



# Red Knights International Firefighters Motorcycle Club Inc.

## Standard Operating Guidelines

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## Section 1: Government

### 1:01 International Government Officers

#### President

Vice President	Treasurer	Secretary	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6	Region 7	Region 8
			Director	Director	Director	Director	Director	Director	Director	Director
Responsible for Assigned duties	Responsible for Assigned duties	Responsible for Assigned duties	Responsible for Assigned duties	Responsible for Assigned duties	Responsible for Assigned duties	Responsible for Assigned duties	Responsible for Assigned duties	Responsible for Assigned duties	Responsible For Assigned Duties	Responsible for Assigned Duties
MAL's	Finances	Records	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6	Region 7	Region 8
Overseas Chapters			Chapters	Chapters	Chapters	Chapters	Chapters	Chapters	Chapters	Chapters
			Maine	Newfoundland	Illinois	Alabama	Alaska	Arizona	All	All
			New Hampshire	Prince Edward Island	Indiana	Arkansas	Alberta	California	European	South Pacific
			Vermont	Nova Scotia	Kentucky	Delaware	British Columbia	Colorado	Chapters	Chapters
			Massachusetts	New Brunswick	Michigan	District of Columbia	Idaho	Hawaii		
			Connecticut	Quebec	Missouri	Florida	Iowa	Kansas		
			Rhode Island	Ontario	Ohio	Georgia	Manitoba	Nevada		
			New Jersey		Pennsylvania	Louisiana	Minnesota	New Mexico		
			New York		West Virginia	Maryland	Montana	Oklahoma		
					Wisconsin	Mississippi	Nebraska	Texas		
						North Carolina	North Dakota	Utah		
						South Carolina	NW Territories			
						Tennessee	Oregon			
						Virginia				

Approved 11/13/2004  
Board Meeting, Syracuse, N.Y.  
Revised 8/18/2007

Revised 4/19/2013 Syracuse, NY  
Revised 11/14/2014 Syracuse, NY

Revised 4/18/2017 Baltimore, MD  
Revised 5/8/2018 Boylston, MA

### 1:02 Liaison Consultant

An active member(s) of the RKMC International who serve(s) as an advisor to the International Executive Board, Regional Directors, State/Province Representatives, Chapter Presidents and the general membership of the RKMC for Public Relations. This public relation duty includes relations between the RKIFMC and other motorcycle related organizations such as Motorcycle Clubs, Riding Clubs, Ride Associations, etc. This position is referred to as the Liaison Consultant or Consultant for short. More information may be found in the Liaison Procedural Manual.

### **1:03 Convention Liaison Person (CLP)**

The Convention Liaison (CLP) will be the Regional Director in whose region the Annual Convention will be hosted. The CLP will report to the International Board. The Convention Liaison should attend one planning meeting that is held by the hosting Chapter/Association no later than three years before the convention date and one meeting in the last year. Expenses for CLP for these meetings will be paid by the International following the guidelines in section 9:01 of the SOG's. All expenses for the CLP for these meetings shall have prior notification to the International Treasurer. In the event a new Regional Director is elected and has not had the opportunity to attend the Convention Committee meeting he/she shall have available the provisions listed above. Further information on the CLP may be found in the Convention Manual.

### **1:04A International Ambassador (IA)**

The International Board may appoint an Active Member or Member at Large, in good standing, as the IA covering a specific geographical area. The term will be for 2 years. The IA will report to and be under the control of the International Vice President. This appointment is for specific geographical area where there is a perceived need for a central person to provide assistance to the International Board with the chapters and MALs. This is an interim position until such time an area or region grows in membership and a Director position is voted on by the membership at the annual International business meeting. The IA is not a member of the International Board. Contact the International Secretary for a further description found in the IA procedural manual.

### **1:04B International Chaplain**

That the International Chaplain be appointed by the International Board on an annual basis at the Fall Board Meeting.

### **1:05 Nominating Committee**

1. The responsibilities of this Committee shall be as stated in the International By-Laws and carried out as outlined in the SOG.
2. Each Regional Director will solicit interest from members within their region to serve on this Committee and shall present names of those interested at the Fall International Board of Directors to be considered for Appointment.
3. The members will be re-appointed annually.
4. The Nominating Committee Members will work closely with the Regional Director(s) and be responsible to:
  - a. Cultivate member's interest within their region(s) in serving on The International Board of Directors or any International Committees seeking members.
  - b. Provide guidance to members interested in running for a position and explain qualifications and responsibilities of the position.
  - c. Provide names to the Nominating Committee Chair to fill any open positions as outlined in International By-Laws.
5. The Nominating Committee Chair will be responsible to:
  - a. Coordinate activities of the Committee and to report to the Internal Board of Directors at the Spring International Board Meeting.
  - b. Present the names of qualified candidates to the International Board of Directors as outlined in the International By-Laws.
  - c. Provide a report or update on Committee Activities within 14 days of a formal request by the International President or Secretary.
  - d. Make a recommend to the International Board of Directors for any vendors or services needed to conduct the business of the Committee.
  - e. Coordinate activities required for the election of officers as outlined in the International By-Laws.



12. It will be the responsibility of the Nominee to contact the members making a nomination if they chose not to accept it.

Revised Syracuse NY 11/4/2011

Revised 11/14/2014 Syracuse, NY

## **Section 2: Governing**

### **2:01 Jurisdiction**

This organization shall be governed by and construed in accordance with the laws of the United States of America, and the Commonwealth of Massachusetts. In any legal action relating to this Organization, its Board of Directors, or any Individual International Officer while carrying out his duties, Members (past and present), Chapters (past and present) agrees to the exercise of jurisdiction over it by a state or federal court in Boylston Massachusetts or Worcester County, Massachusetts; and that if Member, Chapter or Vendor brings the action, it shall be instituted in one of the courts specified above. RKIFMC may institute legal action in any appropriate jurisdiction. Revised 11/14/2014 Syracuse, NY

### **2:02 Rights of Refusal**

The International Board has the right to refuse new Membership to any individual for just cause to include, but not limited to, liability or safety reasons. Revised 11/2/2018 Fall Meeting, Baltimore, MD

### **2:03 Code of Conduct**

#### **Purpose:**

This code of conduct explains the behavior that is expected of all Members at all levels in the Red Knights International Firefighters Motorcycle Club. Each member is responsible to become familiar with the Code of Conduct, comply with ethical and legal standards of conduct, and to lead by example within the membership.

#### **Scope:**

This policy applies to all members of the Red Knights regardless of membership type or position held. The Red Knights and its members must always comply with all applicable laws and regulations. The Red Knights will not condone the activities of members who achieve results through violation of the law or unethical dealings. The Red Knights do not permit any activity that fails to stand the closest possible public scrutiny. Members must ensure that their actions cannot be interpreted as being in any way, in contravention of the laws and regulations governing the Red Knights operations. Members uncertain about the application or interpretation of any requirements should refer the matter to their Chapter President, State Representative, Regional Director, or the International Executive Board.

#### **General Member Conduct:**

The Red Knights expects its members to conduct themselves in a friendly and businesslike manner. Members should not engage in fighting, sexual or religious harassment, or conduct themselves in a way that could be construed as such. For example, keeping or posting inappropriate materials at Red Knights club meeting places or events, or the keeping or accessing of inappropriate materials on computers owned by the Red Knights. The Red Knights have no tolerance for inappropriate and/or discriminatory behavior and disciplinary actions will be taken when appropriate.

#### **Flag and National Anthems Etiquette:**

All members shall follow their country flag/anthem protocol. No member shall disrespect his/her own, or any other countries' flag or anthem.

#### **Conflicts of Interest:**

All members will conduct themselves honestly, and in accordance with the best interest of the Red Knights always. All members share a serious responsibility for the Red Knights for good public relations, especially at the community level. Their readiness to help with religious, charitable, educational, and civic activities brings credit to the Red Knights and is encouraged. A separate document titled Board of Directors Conflict of Interest Policy and Disclosure Form is listed separately in Section 6 of the International SOG's.

#### **Gifts, and Favors:**

Members must not accept gifts or personal favors that could in any way influence, or appear to influence, business decisions in favor of any person or organization with whom or with which the Red Knights has, or is likely to have, business dealings.

#### **Red Knights Funds and other Assets:**

When a Member's position requires the spending of Red Knights funds or incurring any reimbursable personal expenses, that individual must use good judgment on the Red Knights behalf to ensure that good value is received for every expenditure and that all expenditures are authorized and in compliance with such guidelines spelled out in the Red Knights By-Laws and SOG's. Red Knights funds and all other assets of the Red Knights are purposed for the Red Knights only and not for personal benefits. This includes the personal use of Red Knights assets, such as computers.

#### **Red Knights Records and Communications:**

Accurate and reliable records of many kinds are necessary to meet the Red Knights legal and financial obligations and to manage the affairs of the Red Knights. The Red Knights books and records must reflect in an accurate and timely manner all business transactions. The member responsible for accounting and recordkeeping must disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements at all levels including International Executive, Regional, State/Provincial Associations, and Chapters. Members must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

1. False expense, attendance, production, financial, or similar reports or statements.
2. False advertising, deceptive marketing practices, or other misleading representations.

#### **Prompt Communications:**

In all matters, relevant to members, suppliers, government authorities, the public and others in the Red Knights, all members must make every effort to achieve complete, accurate, and timely communications, responding promptly and courteously to all proper requests for information and to all complaints.

#### **Privacy and Confidentiality**

When handling financial and personal information about members or others with whom the Red Knights has dealings, observe the following principles:

1. Collect, use, and retain only the personal information necessary for the Red Knights business. Whenever possible, obtain any relevant information directly from the person concerned. Use only reputable and reliable sources to supplement this information.
2. Retain information only if necessary or as required by law. Protect the physical security of this information.
3. Limit internal access to personal information to those with a legitimate business reason for seeking the information. Use only personal information for the purposes for which it was originally obtained. Obtain the consent of the person concerned before externally disclosing any personal information, unless legal process or contractual obligations provide otherwise.

#### **Disciplinary Actions:**

Failure to comply with any part of the Code of Conduct's guidelines may result in appropriate disciplinary action. The party responsible for non-compliance may be subject to repercussions that vary in regard to the severity of the violation.

Approved by email vote 5/8/2017

## **2:04 Investigation Committee**

The Red Knights International Firefighters Motorcycle Club Investigation Committee is tasked with the investigation, hearing, and if found in violation, ruling of discipline. The discipline shall be either suspension or removal of Member(s) or Chapter or both. Creation of the Investigation Committee shall be done at the time the charges are brought against a Member(s) or Chapter or both. The Investigation Committee shall have three (3) Members consisting of the willing State/Country/Region Representatives surrounding the area of the charged Member(s) or Chapter or both.

## **2:05 Social Media Policy for the International Board**

**Reason:** This policy is being written to provide the Executive Board guidance when dealing with social media and the Red Knights. The Board acknowledges that everyone has the right to express their own thoughts and ideas via social media, the Board however must maintain a collective stance in the governance of the Club. The Red Knights International Firefighters Motorcycle Club Inc. Executive Board acknowledges that social media can be a powerful tool in promoting the Club electronically, it also acknowledges that it can be harmful due to misinformation.

**Policy:** In the event of questions being raised by the Membership via a social media platform the Executive Board are limited to providing answers via official channels only. Approved 5/8/2018 Boylston, MA

## **Section 3: Colors Uniform**

### **3:01 Rockers**

As of 1 January 2005, due to certain issues, no chapter of the RKIFMC will be able to purchase from the International Quartermaster, or acquire on their own, bottom rockers for their Red Knights club vest with the name of their state/province spelled out. In any area where the wearing of a bottom rocker may cause harm to our members or cause unjust conflict with other motorcycle clubs, the not wearing of the lower rocker on the vest is approved.

Approved by e-mail vote 1/17/2005

Revised 11/14/2014 Syracuse, NY

### **3:02 Lower Rockers outside the US/Canada**

The RKIFMC will use the full country name, "Chapter" in English, and assigned number designations for those areas outside the United States or Canada, unless otherwise authorized by the International Board. For the United States and Canada chapter designations will remain the State or Provincial name in the two-letter postal abbreviated form, "Chapter" in English, and the assigned designated number. Approved by the Board on November 19, 2005 at Board meeting in Syracuse, N.Y. Revised 11/14/2014 Syracuse, NY Revised 5/8/2018 Boylston, MA Revised 11/1/2018 Fall Meeting in Baltimore, MD

### **3:03 Executive Board Uniform**

The official winter Class A uniform for all board members will be long sleeve white shirt, black tie, red vest, black pants with red strip down leg. The official summer Class A uniform for all board members will be short sleeve white shirt, black tie, red vest, black pants with red strip down leg. Black shoes (with black socks) or boots are to be worn with both Class A uniforms. The Class A shirt shall have the Shoulder Braid attached to the left side around the sleeve and the braid shall be red and black in color, collar brass (optional) should be attached to the collar stays, your choice of RKMC or RK in Gold or Silver. The official Class A uniform will be worn at the annual business meeting, for the installation of new Board members, award presentations, and funerals or at any meeting/event/presentations at the direction of the International President or where an individual Board member feels it is required. The official Class B uniform will be short sleeve polo/button up shirt with the member's position embroidered on it. The official Class B uniform may be worn at any other meeting/event where the Class A uniform is not required. Each board member should acquire their own uniform.

Approved by the Board on November 19, 2005 at Board meeting in Syracuse, N.Y

SOG Approved, 4/7/2006, Syracuse, NY

Revised Syracuse NY 11/8/2012

Revised 11/14/2014 Syracuse, NY

### **3:04 Wearing of colors at non RKIFMC events**

The wearing of the Red Knight International Firefighters Motorcycle Club colors at non RKIFMC events is approved when the members are taking part or supporting in a lawful event sponsored by other clubs/organizations. RKIFMC members should follow the rules/guidelines of the sponsoring club/organizations and shall not bring any disrespect to the Red Knights International Firefighters Motorcycle Club.

Approved 4/14/2007

Revised 11/14/2014 Syracuse, NY



### **3:05 Wearing of the Colors**

Each member will be allowed to wear the Club uniform and patches whenever he/she is riding or at other times but will not do anything to DISCREDIT it. No abuse of alcoholic beverages or drugs while riding a motorcycle and wearing any Red Knights clothing or apparel that will identify that person as a member of the Red Knights will be tolerated. The Official International Crest and Rockers will be worn on the back of the vest. The front of the vest may have name tags and/or rank insignias of the person wearing the vest. No Member shall wear any diamond shaped patch, the "MC" cube, the swastika, or side rockers over four (4) inches. All other markings are to be in good taste and consistent with the image of the Red Knights.

Some suggested Dos and Don'ts from the Motorcycle World.

1. Colors will be treated with respect at all times
2. Only adult members shall wear the colors
3. Colors are to be worn on the outermost garment
4. At no time shall the Colors touch the ground
5. Colors will never be placed in a "face down" position
6. Colors will never be yielded to a non-member
7. Colors are not to be worn when working in a bar/tavern (as this many cause problems with other clubs because it tends to identify the bar/tavern as a club holding)

Revised 11/14/2014 Syracuse, NY Revised

4/18/2017 Baltimore, MD

### **3:06 Wearing of Logo**

The International Logo may be silk screen or embroidered on the back of a jacket, tee shirt, sweatshirt, sweater or jacket. The design first must be approved, and a trade mark license agreement obtained. The official three-piece patch of the Red Knights International Firefighters Motorcycle Club may not be worn on anything but the back of the vest.

Revised 11/14/2014 Syracuse, NY

## **Section 4: Corporate Seal, Headquarters**

### **4:01 Trademark Review and Renewal**

Review and renewal of Trademark License Agreements shall be conducted by the Executive Board at their meeting prior to the Annual meeting of the Corporation. Revised 11/14/2014 Syracuse, NY

### **4:02 Equipment License Agreement**

All members of the Red Knights International Firefighters Motorcycle Club Inc. that have in their possession Equipment and/or software that the Owner (RKIFMC) has legal title and exclusive proprietary interest in shall fill out and sign an Equipment License Agreement. Such agreement shall be kept on file with the International Secretary. On return of such equipment, the return date shall be logged on the last page of the original Equipment License Agreement and witnessed by the signature of the International Secretary. A photocopy of this document shall be given to the member as proof of return of such equipment to the Owner (RKIFMC). The International Secretary shall file the original document.

Approved 11/11/2006 Syracuse, NY

Revised 11/14/2014 Syracuse, NY

### **4:03 Trade Mark License Agreement for Chapters, State/Provincial and Regional Associations and State/Provincial Representatives**

All Chapters, State/Provincial or Regional Associations or State/Provincial Representatives wishing to use the Corporations logo or name on any product what so ever shall submit a Trademark License Agreement application to the International Secretary. This request shall come from the President or the Quartermaster acting on behalf of the Chapter, State/Provincial or Regional Associations or State/Provincial Representatives.

On approval of the application, the International Secretary will issue a Trademark License Agreement to the Chapter, State/Provincial or Regional Associations or State/Provincial Representatives. Each and every product or item that a chapter wishes to use the name or logo of the Corporation on shall have its own separate license agreement. All products manufactured after January 1, 2005 shall be required to use the current artwork. Those items manufactured before that date shall be grandfathered but will still be required to be licensed and to have the current artwork when the item is reordered. The current artwork is available from the International Secretary. All Trademark License Agreements shall continue in force and effect for one (1) year unless sooner terminated. All agreements shall be reviewed annual at the International Executive Board meeting held just prior to the Annual Business meeting of the Corporation and shall be extended for a period of one year on a majority vote of the Executive Board

Approved 11/11/2006 Revised 4/14/ 2012 Syracuse, NY Revised 11/14/2014 Syracuse, NY

#### **4:04 Trade Mark License Agreements for Vendors/Individuals**

Under an agreement with outside vendors, if approved for a Trademark License Agreement, they agree to refund 5% of the gross sales of those items and a report on how many they have produced and sold to the International Treasurer on a monthly basis. This will be due on the first (1<sup>st</sup>) of each month. Failure to do so will result in the cancellation of their Trademark License agreement immediately. Revised 11/14/2014 Syracuse, NY

#### **4:05 Who may use the Red Knight's name(s) and logo?**

Membership in the Red Knights International Motorcycle Club Inc. ® (hereafter, known as the Red Knights®) gives a member permission to wear the club patches and identify them self as a Red Knight® only. The use of the images and names of the Red Knights® on office materials, web pages, clothing and all other items that an organizational entity, vendor or individual member may produce, is not automatically granted with membership. The names and images of the Red Knights® are registered with the US, Canada and European Union patent offices and the Red Knights® reserves the use of those names and images to entities and members who have filed the proper application for use and have been granted permission of use. Such licenses are on file with the International Secretary of the Red Knights®. If a Chapter, other organizational entity, vendor, or a single member wishes to use the images and names of the Red Knights®, that Chapter, entity, vendor, or individual must obtain permission from the Red Knights® by using the Trademark License Application as described on the Merchandise page of the Red Knights® web page. (<http://www.redknightsmc.org/merchandise.htm>) Chapters, other organizational entities and individuals, who use web pages, of which they have complete creative control, may apply for the Business Trademark License. Individual members may not use the Red Knights® names or logos in the name of their “personal based” page, the URL of the “personal based” page, the banner or background of their “personal based” page such as MySpace or Face Book.

Example:

“Any state Red Knight 1 <http://www.myspace.com/anystateredknight1>” is not acceptable while “John Smith Any state 1 <http://www.myspace.com/29403331>” would be acceptable.

Individual members may identify themselves as a Red Knight® in their personal description. Individual members may use the Red Knights® name in any discussions and my show Red Knight® images in pictures. Even if an Association or Chapter has the correct paperwork, if the Association or Chapter does not control the links on a page, permission to use the Red Knights® names and images may be rescinded. If it is determined by, the International Board or an appointee of the International Board, that a violation of the use of said Red Knights® names and images has been committed, legal action may be commenced. The Red Knights® is a family-oriented club and any material that is found to be offensive, even if it was granted a Business Trademark License, will not be tolerated or accepted. If any such material is found and that entity has already been granted a Business Trademark License, the Business Trademark License for such offensive material will be revoked.

The following names must have a license for anyone to use:

- Red Knights International Firefighters Motorcycle Club®

- Red Knights Motorcycle Club®
- Red Knights ®
- RKMC ®
- Our logo

1. United States Federal Trademark Registration No. 2,881,438 and Canada Certificate of Registration No. 644,004 (Name of Red Knights Motorcycle Club and Logo) and the Office for Harmonization in the Internal Market, No. 009114109 and other trademark registrations pertaining to this mark. Also known as intellectual property rights (“IP Owner”)

Approved August 19, 2009 Board meeting, Fort Lauderdale, FL Revised 4/9/2010 Board meeting, Syracuse, NY Revised 11/14/2014 Syracuse, NY

#### **4:06 Selling of RKIFMC® Trademarked Items**

Items that have been approved through the RKIFMC® Trademark License Agreement process may be sold by the Chapter/Association to members and the public as approved. Chapters/Associations may sell items at events, place them on the International Website, or place them on the Chapter/Association website. Chapters/Associations or individuals will neither advertise nor place items for sale on any public auction/selling site (ie. eBay, Craigs List, Amazon). If a Chapter/Association has an approved TMLA, but the Chapter/Association does not control the links on a page, permission to use the Red Knights® names and images may be rescinded.

As per the RKIFMC® Trademark License Agreement:

“The applied for goods must be approved by the Executive Board prior to any production incorporating the Red Knights International Firefighters Motorcycle Club®, Inc. intellectual property, including patents, trademarks, and copyrights. The applicant agrees to accept the license subject at the sole pleasure of the Executive Board of the Red Knights International Firefighters Motorcycle Club®, Inc.”If it is determined by the International Board, that a violation of the use of said Red Knights® names and images have been committed, legal action may be commenced. Approved Syracuse NY 11/9/2012 Revised 11/14/2014 Syracuse, NY

### **Section 5: Membership**

#### **5:01 Waiving of dues**

At the discretion of the Executive dues may be waived for any chapter Member that has been recalled to active military duty and deployed. Those chapters that have members that have been recalled may apply in writing to the International Treasure to have those dues waived for the year that they are on active duty out of country. This policy would also apply to chapters that are in an area of a natural disaster such as flood, hurricane, wild fire etc. where the chapter members have suffered major losses. The Executive Board will remove the one-time application fee for any new chapter or MAL that is serving in any branch of the services overseas. Revise 11/19/2005 Board Meeting, Syracuse, N.Y. Revised 11/14/2014 Syracuse, NY

#### **5:02 New Chapter membership and Record Keeping**

1. The Executive Secretary shall maintain a numbered recording system on all Chapter applications sent out insuring that unauthorized applications are not processed. The International Treasurer, upon receiving applications that are not code numbered; will contact the International Secretary before beginning processing to ascertain that they are authorized applications. The numbered recording system will consist of the year, the application number and the Region, 2014-001-R1
2. The Executive Secretary shall maintain an up to date existing chapter and new application grid for the purpose of location.
3. Upon receiving a request for a Chapter application, the International Secretary shall research the location to see if there is an existing Chapter in the area. If so then he/she will advise the applicant to first contact the existing Chapter for membership.

4. The International will work to maintain a 25-mile radius between Chapters.
5. If the applicant still requests to start a new Chapter, the Executive Secretary shall contact the Regional Director who will contact the existing Chapter of a new Chapter application in this area. Asking if the chapter would have any objections to the new chapter forming in less than the 25 Mile radius. If the existing chapter does so object, then the International will advise the applying group that it is not in the best interest of the Red Knights Organization to establish another chapter within that area.
6. When an application is sent out to the applicant, the Regional Director will be notified of the location and the name and address of the applicant.
7. If the application has not been processed within 45 days, the Executive Secretary will notify the Regional Director to conduct a follow up with the applicant.
8. When advised by the International Treasurer that an application has been received and a new Chapter approved, the Executive Secretary shall notify the Regional Director of the new Chapter and forward the Chapter membership list. The Executive Secretary will send out a new Chapter startup kit to the Chapter President.
9. The Executive Secretary shall maintain a file of all applications sent. This can be used for future reference to coordinate Chapter request.

Approved 11/13/2004 Board Meeting, Syracuse, N.Y. Revise 11/19/2005 Board Meeting, Syracuse, N.Y. Revised 11/14/2014 Syracuse, NY

### **5:03 Junior Red Knight Membership**

Junior membership is available for all dependent children of Active and/or Associate Members under the age of sixteen (16) years of age.

A small crest may be worn on the front of a vest with a small rocker that says

“Junior Membership” over the crest. The crest and rocker shall be ordered from the RKR Regalia, Ltd.

Quartermaster. A 10-inch patch shall not be worn by a junior member. The adult Active or Associate Member shall accept full responsibility for the safety and actions of the Junior Member while on a chapter event. There shall be no dues collected for Junior Membership by the International and chapters shall be allowed to list such junior members on their rosters until age 16. At age 16 junior membership must be switched to a different membership category and pay dues. Junior Member may be added to the back of a tee shirt for these members.

(This was approved by the Board at the Board meeting held on June 9, 2005 at Lake George, N.Y.)

Revised 8/20/2008 Syracuse, NY Revised 4/19/2013 Syracuse, NY 4/7/2006 Sandusky, Ohio Revised Syracuse NY 11/10/2012 Revised 11/14/2014 Syracuse, NY

## **Section 6: Executive Board**

### **6:01 Vice President**

Shall be the contact person for the Members at Large.

He shall be responsible for the mailing of all M.A.L. membership renewal notices. All yearly notices of renewals or dues that are due would be sent out by the Vice President with information on how to pay their dues on line using either a credit card or a pay pal account. Payment will also be accepted by checks for renewals and will be sent directly to the International Treasurer. The International Treasurer will forward the updated rosters to the Vice President. The Vice President would still handle all new members’ applications and advised that all monies paid by check be send to the International Treasurer or new applications once approved will also be able to pay on line. He shall be the contact person responsible for all overseas Chapters.

Revised 06/09/2005 Lake George, NY

Revised 8/20/2008 Sandusky, Ohio Revised 11/14/2014 Syracuse, NY

### **6:02 Secretary**

- (a) Shall maintain a numbered recording system on all Chapter applications sent out insuring that unauthorized applications are not processed.

- (b) Shall maintain the Standard Operating Guidelines Manual which shall have information as to how the Executive Board, deals with certain situations so that in the future the Boards will be consistent in its dealings.
- (c) Shall maintain an up to date list of all members that passed away, showing their names, Chapters and date of passing, with special notation if it is a line of duty death. This data base will be known as RKMC Chapter Heaven 1
- (d) Shall be responsible for the collection and filing of all trademark or logo applications and license agreements as covered by the trademark Registration. Revised 11/14/2014 Syracuse, NY

### **6:03 Treasurer**

- (a) Shall file with I.R.S. within (90) ninety days of the end of our financial year all appropriate tax returns required.
- (b) Shall file with the Commonwealth of Massachusetts a M.G.I. Ch 180 Corporation Annual report within (60) days of our Annual Meeting and no later than November 1<sup>st</sup> of the year the meeting takes place.
- (c) Shall file quarterly financial reports with the executive Board and make available a yearly financial report for the membership.
- (d) Shall be the contact person with the law firm of Shutts & Bowen for the purpose of keeping our trademark/service mark and patent current.
- (e) The Treasurer shall keep a record of all funds given to Chapter or Associations for the purpose of promoting the Red Knights Organization stating how much was given, when, and for what purpose. He shall then file a report on each occasion of a grant being given out with the International Secretary.
- (f) The International Treasurer upon receiving applications that are not code numbered will contact the International Secretary before he/she begins processing it to ascertain that they are authorized applications.
- (g) The International Treasurer shall present for review by the International Board at its Fall Board meeting a proposed Operating budget for their input and consideration for the next calendar year.  
 Revise 11/11/2006, Syracuse, NY .Revised 8/20/2008, Sandusky, Ohio Revised 03/20/2009 Syracuse, NY Revised 11/14/2014 Syracuse, NY

### **6:04 Quartermaster**

All orders from Chapters to the RKR Regalia, Ltd. Quartermaster for patches/uniforms shall come from a Chapter Officer. No orders shall be accepted from individuals for patches/uniforms other than MAL's.  
 Revised 4/19/2013 Syracuse, NY Revised 11/14/2014 Syracuse, NY

### **6:05 Rotation of chairing Regional Directors for the Perry Carter Award starting with Region 2 in 2014**

Will serve as chairperson of the Red Knight of the Year award committee. The committee will consist of the previous 2 years past recipients and the Regional Director of the current years rotation. Revised 11/14/2014 Syracuse, NY

### **6:06 Notice to Chapters of Executive Board members in area**

When the International Board is holding a board meeting in an area where there is a Chapter, the Secretary will notify the Chapter President to inform them of the meeting and advise them if they have anything to discuss with the board that time will be set aside or if they just want to come by and meet the board members.  
 Revise 11/19/2005 Board Meeting, Syracuse, N.Y. Revise 04//8/2006 Board Meeting, Syracuse, N.Y. Revised 11/14/2014 Syracuse, NY

## **6:07 Regional Directors**

It is the duty of the Regional Directors to keep the State/Province Representatives and chapters in their regions up to date on the business of the International. This may be done by a regional newsletter, letters, e-mails, phone calls. Revised 11/14/2014 Syracuse, NY

## **6:08 International Board Attendance at meetings**

Any Board member who has more than one unexcused absent per year shall be required to resign and the Board will fill the term until the next Annual Business Meeting. Each Board member must contact the International President if he is not going to attend a meeting in order to be excused. Revised 11/14/2014 Syracuse, NY

## **6:09 Record Keeping by Executive Board members**

All Red Knight International records and databases will be kept on the Red Knight laptop provided to each Board Member. Under no circumstances shall such records or data bases be deleted without the knowledge and written consent of the International President. If such permission is given the International President will file a report with the International Executive for filing by the International Secretary. This is so that in the event that a Board member can no longer fulfill the duties of his/her office or is not reelected, that all records of this office will be forwarded to the person filling this position. Each Board member will back up the records and data of his office monthly. The International Secretary, Treasurer and Quartermaster shall back up their records weekly using a CD or Flash Drive. Revised 11/14/2014 Syracuse, NY

## **Section 7: Advertising Rates**

### **7:01 Following are the rates for Outside Vendors for advertising with the Red Knights.**

Newsletter:	\$ 200.00 for a full-page ad
	\$ 125.00 for a ½ page ad
	\$ 75.00 for a ¼ page ad
Web Site	\$ 150.00 for one year
	\$ 100.00 for six months

Any Red Knight member or chapter that wishes to advertise their service or company in the International Newsletter or Web Site is given a 25% discount off the listed rates for Outside Vendors advertising as published in our S.O.G. All requests for advertising should go to the International Secretary. Approved 11/13/2004 Board Meeting, Syracuse, N.Y. Revise 1/17/2005 by e-mail vote Revised 11/14/2014 Syracuse, NY

## **Section 8: Associations and State/Province Representatives**

### **8:01 Elections of State/Province Representatives**

The Regional Director may appoint one, until such time the State/Province elects a representative. All elections or appointments of State/Provincial Representatives shall be under the direction of the Regional Director. Each State/Province shall hold an election to elect their Representative. This election shall be held prior to the Annual Convention of the year in which the election is held. Notice of this election shall be sent to all Chapters in good standing at least 60 days before the election. Only Active members in good standing of the Red Knights Organization may be eligible for the position of State/Provincial/Region Representative. They must be endorsed by their Regional Director. Any person wanting to run for the position of State/Provincial/Representative shall notify the Regional Director of his/her intent 45 days before the election. It shall be the responsibility of the Regional Director to verify that all candidates meet the requirements. The Regional Director should notify all chapters in the State/Province of the list of candidates 30 days before the election. Only Chapter Presidents or their designees that are in good standing with the International at the time

of the election are eligible to vote. Each chapter shall have one vote. Members at Large shall vote separately and one vote shall be cast by the Regional Director for the candidate with the majority vote of the Members at Large. The term of State/Provincial Representative shall be for a period of two years. The Regional Director shall notify the International Executive Board of the results of the election of State/Provincial Representative. If the State/Province fails to elect a representative the Regional Director may appoint one until such time the State/Province elects a representative.

Approved 11/13/2004 Board Meeting, Syracuse, N.Y. Revised 11/11/2006, Board Meeting, Syracuse, NY. Revised 11/14/2014 Syracuse, NY, Revised 4/17/2015, Syracuse, NY

## **8:02 Starting a State/Provincial/Regional Association**

**Purpose:** To work with the Regional Director and the International Board to support and unify existing Chapters and Members-at-Large within the State, Province or Region, gain new members and develop new Chapters and to keep members informed on issues and events. Upon the request of 20% of chapters within a State, Province or Region, the State/Provincial/Regional Representative or Regional Director shall notify all chapters and members-at-large within the representative's jurisdiction and call for a meeting open to all members in good standing, with at least 30 days' notice, to discuss the benefits of an association, plan the election of officers and vote on the formation of an Association. Minutes of the meeting will be forwarded to all chapter presidents and Members-at-Large of the proposed association's jurisdiction requesting acknowledgement of the vote and a response regarding interest in the formation of such association. A sixty-six percent (66%) positive response shall be required to move forward. A new meeting will be planned 90 days out following guideline 8.01, Elections. The executive board of the association shall include President, Vice President, Secretary, Treasurer and Chapter/MAL Representative. A Road Captain may sit as an additional member. The Representative may be a dual position member (President/Representative, Treasurer/Representative, etc.). Only members and Chapters in good standing with the International are eligible to serve, vote or join. SOG's for the Association, if developed, must not conflict with the International By-Laws, Guidelines or Rules & Regulations. No member or Chapter shall be required to join. An annual report shall be submitted to the Regional Director not less than 30 days prior to the International Annual Business Meeting. See SOG 10:04 for any available Association funding. An application for a Charter will be requested from the International Secretary.

**MEMBERSHIP:** The membership of the Association shall be made up of members of the Red Knights International who live within the boundaries of the State/Provincial/Region in question. Members must be in good standing with their Chapter and/or the International. Red Knight members who live outside the state may become an Association member but shall not have a vote or hold an elected office. Chapter membership in the Association is not mandatory. Inclusion to or exclusion from the Association shall be by vote of each chapter's membership. The Association shall accept any Chapter at a later date that votes to be part of the Association.

**BENEFITS:** The benefits of the Association will be to see a gain in membership and to unify the members. There are many ways to accomplish this and the following are offered as suggestions.

- Design a State/Provincial/Regional Association patch and/or motorcycle flag
- Design a State/Provincial/Regional Association Banner, to be used at rallies, conventions or trade shows
- Design a State/Provincial/Regional Tee or Golf shirt  
(Remember that any Design must be approved by the International and trademarked with the International Secretary)
- Develop an Association web site
- Develop a newsletter to keep members informed (at least 3 to 4 times a year)
- Hold an Association sponsored Conference, Poker Run, Overnight Get-A-Way or other outing yearly (at least one or two a year). Allow the chapters to bid on holding these in their areas.
- Develop a Red Knight of the year program

- Develop a flyer or a tri-fold handout to advertise your Association.

**REPORTING:** A semi-annual report of the Association's activities shall be filed with the Regional Director.

**FUNDING:** The Association may choose to have dues paid by the Chapters. Other ways to fund the Association may include 50/50 drawings, silent auctions at Association Events or a statewide fund raising activity. The amount of \$500.00 will be given to any State/Province who starts a State or Province Association and the amount of \$500.00 to any Region who starts a Regional Association. (SOG Section 10:04)

**OTHER:** Contact other State/Provincial/Regions that have an Association to see what has worked for them. Remember that you are working to develop an Association where members can have FUN, SOCIALIZE and enjoy the FELLOWSHIP of other Red Knight members.

Approved 11/13/2004 Board Meeting, Syracuse, N.Y. Revised 03/20/2009 Syracuse, NY Revised 11/14/2014 Syracuse, NY Revised 4/17/2015, Syracuse, NY

### **8:03 Application for a State/Provincial/ Regional Association Charter**

The Association Representative would request an Association Charter Application through the Regional Director, who would request that one be sent to the Association from the Executive Secretary. The application shall be sent to the State/Province Representative with notice given to the Regional Director. The application is to be completed by the Representative and returned to the Executive Secretary. When the application is approved, the Executive Board will be advised, a Charter and number for the Association will be issued. The Charter will be sent to the Regional Director so that he may make a presentation to the new Association. This can be done by letter or in person if the Director chooses to do so.

(If the Regional Director chooses to do so in person, it will be on a volunteer basis. No costs associated with this shall be borne by the International.) As with the charters for the Chapters, a vote by the Executive Board is waived for charters for Associations.

Revise 11/19/2005 Board Meeting, Syracuse, N.Y

### **Section 9: Executive Board Expenses**

#### **9:01 Travel expenses**

The executive shall have the discretionary ability to expend the necessary funds required to conduct the business of the corporation at a minimum of three executive meetings per year as well as the Annual Business Meeting long as funds are available. This to include other travel Authorized by the Board of Directors with the following guidelines:

Travel costs - \$0.50 per mile

Hotel Accommodations - \$ 150.00 per night (maximum)

Daily allotment \$ 50.00 per day with receipts OR up to \$30 per day without receipts

All air travel by advance booking at lowest rate available.

Travel cost for any individual trip will be limited to the lesser of ground and air travel. Additionally, travel costs will be limited to the lesser of the cost from the member's place of residence and the location from which they are travelling to/from.

The Executive Board's convention registration fee to attend the Convention Board Meeting and the Annual Convention will be submitted and paid by the International Treasurer no later than 90 days before the Annual Convention to the hosting chapter/association.

In the event that a Board member is unable to attend the Convention Board meeting and the Annual Convention, the Board member will reimburse the International the cost of his convention fee within thirty (30) days or advised the International Treasurer to withhold the amount from the Board member's next expense



check unless the convention registration fee is returned back to the International by the convention host committee. This is to assist the International Board in attending the Convention Board Meeting and the Annual Business meeting without causing them a hardship. All other expenses are to follow the guidelines in section 9:01 of the International SOG Manual. All board members will be required to attend the Convention Board Meeting and the Annual Business meeting. If they cannot, they must notify the International President as to the reasons they will be absent at least seven (7) days prior to the Convention Board Meeting. Revised 11/14/2014 Syracuse, NY

### **9:01A Regional meeting and/or Regional Rally Expenses.**

#### **ATTENDING REGIONAL MEETING AND/OR REGIONAL RALLY**

This is to assist the Regional Directors in meeting with the State/Province Representatives and Chapter Presidents in their regions and/or attending a regional rally without causing them a financial hardship. Each Regional Director should hold a meeting of the State/Province Representatives in their regions yearly before the Annual Business meeting. A report of this meeting will be submitted to the International Secretary, to be included in the convention report to the membership. Chapter Presidents should be invited to attend also. If a region is currently holding a regional rally, the Regional Director should be in attendance. In the event that he/she cannot attend, they shall notify the International Secretary so that another Board member can attend. If the region is not already holding a regional rally, an attempt to start a rally should be made. Whenever possible, the rally should be combined with other RKMC events, such as a state association rally or a local chapter fundraiser. Expenses to attend these meetings would follow the outline in SOG Section 9:01. Expenses for attending will be paid for one Regional Meeting/Rally per year per director. Revised 11/14/2014 Syracuse, NY

### **9:02 Compensation for Secretary and Treasurer**

As approved by a vote of the membership in Worcester, Massachusetts on August 18, 2007, the positions of International Secretary and International Treasurer shall be paid a yearly honorarium as determined by the Executive board and approved by the membership. This honorarium shall be paid monthly, on the first day of each month starting with the 1st of September 2007. The amounts to be paid shall be reviewed annually at the Spring Executive meeting and shall be presented to the membership at the annual convention for ratification. The amount approved for 2007-2008 shall be \$15,000.00 for each position. At the end of the year, the International Treasurer will issue an IRS form 1099 MISC to the Secretary and the Treasurer, who will be responsible for their own taxes. Revised 11/14/2014 Syracuse, NY

## **Section 10: Funding**

### **10:01 Organizational Promotions Grants**

Each year the International Treasurer shall set aside \$1600.00 to be made available to the chapters and or State/Provincial Associations to help them in the promotion of the Organization. The funds will be allotted on first application bases, on a matching dollar basis up to \$ 200.00 per application, until the yearly allowance is depleted. The money is to be used for registration fees, equipment or printed material that will help promote our organization with the aim of attracting new members or chapters. Revised 11/14/2014 Syracuse, NY

### **10:02 Funding for events at Chapter, State or Regional Level**

The International Treasurer shall set up a fund of \$8000.00 yearly for the purpose of assisting in the providing a central gathering function for Red Knight members in different regions until which time the funds are depleted. All applications for funding are to be made through the Regional Director/Vice President that is responsible for the region/chapters the funding is being applied for. This is to be paid at a rate of \$1000.00 per region on a first come basis till funds are used up for the year. If the event makes a profit, the funds are to be paid back to the International so the other events in the region can be helped.

Monies from this event may be awarded in amounts up to \$500.00 for the first two years of an annual event. As the event grows, the amount awarded may increase to \$750.00 for events with the previous year's attendance at 200 members and up to \$1000.00 with attendance over 250 with a maximum of \$1000.00 being awarded. Requirements are that these functions must be a multi chapter event. The Regional Director shall request the funding in writing to the International Treasurer sixty days before the event. They shall give the dates, location, number of members expected to attend and the reason for the request of funding and any other information that they find pertinent to the request. Examples of what the money will be used for are to offset the cost of the food, hall rental, Etc. All events that grants are issued for must be insured with the Red Knights International Firefighters Motorcycle Club being listed on the Certificate of Insurance, where area laws allow for insurance of events (otherwise, liability waivers will be required. If the event is hosted by a chapter and they received funding from the International, the insurance is paid for by the International and is above the \$1000.00 each Regional Director. If the Regional Director approves the funding than the International will pay for the cost of the insurance in addition to the funding. Attendance figures will be calculated by the number of members that have signed the insurance waiver form at those events which must be turned into the International Secretary within 30 days of the conclusion of the event. When approval is given, the International Treasurer shall issue a check in the amount approved made out to the hosting chapter or Association and mail it to them with notification going to the Regional Director. The International Treasurer will notify the International Board of all grants awarded. The International Treasurer shall maintain a data base of all requests. After the function, the Chapter, Association or Region requesting the funding shall file a report with the Regional Director who shall forward a copy of the report to the International Treasurer on the details of the function using form 10:02A. Failure to file the required reports after the event for which the grant was issued with the International Treasurer or to return the insurance waiver forms to the International Secretary within the prescribed time frame shall result in two-year period of the Chapters, State/Province or Regional Association not being eligible for any events or promotional grants funding. The penalty will apply only to the hosting group of the event which received the grant.

Revised 11/14/2014 Syracuse, NY

### **10:03 Memorial Maintenance Fund**

The International's share of the annual Convention 50-50 drawing, along with the profit from the Heaven One patch sales, will be deposited in the general account with the amount raise being recorded by the International Treasurer. These funds are to be turned over to the Memorial Committee upon request for the upkeep and improvement of the Memorial and its grounds. These expenses will also include the annual updating of the names of those members that have passed away in the previous twelve months. The names will be updated each year in September after the International Annual Convention or within thirty days of the closing of that year's convention. Revised 11/14/2014 Syracuse, NY

### **10:04 Association Start up Grant**

The International will introduce a new program to help with the cost of starting a State/Provincial or Regional Association. The amount of \$500.00 will be given to any State/Province who starts a State or Provincial Association and the amount of \$500.00 will be given to any Region that starts a Regional Association. This is to include all existing Associations (8). The purpose of this grant is to help with the cost of setting up the associations with printed material; web pages and equipment that will help promote our organization with the aim of attracting new members and to help the chapters work together. The proposed Association shall request an Association application from the International Secretary. After the International Secretary receives the Association application, the Secretary will issue an Association charter and number. The International Secretary will then advise the International Executive Board of the approval of a new Association. The International Treasurer at that time will issue the Grant funds to the new Association. The Association can use the generic association by-laws on the International Web Site to help in developing their own set. These must be submitted for approval within 6 months. If the Association chooses they can use the International By-Laws instead of developing their own. Revised 11/14/2014 Syracuse, NY

## **10:05 Funding for International Convention**

The International treasurer will forward to the hosting chapter funds by January 15th of the year of that convention as determined by the formula passed at the August 2007 convention.

The funding will be based on \$1.00 per member in good standing as of December 31st of the year prior to that in which the convention will be held. The funding will be applied only to reduce the cost of convention registration to the membership as reported to International in the hosting chapters report submitted two years before the convention date. Registration cost shall only reflect the cost of The Annual awards meal, one BBQ, the farewell Breakfast, and one convention pin. All other costs shall be optional to the attendee.

Revised 11/14/2014 Syracuse, NY

## **Section 11: Insurance**

### **11:01 Executive Liability Insurance**

The International Board will maintain an Executive Protection Liability Insurance Policy for all International Executive Board members and committees. The International Secretary will be the contact person between the Insurance Company and the International Board. Each member of the Executive Board will receive a copy of the policy.

Revised 11/14/2014 Syracuse, NY

### **11:02 Insurance for Events**

Associations and Chapters can apply to the International requesting that insurance coverage be provided for special fund-raising events to aid a Red Knights Member. This is to be a onetime request per member.

Revised 11/14/2014 Syracuse, NY

### **11:02A Red Knight Sanctioned Events**

The International will pay for the insurance to cover any RKIFMC sanctioned event hosted by the International, Regional Associations or State/Provincial Associations that is a multi-chapter event. The International will pay for one event per year for the Regional, State and Province Associations or for a multi chapter event in states or province where there is not an Association. In the case where there is not an Association, the insurance will only be paid for a period of two years. The hosting Association shall request the insurance from the International Secretary. Local Chapters can request insurance for benefits or events sponsored by the chapter. The cost of the Insurance will be paid by the Chapter(s) making the request.

Revised 11/14/2014 Syracuse, NY

### **11:03 Insurance Requirements for Events**

The Chapter sponsoring the event shall request and pay for the insurance from the International Secretary at least 30 days before the event. A waiver deposit of \$50.00 must be sent to the International Secretary before any insurance will be ordered. See 11:03D below for additional information. The Secretary must receive the name of the location where the event is being held. The policy limits coverage to "covered events" that are part of the insured's operation. A group splitting off to go on their own ride that is not sponsored, organized or controlled by the insured won't be covered under the policy. In addition, only those club events that are reported to and approved by the Insurance company are covered. The club could add some language to flyers and/or sign-in sheets that note the club's insurance is only extended to the club's organized ride route. "Any members wanting to deviate from the designated route are at their own risk." The requesting chapter/Association must forward the club's designated turn by turn route for each ride when they submit for insurance. The insurance company will note on the certificate the coverage applies to the event per the route on file. The only variations allowed by the Insurance Company are detours that the Chapter became aware of immediately preceding the run. Any Chapter or Association outside of North America will be responsible for their own insurance for events if needed.

Revised 11/14/2014 Syracuse, NY

## **11:04 Waiver Charge**

Due to the requirement from our Insurance company that ALL waivers must be returned and maintained for a period of seven years and since there is a problem in getting the chapters to return the waivers after their event, a \$50.00 waiver will be charged. The \$50.00 waiver charge will be returned to the chapter after the waivers are returned to the Executive Secretary. Any chapter failing to return the waiver forms to the international secretary within 30 days of their scheduled event shall forfeit the \$50.00 deposit they have placed on the waivers. They will also have to deposit \$100.00 the next time they apply for insurance. Should the Chapter fail to return the waiver forms within the allotted 30 days a second time this action will disqualify them from insurance coverage for two years. Revised 11/14/2014 Syracuse, NY

## **Section 12: Chapters**

### **12:01 Chapter SOGs**

The local chapter may, at its own will, develop a set of Standard Operating Guidelines for the operation of the chapter. These guidelines must conform to the intent of the International By-Laws. Any disagreement as a result of the meaning of the chapter's SOG must follow Section 12:05 Grievance Procedure of the International SOGs.

Revised 4/19/2013 Syracuse, NY Revised 11/14/2014 Syracuse, NY

### **12:02 GRIEVANCE PROCEDURE**

This procedure shall give direction to a **MEMBER** and or a **CHAPTER** wishing to file a grievance. The difference is a **CHAPTER** or **MAL** grievance can skip directly to the State/Province/Country as per paragraph, #5.

A grievance is defined as the alleged violation of a specific provision of the By-Laws or SOG's.

1. A **MEMBER** believing he/she has cause for complaint shall discuss the problem with the Chapter officers along with a proposed solution and attempt to resolve the complaint. The Chapter officers shall give the member a verbal answer not less than 15 days after the verbal presentation of the complaint to them.

2. If the complaint is not resolved after the verbal consultation, the grievance shall be reduced to writing, signed by the aggrieved member within 15 days of the answer requesting a meeting to be held between grievant, and the chapter membership.

3. A special meeting must be announced to ALL the membership of that Chapter in a letter from the chapter officers. It must be done in writing. A special meeting must be announced at least thirty days in advance. The reason(s) for the special meeting must be spelled out in the announcement and absolutely NO other business can be discussed at that special meeting

4. A minimum of fifty one percent (51%) of the entire membership must be in attendance at the meeting to conduct business as announced for the special meeting. A minimum of two thirds (2/3) of the members present is required to pass any motion made at this meeting. The presiding officer shall have 15 days from the date of a meeting to write his response on the grievance.

5. Should the complaint remain unresolved or should the grievance be submitted by a Chapter or MAL, the grievant **MEMBER OR CHAPTER** may submit the grievance along with the proposed solution to the State/Province/Country Representative within 15 days of the response. The State/Province shall conduct an interview with all parties involved using the time necessary i.e.: By phone, or electronic means or meetings. The State/Province/Country Representative can discuss the issues with the International Regional director if he/she wishes to. He/she shall have 15 days after completing the interviews to submit his/her response to the grievant. If there is no State / Province/Country/Representative, the grievance will move to the Regional Director for decision.

6. If the answer proves not to be satisfactory, the grievant may submit the complaint to the International Regional Director within 15 days of the response. The Director has 15 days to submit a response.

7. If the grievant is still not satisfied, the last filing may be submitted to the International Board of Directors. The filing must be done within 15 days of the response from the Regional Director. At the time of filing “All” documents and findings must be submitted to the International Secretary. This shall be done by “REGISTERD MAIL” and shall include all documentation related to the disposition as the grievance progressed. The Board reserves the right to hold a hearing if it is found necessary after reviewing the documents. The Board shall issue its ruling within 60 days of receiving the grievance. The decision, which shall be binding on all parties, shall be in writing to all parties involved. There shall be no right of appeal from such decision. Failure of the grievant to follow the time limits shall constitute abandonment of the grievance and the settlement based on the last response of the officer, representative or director. Failure of the Governing body to follow the time limits shall constitute abandonment of the grievance resulting in implementation of the initial proposed solution by the grievant.

If a Member has a grievance with a member, they may file it with the chapter. If the grievance is with the chapter, they may file the grievance with the State/Province/Country Representative. If the grievance is with the State/Province/Country Representative, they may file it with the Regional Director. If the grievance is with the Association, they may file it with the Regional Director.

Rev3, 11-8-12 Revised 11/14/2014 Syracuse, NY ; revised 10/20/2015 Baltimore, MD

### **12:03 Friends of Red Knights (FORK)**

This program is to allow chapters to have a way to identify and award special friends who support the local chapter in its activities and rides. An official tee shirt may be worn by these non-members only and only on chapter rides, fund raisers and other chapter activities. Failure to follow these guidelines will result in the tee shirt being returned to the chapters. Each chapter that wants to have Friends of Red Knights in their chapter shall apply for the official art work from the International Secretary. This request is to be made by the Chapter President. Instructions as to whom and when these shirts may be worn are to be sent to each chapter when they apply for the design. The design for the tee shirts will have on the back of the tee shirt our center patch logo with a top rocker that says, “Friends Of”. On the front left chest, it will say “Friends of Red Knights” and the chapter name and number (these will be abbreviated like the lower rocker on the back of the vest). The color of the tee shirt shall be up to each Chapter. It will be the chapter’s responsibility to have the tee shirts made and to control the distributing and wearing of them. Each Chapter will maintain a data base of who these tee shirts are sold to. The shirts are to be sold to Adult Friends of Red Knights only.

Approved 2/12/2006

E-mail voting Revised 4/7/2006 Syracuse, NY Revised 4/19/2013 Syracuse, NY Revised 11/14/2014 Syracuse, NY

### **12:04 E-mail address of Record**

The primary Chapter email address of record shall be the assigned chapter REDKNIGHTSMC.COM address. The mailing address and e-mail address of the Chapter President and Chapter Secretary will be secondary. The Chapter Secretary shall maintain a current roster on file with the International. All communications from the International shall be forwarded to the proper Officer(s) or member. Communication to the International Executive Board shall be sent to the International Regional Director

for distribution. Revised 11/14/2014 Syracuse, NY

### **12:05 Dues rates**

The International annual dues run from January 1 of each year to December 31 of the same year and that the renewal rates shall be as listed below.

#### **12:05A Active and Associate member’s dues**

All Active and Associate member’s dues will be \$17.00 (seventeen dollars) per member.

## 12:05B Social and Honorary member's dues

All Social and Honorary member's dues shall be \$11.00 (eleven dollars).

## 12:05C Junior Members

There will be no charge for Junior members under the age of 16.

## 12:05D Members-at-Large Dues and Application fees

Member At Large (MAL) membership dues will run the same period as chapters members and their dues will be \$19.00 for a renewing Active member and \$14.00 for a renewing Social member. The new Member at Large application fee will be \$10.00 plus the dues payable. New Chapter applications and Members of new Chapters. The rate for new members will be \$20.00 per all classifications. New chapter applications will be \$35.00. (approved by membership at ABM August 2007) Revised April 14, 2012 Revised 5/8/2018

## 12:05E Due dates and late payment fees

This will apply to all renewals before February 15th of the year in which the dues are due. After February 15th a \$50.00 late payment fee may be assessed for late chapter renewals. New chapter leeway will not be extended to chapters in default.

## 12:05F Late Fees Waived

Chapters that have had the late payment fee of \$50.00 waived will also be required to pay that fee unless payment is received in full prior to August 1st of the current year. Revised 11/14/2014 Syracuse, NY

## 12:06 Restricted Service

Restricted Service is imposed on a Chapter, Member or Member at Large when that chapter or person is either in arrears for their International dues, owes a balance on account to International, is placed on suspension by the International Board or does not have an approved Chapter Business Trademark License Agreement (TMLA). Restricted service means is that the Chapter, Member or MAL is not considered in good standing with International and therefore it members is not allowed to:

1. Be placed on the list of eligible voters for electronic voting of International Executive Officers. This list will be based on Chapter, Member, or Member-at- Large status 90 days prior to the Annual Corporation Meeting
2. Be a voting delegate at the Annual convention,
3. Does not have a vote or say in any general discussion that may take place at any Red Knight meeting or event.
4. May not hold or run for any office at the Chapter / State / Provincial / Regional or International level of the Red Knights organization.
5. May not order or purchase any goods from the RKR Regalia, Ltd. Quartermaster
6. Will not be given access to the Red Knights forum on the Internationals Web site
7. Is not allowed to wear the colors of the Red Knights

## 12:06A Limited Service

Limited Service is defined as the Chapter being unable to order merchandise from Red Knights Regalia, obtain a TMLA, or participate in International voting. Limited Service is imposed on a Chapter when that Chapter is in arrears on quarterly roster updates. Roster updates of any/no change are required prior to April 1st, July 1st, and October 1st and are to be sent to the International Treasurer from the official Chapter email address. Roster updates should be submitted from the official Chapter email address immediately upon the joining of any new Member. Funeral/Heaven 1 protocols will only be enacted for a Member on the most current submitted roster at the time of the Member's passing. Added 5/8/2018 Boylston, MA

## 12:07 Reinstatement to Good Standing

In order to be reinstated to good standing on items that involve monetary issues, the Chapter, Member or MAL must contact the International Treasurer to arrange for the payment and removal of any debits or the

payment of any outstanding dues owed to International. -If placed on suspension by the International Board the Chapter, Member or MAL must contact their Regional Director or the International Secretary to find out the disposition of their suspension.

Revised 4/19/2013 Syracuse, NY Revised 11/14/2014 Syracuse, NY Revised 5/8/2018 Boylston, MA

## **Section 13: Red Knight Awards**

### **13:01 RKMC of the Year, Goal of the Award**

It is the goal of the Red Knights International Firefighter Motorcycle Club to identify and honor a member each year as the Red Knight of the Year. This award will be known as the “Perry Carter Award,” honoring Perry for his endless work and dedication to the Red Knights Motorcycle Club. Only an active member in good standing with the International may be eligible for this award. This is to include the Members at Large. Any member may nominate any Member at Large. This nomination would follow the same path as listed below. Current members of the International Board are not eligible for the Perry Carter Award. Each Chapter may nominate a member for the Red Knight of the Year. The nomination would be sent to the State/Provincial Representative and then to the Regional Director. Each Regional Director would then forward the nominee to the Chairperson for this award. The committee will consist of the Regional Directors and the past two recipients. The chairperson will be a Regional Director, on a rotating basis, commencing with region 1 in 2013. Members who are nominated should have been present at 50% of the Red Knights Motorcycle Club chapter events during the year. The member nominated should have visited at least one other Chapter during the year. The member nominated should have attended at least one International Annual Convention in the past. The Member nominated should represent and signify the Red Knight’s standard in their dealings with the public and the International’s members. The deadline for receiving the nomination shall be prior to March 1st of each year. The final decision will be made at the Spring Board meeting each year. All members of this committee will be notified of the names and information that have been submitted to receive this award. They are to review those names and information on why they were nominated and submit their choice in order of first, second and third to the Committee Chairperson, no later than 14 days before the Spring International Board Meeting. Once the Committee has made its decision, the Committee Chair will advise the International President. The recipient of this award shall receive recognition and their registration fee for the year they are receiving the award to be paid by the RKIFMC. The recipient shall receive a 4” upper arch patch. The International president shall send a letter to the Chapter President of the member’s chapter who wins this award notifying him of the winner. At the International Annual Convention, the International President shall have all of the members from the winner’s chapter come up for the presentation.

Approved 11/13/2004 at Board Meeting, Syracuse, N.Y.      Revise 11/19/2005at Board Meeting, Syracuse, N.Y.  
Revised 8/09/2006 at Board Meeting, NYC      Revise 4/19/2013 Board Meeting Syracuse, NY  
Revise 4/25/2013 Board Meeting Syracuse, NY      Revised 11/14/2014 Syracuse, NY

### **13:02 RKIFMC Outstanding Contribution Award**

The R.K.I.F.M.C. service award may be awarded to any member who has provided outstanding contribution to better the Red Knights. This award will only be awarded by the International Board and will be recognized at the Annual Convention. A certificate and patch will be issued to the person receiving the award. The patch will be a three (3) inch International logo with the words “Outstanding Contribution to the Red Knights International Firefighters Motorcycle Club” around the outside.

Approved August 19, 2009      Revised 4/14/ 2012      Revised 11/14/2014 Syracuse, NY  
Board meeting, Fort Lauderdale, FL

### **13:03 International President Award and International Merit Award(s)**

The International President Award may be awarded by the International President at his option to any member or chapter of the Red Knights International Firefighters Motorcycle Club who has contributed to better the Red Knights yearly. The style of the award will be at the discretion of the International President. The International President will also have the opportune yearly to award merit awards to members of the

International for their contribution to better the Red Knights. This award is to be a framed certificate. This award is to be presented by an International Officer at a chapter event. If an International Officer is not available to present the award, the State/Province Representative may take his place. Expenses will follow the guidelines in SOG Section 9:01.

Approved 8/15/2012 Gettysburg, Pa. Revised 11/14/2014 Syracuse, NY

### **13:04 International Award Patches**

The following International Awards will receive a 4” upper arch patch

- Life Saving (international)
  - This award is given to a member who, while representing the Red Knights, is confirmed of saving the life of another person. The member may identify him/herself as a Fire/EMS person while fulfilling the acts, but this award may only be given for a member who is on a ride or at a function and while representing the Red Knights, Either by Vest, Shirt, or other apparel, and confirmed by a third party to have played a vital role in the saving of another’s Life.
- Life Member(international)
  - Given when the BOD grants life membership
  - Detailed description can be found under 2:01 of the International By-Laws

The following International Awards will receive a 3” patch

- Outstanding Contribution Award
  - To be awarded at the Annual Convention Banquet
- Grand Tour Master(international)
  - Detailed description can be found in Grand Tour Procedural Manual

Syracuse, NY Approved 11/9/2012

Revised 11/14/2014 Syracuse, NY

## **Section 14: Meeting Minutes**

### **14:01 Meeting Minutes**

The business year for International shall be January 1st to December 31<sup>st</sup> of each year. This agrees with the financial year dates that are used by the International Treasurer. The International Secretary will keep minutes of the Spring Board meeting, the Annual Business meeting (Convention), Fall Board meeting, and any other Executive Board meeting that is called. The International Secretary will keep records of any E-mail voting that is done by the International Board. All voting by the International board shall be by recorded vote of the name of the member voting and the vote cast.

Approved 11/13/2004 Board Meeting, Syracuse, N.Y. Revised 03/20/2009 Syracuse, NY Revised 11/14/2014 Syracuse, NY

### **14:02 International Board Officer Reports**

Each member of the International Board shall submit a Convention Report to be completed by June 30<sup>th</sup> and an End of the Year Report to be completed by January 31<sup>st</sup>. The reports should include all activities of the Board member or committee during the year. These reports are to be emailed to the Secretary and to the Communications Chair for posting on the website. Revised 11/14/2014 Syracuse, NY, Revised 4/17/2015, Syracuse, NY Revised 4/18/2017 Baltimore, MD

## **Section 15: Voting**

### **15:01 E-Mail Voting by the International Board**

Any member of the Board may put forth a motion for consideration by the International Board. The motion shall be in writing and submitted to the International Secretary who will format it, then forward it to the President. If



the President, based on Roberts Rules of Order, considers the motion invalid, he will contact the author of the motion to explain his position. If valid, the Secretary will then send the motion out in the proper format to the Board. At that point a 24-hour clock starts, during that time any amendment may be proposed to the one making the motion which is then resent by the Secretary. After the initial 24-hour period has expired, a second to the motion will be entertained. If there is an amendment offered after the motion is seconded, the motion will be considered dead. Once the motion has been seconded, the Secretary will submit the motion to the International Board and the 72-hour clock will start for discussion and consideration. At the end of the 72-hour period of discussion, a vote will be called for. Officers will have 48 hours to email their vote to the International Secretary. Early votes will be accepted during the discussion phase if the International Board Member will not be available during the scheduled voting time. The International Secretary will place a copy of the motion and the vote record in the Motion Ledger. All e-mail voting records will be presented at the next board meeting and will be maintained by the International Secretary. The International Secretary will submit to the Web master and/or newsletter editor any proposal that is voted on by the Executive Board that needs to go to the Members by way of the Newsletter or web site. Each proposal will be numbered, with the year (2009-000).

Approved 11/13/2004 Board Meeting, Syracuse, N.Y. Revised 06/09/2005 Revised 03/20/2009 Syracuse, NY  
Revised 11/16/2013 Syracuse NY Revised 4/24/2014 Syracuse, NY Revised 11/14/2014 Syracuse, NY  
Revised 12/6/2018 Electronic Motion

### **15:02 Registering to Vote at Annual Business Meeting**

The Chapter's voting delegate shall sign in with the Nominations/Voting committee before the beginning of the Annual Business Meeting (ABM). The delegate will receive a wrist band showing him/her as the voting delegate. If the Chapter delegate at the Annual Business Meeting is a member other than the Chapter President or Vice President, they shall have a letter and/or an email notification from the Chapter's Red Knight email account designating them as the Chapter Delegate for voting purposes. A roll call of all chapters in attendance at the ABM will be taken to determine the number of eligible delegates qualified to vote on International business. A Stg. of Arms will be appointed by the International President, who will maintain the roster of voters who leave and re-enter the ABM. This information will be given to the International President before each call for a vote. Revised 11/14/2014 Syracuse, NY

### **15:03 Chapters in Arrears of Dues**

All Chapters must have their dues paid current by 6:00 PM on the Friday before the Annual Business Meeting in order to be eligible to vote at the Annual Business meeting. Revised 11/14/2014 Syracuse, NY

## **Section 16: Funeral Protocol**

Funeral/Heaven 1 protocols will only be enacted for a Member on the most current submitted roster at the time of the Member's passing. Added to define terms 5/8/2018 Boylston, Ma

### **16:01 Notification of Death of a Member**

In the event of the death of a member or a family member that the International becomes aware of, the International Secretary on behalf of the Red Knights organization shall send a Sympathy card. In the event of a line of duty death, a card will be sent to the family and the International Secretary on behalf of the Red Knights Organization will send flowers to the funeral home or if requested, a donation in the past members name may be made equal to the cost of the flowers. International flags will be presented upon request for line of duty death and exceptional circumstances. The flag when requested will be sent to the funeral home. The International will send a representative to attend the funeral or memorial service. The travel cost will be paid by the International. For International Board members or family members, the International Secretary on behalf of the Red Knights Organization will send flowers to the funeral home or if requested, a donation in the past members name may be made equal to the cost of the flowers.

## **16:02 Representatives for LODD**

Upon notification of a LODD (line of duty death) of a Red Knight member received by any Board member, this information shall be submitted to the International Secretary, who will notify the Regional Director and the State/Province Representative who will travel to the city of the LODD to represent the Red Knights. The travel cost will be paid by the International. Revised 11/14/2014 Syracuse, NY Revised 11/14/2014 Syracuse, NY

## **16:03 Representatives for RKMC Member Funeral**

A budget of \$10,000.00 is set to so that an International Representative may attend the funeral of any Red Knight member. The Representative shall be from the region of the deceased member when possible. If more than one member is to attend, prior approval of the majority of the Executive Board is required for reimbursement of expenses as listed in Section 9:01 of the SOG manual. Revised 11/14/2014 Syracuse, NY

## **16:04 Uniform for Funeral or Wake**

The dress uniform for all International Executive Board members attending the funeral or wake of a passing RKMC member will be black pants with red stripe, a white shirt (button down, short or long sleeve-your choice), black tie with long sleeve shirt and red leather vest with colors, black shoes/boots. In the event that a State or Province Representative attends the funeral or wake on behalf of the International board, the uniform will be black or dark blue pants, a white shirt (button down, short or long sleeve-your choice), black tie with long sleeve shirt and leather vest with colors, black shoes/boots. Approved 09/09/2011 Board Meeting, Ocean City, MD

## **16:05 Flag and Angel Coin Presentation**

A Red Knight International Firefighters Motorcycle Club's flag shall be made available for all Red Knight members (in good standing at the time of their passing) for the showing, wake and/or funeral. This will be presented by the Board Member attending. At the request of the family, the Red Knight flag may be displayed at the showing, wake and/or funeral. In this case it will be presented to the surviving spouse at the cemetery. In the event that a State/Province Representative attends in place of a Board member, directions on how to fold the flag will be sent with the flag to him/her.

When presenting the Red Knights Flag, it is suggested that the following be said,

“On Behalf of the President of the Red Knights International Firefighters Motorcycle Club, The Board of Directors, and the nearly 10,000 members around the world, and especially (deceased chapter's name) I present this flag to you as a small token of; deceased's name service to this organization”.

An Angel Coin will be presented to the surviving spouse/partner of the passing member. This will be presented by the attending Board member. In the event that a State/Province Representative attends in place of a Board member, the Angel Coin will be sent with the flag to him/her. When presenting the Angel Coin, it is suggested that the following be said,

“This dime represents; (deceased's name) as your Guardian Angel and will be riding on your shoulder watching over you forever”.

Approved 09/09/2011 Board Meeting, Ocean City, MD Revised 11/14/2014 Syracuse, NY

## **16:06 Red Knights Funeral Protocol**

The International Chaplain should be notified by a Phone call, preferably from the chapter President or the International Secretary. This should be followed by an email to [secretary@redknightsmc.com](mailto:secretary@redknightsmc.com) and

[chaplain@redknightsmc.com](mailto:chaplain@redknightsmc.com) for distribution to the RKIFMC BOD. The Chaplain should check travel distances to the closest board members. The Regional Director is the primary person that should be given the opportunity to attend if the costs are not significantly more than another member of the board. The Chaplain should then compare the estimates between driving and flying and then make a determination as to who should go based on best cost and availability. The estimated cost is to include all expected travel expenses. The Member identified to attend should respond ASAP as to whether they are able to attend or not.

The following policy shall apply as to assist in whom should attend:

- A Board officer should attend.

If the deceased member is a sitting or past International BOD officer and in good standing, if the deceased was a LODD, if the deceased was a Life Member of the RKIFMC or if the deceased lost his/her Life while performing a function of the Red Knights (during a RK event)

- For all other deaths of Members, the following should apply;

The closest sitting BOD member should be given the option to attend, if reasonable. If unable to attend, the chaplain shall designate the next closest International representative.

In the event the RKIFMC was not notified in a timely manner,

The Chapter President will be contacted and have a RKMC flag and coin sent to him/her with instructions on presentation to the next of kin. The International Representatives for Funerals, shall be designated by the International Chaplain. In the event of more than one Board member attends a funeral, only one will be eligible to submit for reimbursement, unless approved by the majority of the board to pay additional expenses. Expenses will follow Section 9:01 of the SOG manual. Revised 11/14/2014 Syracuse, NY

## **16:07: Song**

The song "Fireman's Prayer" by Charlie Ball, as sung by Plainfolk be made the RKIFMC official song.

## **16:08 Memorial Patch**

The Red Knights Memorial Patch honoring our deceased members may be worn on the vest or jacket. This patch is available from the RKR Regalia, Ltd. Quartermaster. The profit from the sale of this patch shall be a source of funding for future maintenance of the Red Knight Memorial. The Red Knights Memorial Patch may be sold to non-RKMC members.

Revised 3/8/2012 Revised 4/19/2013 Revised 11/14/2014 Syracuse, NY

## **Section 17: Flags/Banners**

### **17:01 Responsibility and Guidelines for loaning of banner**

The International Secretary, under the guide lines of Section 3:18 of the International By-Laws shall be responsible for maintaining all National Flags and RKIFMC banners. The International Secretary shall set up and maintain a data base for the purpose of tracking who these items are loaned to. The data base shall list the Item(s) loaned, to whom, date loaned, date returned, condition and location shipped to. All banners are to be numbered and that number will be recorded in the data base. The President of the Chapter or Association will request the loan of the banner(s) from the International Secretary. This is to be done by e-mail. All Banners and Flags may be loaned to any Chapter or Association for a period of three weeks. If it is needed longer than the three weeks, please contact the International Secretary to request a longer period. If there is not a waiting list for the banner, the request will be granted. The Member receiving the banner shall inspect it and the container in which it is mailed for any damage on receiving it. Upon finding any damage, the person will notify the International Secretary, take photos of the damage and forward them to the International Secretary so that a claim may be made for the damages. The Association or Chapter borrowing a flag or banner will be responsible for its replacement if it is loss of damaged while in their procession. When returning the banners and/or flags,

they are to be insured against damage or loss by the shipper. Failure to return the banner/flag in the time frame allowed may result in the Association or Chapter not being allowed to have use of these items again.

Approved 08/10/2005 Board Meeting, Toronto, Canada Revise 11/19/2005 Board Meeting, Syracuse, N.Y.  
Revise 11/7/2006 Board Meeting, Syracuse, N.Y. Revised 11/14/2014 Syracuse, NY

## **17:02 Flags, Anthems and Banners at Annual Convention**

The International Secretary will have the flags of all countries that we have members at the Annual Convention. These flags will be displayed at the General Business Meeting and at the Banquet on Saturday. The National Anthem of all countries who have members in attendance will be played at the Banquet on Saturday night. The National Anthem of the host country will be played first. The International Secretary will have the International Red Knights Banners at the Annual Convention to be used as needed by the host Association or Chapter.

Approved 11/19/2005 Board Meeting, Syracuse, N.Y. Revised 11/14/2014 Syracuse, NY

## **Section 18: International 50/50 drawing**

### **18:01 Guidelines 50/50 drawing**

If the International decides to hold a 50/50 drawing at a RKMC sanctioned event, the proceeds will be given to the host chapter's charity of choice, excluding the International Annual convention. The 50/50 raffle at the Annual Convention will go for the Red Knights Memorial as a source of funding for future maintenance of the memorial.

Revise 11/19/2005 Board Meeting, Syracuse, N.Y. Revised 11/14/2014 Syracuse, NY

## **Section 19: Communications Chair, Web Page Rules**

### **19:01 Duties of the Communications Chair**

The primary responsibility of the Communications Chair is to be the link between the Red Knights International Web sites, email addresses and the International Board of the Red Knights. The Communications Chair will be responsible for the contact between the Red Knights International Motorcycle Club and the Web Service provider for matters that are related to web content and design. If the International Board decides to change the format of the web sites, it will be the responsibility of the Communications Chair to implement these changes. From time to time, items may be submitted from the membership or the Board that would be advantageous to have on the web pages. The Communications Chair weighs the value of the individual items and accepts or rejects the request. If the request is accepted or rejected, the Communications Chair will contact the person who submitted the item and explain the rejection or acceptance. The Communications Chair will make sure that the material submitted is in the appropriate format. (i.e. PDF, Word, etc.) The Communications Chair will make sure that any new links, that are requested, conform to the guidelines in the SOG. The Communications Chair will check the web pages for accuracy and make sure that all time relevant material is removed after an event. From time to time, the links page will be checked for accuracy. The Communications Chair will maintain the [redknightsmc.com](http://redknightsmc.com) email addresses for the International Board, Associations and Chapters. This includes creating new email addresses when required and keeping a file of the current email addresses and the original passwords created for those addresses. The Communications Chair is available to assist the International Board, Representatives, and Chapters with any problems that they may have with their email accounts.

Revised 11/14/2014 Syracuse, NY Revised 4/18/2017 Baltimore, MD

### **REVISION DATES:**

Revised 11/19/2005 Board Meeting, Syracuse, N.Y.  
Revised 04/08/2006 Board Meeting, Syracuse, N.Y.  
Revised 11/11/2006 Board Meeting, Syracuse, N.Y.  
Revised 08/26/2007 Board Meeting, Boylston, MA.  
Revised 11/09/2007 Board Meeting, Syracuse, N.Y.

Revised 02/12  
Revised 08/09/2006 Board Meeting, NYC  
Revised 04/17/2007 Board Meeting, Syracuse, N.Y.  
Revised 09/06/2007  
Revised 1/19/2008

Revised 8/20/2008	Board Meeting, Sandusky, Oh.	Revised 3/20/2009	Board Meeting, Syracuse, N.Y.
Revised 8/19/2009	Board Meeting Ft. Lauderdale, FL	Revised 10/16/2009	Board meeting, Syracuse, NY
Revised 4/9/2010	Board meeting, Syracuse, NY	Revised 8/21/2010	Annual Business meeting, NY
Revised 4/9/2011	Board meeting, Syracuse, NY	Revised 4/27/2011	
Revised 9/10 2011	Annual Business Meeting MD	Revised 2/13/2012	
Revised 3/9/2012	Board meeting, Syracuse, NY		
Revised 4/13/2012	Board meeting, NY	Revised 8/8/2012	Annual Business meeting, PA
Revised 11/10/2012	Business meeting, NY	Revised 4/18/2013	Business meeting, NY
Revised 8/17/2013	Annual Business meeting, VT	Revised 12/18/2013	Business Meeting, NY
Revised 2/15/2014	Revised	Revised 4/25/2014	Business Meeting, NY
Revised 11/14/2014	Business Meeting, NY	Revised 4/17/2015	Business Meeting
Revised 4/18/2017	Board Meeting, Baltimore, MD	Revised 8/17/2017	Summer Meeting
Revised 5/8/2018	Board Meeting, Boylston, MA	Revised 11/4/2018	Fall Meeting, Baltimore, MD
Revised 12/6/2018			