



BRIDGWATER CHAPTER

9087

By-laws

Bridgwater Chapter members are required to familiarise themselves with the content of this document.

These By-laws refer specifically to Bridgwater Chapter and are subject to change or amendment following consultation with H.O.G UK.

Details of the Full Committee are posted on the website and in Hardly News (Your magazine).

Code of Conduct

- **Treat everyone with value and respect.**
- **Treat each member as you wish to be treated yourself.**
- **Be tolerant.**
- **Respect the beliefs and views of others even if they are not in-line with yours.**
- **Honour the Chapter Charter and By-laws.**

Membership:

- To be a full member of Bridgwater Chapter members need to be a full or associate member of H.O.G. UK.
- Membership runs from 1st October to the 30th September and membership fees will be reviewed annually by the Committee and Dealer Principal.
- Members may join as many Chapters as they like, however, if any member sits on the committee of another chapter, then a conflict of interest may occur. Members who are Officers of any other Chapter are not eligible to take up an officer position.
- Bridgwater Chapter will not discriminate in any way. Every person will be treated equally regardless of race, gender, sexual orientation, age or disability.
- Members will receive a monthly magazine (Hardly News) and will also receive a year pin and one after 5,10,15 and 20 years in the club.
- Club nights will be usually held on the first Wednesday of each month. This may be subject to change. Dates will be put on the website, in the magazine and on the notice board in Riders, Bridgwater.

Confidentiality:

Membership details will be submitted using the online form to the Membership Secretary. This information will be entered onto a database. This information will be kept updated by a Chapter Officer and it is the members responsibility to inform of any changes i.e., address. Any information held by Bridgwater Chapter will be in compliance with the Data Protection Act 2018 via implementation of the General Data Protection Regulation (GDPR) May 25, 2018, and Chapter event disclaimers and not be shared with anyone outside of the Committee without seeking permission from the relevant member. Information may be shared with the Sponsoring Dealer.

Chapter Patches/Flags/Regalia

- No Chapter flags or regalia should be used for anything other than Chapter events.
- Once a member has left the club, Bridgwater Chapter patches should not be worn.

Committee:

Primary Positions:

Primary Officers consist of the Director, Assistant Director(s), Treasurer and Secretary. All Primary officers will stand down at each AGM. These positions will be chosen from existing committee members; this will be agreed by the Dealer principle.

Director -

The Director is chosen from the existing Committee members by the Dealer Principal (A statutory one year minimum required). (The Dealer Principal must agree with this for it to be actioned – their say is final).

Assistant Director(s) –

The Director will appoint up to three Assistant Directors from the Committee who he/she feels will support him/her during his/her term of office. The post of Assistant Director will be given with the proviso that this person would be willing to be considered for the role of Director if this were offered in the future. These positions will be for a minimum period of 2 years and in conjunction with the term of office of the current Director.

Director and Assistant Directors must be full members of HOG UK and also of Bridgwater Chapter.

Chapter Secretary and Treasurer –

The positions of Secretary and Treasurer will be appointed from within the Committee by the Dealer Principal and Director as these roles requires specialised knowledge and an understanding of the Chapter and H.O.G. articles. These posts will be held for the period of the current Director.

Secretary and Treasurer can be an associate of the Chapter and HOG UK this can apply if there is no full member available, but they must already be on the committee. All Primary Officers remain in post until they either stand down or they are asked to do so by the Dealer Principal.

Should a Primary post holder resign from his/her position mid-term then a replacement can be appointed by the Sponsoring Dealer and Primary Officers and will serve for the remainder of that year until the AGM. ALL Primary Officers, after his/her term of office or following resignation, should be available as a mentor/consultant for the new Officer for a period of one year. The mentor/consultant is a non-committee position.

Secondary Positions:

The following Committee positions will be filled by applications on an annual basis. Applications will be invited from the Chapter membership 8 weeks prior to the Annual General Meeting. All applications will then be reviewed with the dealership at the next available Committee meeting to ensure that all applicants have the best interests of the Chapter at heart. This will ensure that anyone who has been excluded from the Chapter previously or who has a conflict of interests will not be invited to pursue their application at the AGM. Following discussion with the Dealer Principal, the incumbent Director together with the Primary Officers will provide any applicant who is not invited to go through to the election process at the AGM with a written explanation of the grounds upon which their application has been declined. The decision of the Committee is final and there is no process of appeal.

Secondary Officers must stand down at the AGM for re-election. Should more than one person apply for any Committee position a vote will take place at the AGM, this will be a ballot of fully paid up members attending the meeting.

Secondary positions elected on an annual basis are: -

Ladies of Harley Officer

Head Road Captain

Editor

Membership Secretary

Webmaster & Social Media

Merchandise Officer

Photographer

Historian

Other Chapter non-committee positions are: -

Safety Officer/Assistant Head Road Captain

New Members Reps

There will also be a number of committee helpers; these will be chosen by the Primary Officers and will not need to be voted in.

A specific term has been given to each of these roles to ensure that members wishing to take on such responsibilities recognise that it is a long-term commitment and that this period in office provides continuity in the running of the Chapter. Should a secondary post holder resign from his/her position mid-term then a replacement can be appointed by the Primary Officers and will serve for the remainder of the Chapter year until the AGM, at which point they can submit their nomination should they wish to do so.

Applications should be made in writing 8 weeks prior to the AGM for any of the Secondary committee positions providing that:

1. The member has no conflict of business interest towards the sponsoring dealer.
2. The member holds no Committee position within any other HOG chapter.

If more than one application is received for a secondary officer role:

- a) To qualify, each candidate will need to post a short write up about themselves and
- b) State why they are best qualified to be selected for the committee position.
- c) This to be posted in a candidate's own words in the next Bridgwater Chapter Magazine publication.
- d) Selection of a candidate will be by fully paid chapter members only in a secret vote held at the AGM with a public vote count for membership transparency.
- e) Voting at the AGM in person only - no postal votes allowed.
- f) Committee officers are also Chapter members and allowed to participate in the vote.

To apply to be on the Committee, the following conditions apply

Members should be aware that during each 12 months period of office (AGM to AGM), each committee role requires a strong commitment through being available to provide in and attend committee meetings, club nights, provide support (e.g bike nights) and be involved in chapter activities.

Members must have been a Chapter member for two full continuous years. This may be overridden if no member comes forward with two years membership but has more than 12 months.

Secondary officers must be in a secondary officer role for two full continuous years before being eligible for consideration as a candidate for a Primary Officer role and appointment selection is made by the Dealer and Director. This may be overridden by the Primary Officers with endorsement by the Dealer if a suitable secondary officer is available with more than one year but less than two years as a secondary officer. (The Dealer Principal must agree with this for it to be actioned – their say is final).

Committee Meetings:

Meetings will be held throughout the year to discuss and plan the day to day running of the Chapter. Committee meetings will run on a monthly basis. HOG/Chapter Manager attends on a monthly basis.

Any member may attend a committee meeting if they so wish. The Director and Primary Officers must be notified in writing one month in advance of the member's intention to attend and if they have any items for discussion.

At every meeting detailed minutes must be taken by the Chapter Secretary.

By specific request, minutes of Committee meetings can be made available to Chapter members by providing an abridged version.

The Annual General Meeting will be held in November of each year.

Accounts:

The Chapter Treasurer is to liaise with a Chartered Accountant who will be nominated by the Dealer Principal. The Chartered Accountant will audit the Chapter accounts prior to the Annual General Meeting where a full set will be available for every member at their request.

A full set of audited accounts will be sent to H.O.G. Head Quarters, Oxford.

Road Captains/Marshalls:

Road Captains/Marshalls shall be nominated by the Head Road Captain with agreement from the Committee. They must have gone through a process of selection.

1. They must have passed a motorcycling proficiency test approved by H.O.G.
2. They must organise at least two ride outs per season and a Ride out from the Cider Rally and help on other rides when asked to do so.
3. They should wear high visibility tabards (Road Captains wear Orange and Road Marshalls Yellow) when undertaking their role.
4. Stopping traffic at junctions, roundabouts and traffic lights etc. contravenes the law and is not condoned by H.O.G. or the Bridgwater Chapter in any way. All members should familiarise themselves with the Bridgwater Chapter Group Riding Guide as published on the website and by following the Road Captains guidance. Annual (or as required) "classroom style" training is also provided by the Chapter at a selected club night meeting.

Dealership:

Members should at all times support our sponsoring dealership and HOG UK. Members should not openly advertise or promote other motorcycle stores.

Complaints Procedure:

As a family orientated motorcycle club, it is important that members feel that they are safe to attend events and activities without fear for their own personal wellbeing or that of their families. From time to time, it may be that a small minority of members choose not to respect the diversity of culture or viewpoint of the membership which may result in behaviour which is either intimidating or upsetting. Such behaviour could result in members feeling obliged not to attend events or to leave the Chapter altogether. In order to prevent this, a complaints procedure has been devised to deal fairly with any such incidents. In the event that any member of the Chapter should exhibit behaviour, which is anti-social, disruptive, dis-respectful or in contravention of the ethos of the Chapter and/or H.O.G. then the following process will be followed: -

- Any such complaint(s) must be put in writing to the Chapter Director
- The complaint will be discussed by the Primary Officers and Dealership.
- The Director will contact the member about whom the complaint has been made in writing and make that person aware of the accusations brought against him/her. A one-to-one meeting may be held if deemed necessary.
- This member will then have 14 days in which to make a written reply.
- If the member chooses not to reply, a decision will be made based on the information already received.
- The Primary Officers, in consultation with the Dealer Principal, will then make a decision based on the information received.
- The decision will be forwarded in writing to the member against whom the allegations were made.
- This decision is final and there is no appeal.
- Action taken against any member exhibiting antisocial behaviour which is in direct opposition to the ethos of the Chapter, H.O.G or basic human rights will range from a formal warning to expulsion from the Chapter.
- In the event that a decision is made to suspend or revoke a membership in the Chapter, the person in question will be informed in writing from the Committee in agreement with the Dealer Principal confirming the cancellation. This will give the reason for the cancellation in clear concise terms. The members Chapter dues will be refunded for the year and a copy of the written cancellation will be sent to the appropriate HOG Regional Manager.

Following the end of suspension and on return the Chapter member will not be eligible to hold a committee position for an indefinite period and in the event of any further incidence, membership will be revoked for life.

Gross Misconduct:

Any act that can cause harm or injury to any person will be deemed as Gross Misconduct. In the event of their being a gross misconduct, following investigation, this may result in suspension, or a lifetime ban from the Chapter. The Complaints Procedure will be followed.

Each case will be looked at and assessed individually on its merits.

The name of H.O.G UK or Bridgwater Chapter must not be brought into disrepute.