective on January 1 of the ODD numbered year.
8. Members in good standing with FSC® may vote.
9. Absentee ballots are to be submitted to the Secretary prior to the vote at the October General Membership meeting via email or postal service. Verbal communication will not be accepted.
10. In the event any elected Chapter Board Member cannot or does not wish to finish her 2-year term, then a Chapter election will be held as soon as possible to finish that Board member's term. That position will come up for re-election again at regular election time on the EVEN numbered year.
11. Requirements to run for any office
 - a. Must have at least two (2) years active participation and a second to the motion by a non-probationary member for nomination of office. The two (2) years starts from initial time of joining. One (1) year probation, one (1) year active member.
 - b. Active membership is defined as attending a minimum of six (6) monthly General Membership meetings and two (2) rides per year.
 - c. Probationary members cannot vote in elections.

- d. Probationary members cannot run for office.
- e. In all elections, the Chapter Director vote will be withheld until all votes are counted. In case of a tie, the Chapter Director's vote will then be the determining vote in the tie.

Chapter Renewal Packets

1. Renewal packets are now being delivered by electronic means, such as e-mail and the members only site. Those without e-mail or access to the site will still have a packet mailed to them via the post office. The renewal packets should include the following:
 - a. Membership Application.
 - b. Emergency Info/Medical Form.
 - c. Request for Motorcycle Endorsement (new members).
 - d. Request for Motorcycle insurance certificate valid at time of renewal (all members).
 - e. Ride Waiver.
2. Paperwork and Chapter dues will be due back from the membership by March 31 of the same year.
3. If the Chapter Treasurer does not receive paperwork and Chapter dues by March 31, membership on the members only site and receipt of newsletters will be suspended until requested paperwork and Chapter dues are received.
4. Any special hardship requests will remain strictly confidential between the CD and Treasurer.
5. Requested paperwork to be turned in:
 - a. Newsletter Application.
 - b. Motorcycle Endorsement (for new members).
 - c. Motorcycle Insurance certificate (all members).
 - d. Ride Waiver.
 - e. Copy of valid driver's license with endorsement each renewal year.
 - f. Medical forms – Family physician line on the form is mandatory to fill out. All FSC® Members are strongly encouraged to keep their medical form on their bikes at all times. The form is to be put in the right saddle bag (high side) of the bike. If the member does not have saddle bags, then she must keep the form somewhere on the bike or on her person and let her Road Captains know where it is in case of an emergency.

Chapter Board Responsibilities

1. The Chapter Director shall:
 - a. Preside over General Membership meetings and Board of Directors meetings.
 - b. Assume organizational and advisory responsibility for the Chapter.
 - c. Arrange for use of a meeting place.
 - d. Correlate the Chapter activities and programs through the other Chapter Board Members.
 - e. Oversee the Chapter newsletter content and distribution.
 - f. Responsible for the prudent use of Chapter funds.

- g. Appoint any committee heads or positions she feels will assist her in operating the Chapter smoothly.
 - h. Upon expiration of her term of office, deliver all tools, documents, materials and pertinent information in her possession pertaining to FSC® and office of the Chapter Director to her successor.
 - i. Oversee the members only website.
 - j. Oversee the Public website (Freespiritchapter.com).
2. Assistant Chapter Director shall:
- a. Assist the Chapter Director in her efforts to bring about a well-coordinated, fun to be in and active Chapter.
 - b. Assume the Chapter Director's duties in her absence.
 - c. Head the Chapter's Grievance Committee.
 - d. Appoints (2) Chapter members to Grievance Committee for the duration of her term.
 - e. Assist in overseeing the members only website.
 - f. Upon expiration of her term of office, deliver all tools, documents, materials and pertinent information in her possession pertaining to FSC® and office of Chapter Assistant Director to her successor.
3. Chapter Treasurer shall:
- a. Keep an itemized record of the Chapter's receipts and disbursements.
 - b. Issue checks to cover Chapter expenses at the direction of the Chapter Director.
 - c. Provide financial reports for Chapter review on a regular basis.
 - d. Post financial reports monthly in each newsletter.
 - e. Accept Chapter renewal and new member paperwork.
 - f. Maintain database of current members on the members only website. This is to include:
 - i. Name.
 - ii. Address.
 - iii. Phone number(s).
 - iv. FSC® membership number.
 - v. Email address.
 - g. Upon expiration of her term of office, deliver all money, books records and information in her possession pertaining to FSC® and the office of Treasurer.
4. Chapter Secretary shall:
- a. Take General membership meeting minutes.
 - b. Make notes of items requiring follow-up for the Chapter Director.
 - c. Submit meeting minutes to Newsletter Editor for publication.
 - d. Take minutes at Chapter Board of Directors meetings.
5. Sergeant at Arms shall:
- a. Keep order at General membership and Board of Directors meetings where necessary.
 - b. Keep order on rides where necessary.
 - c. Oversee collection of any FSC® property when necessary.

Chapter Expenditures

1. All Chapter expenditures will be approved by both the Chapter Director, or her designee and the Chapter Treasurer.
2. Any request or disbursement in excess of \$100.00 will be approved by the Board of Directors at either a meeting or via a group email.
3. Receipts are to accompany all disbursements and be readily available upon request.
4. Any willful mishandling of Chapter monies will be dealt with through the local law enforcement agency having jurisdiction at that time.

Road Captains

1. Road Captains are a separate committee within the Chapter with their own Lead Road Captain, who is determined by the Road Captain Team. Road Captain business is separate from Chapter business, but always open to suggestions from the membership.

Free Spirit Foundation

1. Free Spirit Foundation is a completely separate entity from FSC®.
2. FSF is a legally registered 501(c)3 organization with the IRS.
3. All matters relating to FSF are separate from FSC® business.
4. CEO of FSF and Chapter Director of FSC® are to have a good working relationship.
5. CEO and Chapter Director to work together on fundraising opportunities.

Chapter Rides

1. All guests on Chapter rides will be asked to sign ride waivers.
2. FSC® does not assume any responsibility for anyone's safety.
3. All Chapter members, support member(s) and guest(s) will be expected to abide by FSC® safe riding rules.
4. Safe riding rules include but not limited to:
 - a. Riding staggered.
 - b. Obeying all traffic laws.
 - c. Not taking unnecessary risks.
5. If any FSC® member, support member(s) or guest(s) choose not to abide by these rules, then they will be asked not to ride with us.
6. Each Chapter member, support member(s) and guest(s) is responsible for their own safe riding practices.
7. Road Captains are available for assistance with questions about safe riding practices.

Helmet Requirements

1. All Chapter Members, Road Captains and Guests are required to wear a helmet on all FSC® rides. Anyone not wishing to wear a helmet, will not be allowed to ride in our group. They may meet us at the location or ride behind our group.

Use of Alcohol, Drugs and/or Marijuana

1. Use of alcohol, drugs and/or marijuana during Chapter rides or functions involving use of motorcycles is discouraged by any Chapter member(s), support member(s) and guest(s).
2. Discretion should be used at any other Chapter ride or function using another mode of transportation.
3. If any Chapter member(s), support member(s) or guest(s) is determined to be unable to operate their vehicle in a safe manner, any means necessary will be used to ensure individual and group safety.
4. First Offense – Incident will be reported to the Board of Directors for evaluation to determine disciplinary action.
5. Second Offense – Will result in suspension of group riding privileges for next (3) consecutive group rides.
6. Third Offense – Board of Directors will terminate FSC membership and all privileges. Return of all patches, etc. fall under Expulsion Section.

Chapter Ride Accidents

1. FSC® will keep a record of any Chapter accidents.
2. If a member(s), support member(s) or guest(s) is determined to have more than two (2) accidents in a riding season, that person will be asked to take a refresher motorcycle course with proof from the instructor that class was passed.
3. If accidents continue to happen, then that member(s), support member(s) or guest(s) will be suspended from Chapter rides until they are determined to be a safe rider.

Support Members

1. FSC® does not expect the Chapter dues from its support member(s) at this time.
2. This can be changed at any time if the number of participating Support Members increases significantly.
3. Support member(s) may not hold a Chapter office position.
4. May not vote on Chapter matters.
5. May not lead or tail on a Chapter ride unless a situation exists where it may be beneficial for someone other than a Full Member to lead/tail and it is agreed upon by the group involved in that particular situation at that particular time.
6. A Support Member shall be male or child.

Trademark

1. FSC® colors are a registered trademark owned by the Chapter Board of Directors. Any unauthorized use is strictly prohibited.

Free Spirit Chapter Logo

1. Any original artwork, vendor information, Chapter property and inventory with the FSC® logo created by members is the property of FSC®.

2. Such items may not be held hostage should that member(s) leave or be expelled from the Chapter.
3. If such items are held hostage, then the member(s) will be dealt with through the local law enforcement agency having jurisdiction at that time.
4. All Chapter members are free to use the FSC® logo as long as it is to the benefit of the Chapter and not derogatory.

Display of Free Spirit Chapter® Logo

1. The FSC® club colors are for the sole use of FSC® chapter members in good standing.
2. Such items with the Chapter patch/logo are, but not limited to:
 - a. Chapter vest.
 - b. Motorcycle/car windshield sticker and/or window cling.
 - c. Stationery.
 - d. Business cards.
 - e. Pens.
3. The Chapter patch/log defines who we are as a group.
4. The front of your vest defines who you are as an individual.
5. There will be no patches, pins or other designations of “personal or organization” support placed in direct alignment with the Chapter patch/logo.
6. The following are definitions of “personal and/or organization” support, public or private:
 - a. Political party support.
 - b. Religious affiliation.
 - c. Racial organizations.
 - d. Social organizations.

Examples of the above, but not limited to are:

- i. Harley Owners Group.
 - ii. StarRiders and/or Ladies of the Star.
 - iii. ShadowRiders.
 - iv. Donkeys (Republican Party).
 - v. Elephants (Democratic Party).
 - vi. “Feed the World” fish.
7. Exceptions: Organizations that FSC® proudly supports may be displayed in direct alignment with the Chapter patch/logo.
 - a. Those exceptions are:
 - i. Accident Scene Management.
 - ii. Free Spirit Foundation®.
 - iii. The American Flag in its original form.
8. The Chapter patch/logo has been given an 8”x14” rectangle as “Free Space”. Nothing will be displayed in that area. See attached example.
9. Chapter members may feel free to display anything they want on the FRONT of their vests as long as it is not in direct alignment with the Chapter patch/logo.

Amendments

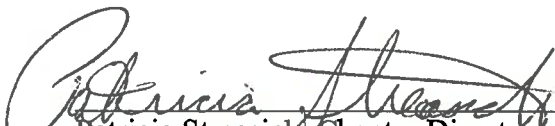
The Board of Directors may add amendments to these By-Laws at any time.




Free Spirit Chapter ®


Approved and Electronically Signed by FSC Board of Directors on

February 18, 2019


Patricia Streasick, Chapter Director


Kerry Rodriguez, Assistant Chapter Director


Tina Orto, Secretary


Julie Werman, Treasurer


Vickie Yargeau, Sergeant at Arms



14" Tall

8" Wide



Free Spirit Chapter ®

Chapter Member Complaint Policy and Forms

The Free Spirit Chapter® by-laws provide the chapter with some guidelines telling us how to handle grievances, complaints, and serious concerns that our members have. These can be complaints about how the Chapter handles a particular event or issue, actions of a Chapter Board Member, actions of another Member during a Chapter ride or event, or just about any other type of grievance that cannot be solved by basic communication.

Purpose of this Complaint Policy

Free Spirit Chapter® describes its purpose as an organization designed to promote the positive image of women in motorcycling.

Please understand that this is a voluntary social organization, a club that was designed for the purposes of promoting safe and fun motorcycle riding, comradery and support among women who ride, and an atmosphere of learning, mutual respect, patience and tolerance of varying rider skill levels and styles.

The Free Spirit Chapter® has formed a Grievance Committee consisting of the Assistant Chapter Director and two appointees whom she chooses to assist her in investigating and trying to resolve each complaint. The purpose of this Committee is to provide an objective listening ear for members who have a serious issue within the group, and to conduct an objective investigation of the problem and to bring about a satisfactory, timely resolution. This is one step in the process outlined in the Chapter by-laws for chapter problem resolution, as described below.

Free Spirit Chapter® (FSC) Complaint/Grievance Process

The process outlined in the FSC® By-Laws is as follows. It begins when a Member has a complaint.

1. If reasonable to do so and if applicable, she takes it to the person involved in her complaint. Personality conflicts (when one Member does not like another Member, for example) must be resolved personally between those two Members; these are not considered actionable complaints by the Chapter.
2. If the issue is not resolved, she takes it to the Chapter Director (CD) or other Board Member. The other Board Members include:

- a. The Assistant Chapter Director (ACD - appointed by the Chapter Director).
- b. The Secretary (elected position).
- c. The Treasurer (elected position).
- d. The Sergeant-at-Arms (appointed by the CD).

Current Board members are listed on the "back page" of the monthly FSC® Newsletter.

Note: If the complaint involves a Road Captain or an event that occurred during a Chapter ride, the complaining Member must take the issue to the Lead Road Captain or Chapter Director. If the issue is related to a chapter ride it will be handled by the Lead RC or Chapter Director.

3. If the issue is not resolved, the Chapter Member must take it to the Grievance Committee, as outlined in this Policy and Statement.
4. The Member who is filing a complaint must do the following:
 - a. Read this policy in its entirety.
 - b. Complete the Statement of Complaint. Provide as much information and detail as she can about the complaint and what efforts have been made to date to solve the issue. Also, since it has not been resolved yet, explain why not, and what, in her opinion, needs to be done to resolve it.
 - c. When filing, make 3 copies of this form (for the ACD and the two appointees).

The Grievance Committee will meet and review the forms and all related information, and will set up a meeting with the complaini

5.ng Member to discuss the complaint.

- a. If applicable, the Grievance Committee will set up a separate meeting with the person or persons named in the complaint, to hear their side of the issue.
- b. The Grievance Committee will make every effort to resolve the issue and give a decision on the matter within 30 days of having received the complaint.
6. After the Grievance Committee performs due diligence in examining the issue, hearing the arguments, and objectively considering the facts, the Committee will give an opinion about what should be done to resolve the issue.
7. The complaining Member can choose to accept this resolution and abide by it. Or, if she is still not satisfied with the recommendation, then she can leave the Chapter on her own accord. Requirements for Members in Good Standing and Expulsion requirements as outlined in the Free Spirit Chapter® By-Laws apply.

Objectives of the Grievance Committee

We will listen, consider the facts, listen to opinions, gather information and try to bring a satisfactory resolution to the issue. This is a good faith effort, not a legally binding contract, so we operate on the principle of “We’ll do our best to resolve the problem.” When the issue is resolved, or a decision is made, the complaining Member has the option to accept it and abide by it, or take her grievance to the next level, as outlined in the process above.

Members’ personal political views, religious beliefs, social views, lifestyle, life choices, economic status, age, race, color, or creed are not a factor in Membership in FSC®. Personality conflicts are inevitable but the Chapter or Grievance Committee cannot mediate in those situations. Members need to solve those individually. We’re about bikes and riding, that’s it. We won’t make the group about anything else.

We do have rules and structure to ensure our safety and that of everyone who rides with us. All members are expected to follow the FSC® group riding rules and State/local laws, in addition to practicing self-restraint (for example, not drinking while riding), common sense, and consideration.

FSC® Rocks, and we intend to keep it that way!

Complaint Number _____ (Assigned by ACD)

FSC® Statement of Complaint

You can print this form out and hand write the information to submit a written copy.

Please submit three (paper) copies to the ACD. We will contact you for questions and discussion. We will try to resolve the issue and notify you of the resolution within 30 days of receiving it.

Your Name _____

Date of Form Submission _____

FSC® Membership # _____ How long a member? _____ How long riding? _____

In a brief sentence, what is your complaint, grievance, or issue? Summarize here. Give the detail in the next section.

What happened? Where? When (date)? Who was involved? Who witnessed the event? How was this a problem? What effect did it have on you or others? What was your reaction at the time, what did you do? How have you since tried to resolve it? (If you need more space you can continue on the back or the next page.)

What would you like to see happen or change as a result this? In your mind, what would be a satisfactory resolution or outcome?