



CENTRAL VIRGINIA CHAPTER (27-3)  
OF THE  
COMBAT VETERANS MOTORCYCLE ASSOCIATION®  
BYLAWS



**PREAMBLE**

The Central Virginia Chapter (27-3) of the Combat Veterans Motorcycle Association® publishes and declares the following as the Bylaws governing said chapter. WE ARE NOT, NOR DO WE CLAIM TO BE, A MOTORCYCLE CLUB! WE DO NOT HAVE COLORS! WE HAVE VETERAN'S INSIGNIA!

**ARTICLE 1 NAME AND EMBLEM**

**Section 1.1 - Name**

The name of this association is Central Virginia Chapter (27-3) of the Combat Veterans Motorcycle Association®, herein referred to as “CVMA® 27-3”.

**Section 1.2 – Emblem and Logo**

The emblem and logo used by the CVMA® are the sole property of the CVMA®. The CVMA® patch and logo cannot be reproduced without license from the National Board of Directors (NBOD). The emblem of the CVMA® is in the shape of a Skull encompassed by the following colors: Red, representing the blood that has been shed on the battlefield. The Military Gold, representing all branches of the military service of the United States. Black, representing the heavy hearts possessed for those who gave their lives and for those that are considered missing in action or prisoners of war. The Skull and Ace of Spade represents the death that war leaves in its wake.

**Section 1.3 – Principal Office**

The principal office of the CVMA® 27-3 will be located at the following address: CVMA® 27-3, PO Box 5700, Fort Lee, Virginia 23801

**Section 1.4 - Change of Address**

The designation of the county or state of CVMA® 27-3 principal office may be changed by amendment of these bylaws. The Chapter Executive Board (CEB) may change the principal office from one location to another within the named county by noting the changed address and effective date below, and such changes shall not be deemed as, nor require, an amendment of these Bylaws.

New Address: \_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

**Section 1.5 - Other Offices**

CVMA® 27-3 may also have offices at such other places, within or without its state of incorporation, where it is qualified to do business, as its business and activities may require, and as the CEB may, from time to time, designate.



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## ARTICLE 2 NON PROFIT PURPOSES

### **Section 2.1 – Protocol**

CVMA® 27-3 is formed to provide a fraternal association for qualified Service Members and veterans who have served in the Armed Forces of the United States (AFUS), to include US Army, Navy, Air Force, Marine Corps, and Coast Guard.

### **Section 2.2 - IRS Section 501 (c) (19) Purposes**

CVMA® 27-3 is organized exclusively for charitable, religious, educational, and/or scientific purposes as specified in Section 501 (c) (19) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (19) of the Internal Revenue Code. The CEB has the authority to change the CVMA® 27-3 non-exempt status with the Internal Revenue Service (IRS) if any part is found to be in violation of Federal or State tax laws.

### **Section 2.3 – Promote**

To promote interest in various forms of motorcycle activity associated with veterans and to create and maintain camaraderie among veterans from all branches of the AFUS.

### **Section 2.4 – Befitting**

To conduct association functions and activities in a manner befitting all members of CVMA® 27-3.

### **Section 2.5 – Awareness**

To raise awareness of the challenges faced by veterans, and their families, upon returning home from combat theaters. To raise awareness of the veteran population with post-traumatic stress disorder (PTSD) and other visible and non-visible injuries. To raise awareness for the plight of personnel considered Prisoners Of War and Missing In Action (POW/MIA).

### **Section 2.6 – Patriotic**

To participate in activities of patriotic nature.

### **Section 2.7 – Support**

To support veteran organizations.

### **Section 2.8 - Helping Veterans**

Help U.S. veterans, and their families, in need wherever and whenever possible.

## ARTICLE 3 MEMBERSHIP

Definition:

The term "good standing" shall be defined as any person who has fulfilled the requirements for membership in the Combat Veterans Motorcycle Association®, who is not currently under disciplinary review or probationary status for disciplinary reasons, who has paid the necessary dues and conformed to the requirements as set forth in these bylaws.



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**Section 3.1 – Full Member (FM)**

- a. Must be a person of good character.
- b. Who is a Veteran of a Department of Defense (DoD) designated combat theater.
- c. The ONLY acceptable proof of combat action for membership to the CVMA® are:
  1. A verified copy of DD-214 which must be surrendered to the CVMA® NBOD for verification.
  2. Active Duty/Reserve/National Guard Service members must show proof of their combat military service on one of the following, which must be surrendered to the NBOD for verification:
    - a) Official DoD stationery, forms, or other documentation by name
    - b) Orders (no codes, in English)
    - c) Army ERB/ORB (2-1)
    - d) Marine Corps page 4
    - e) Navy page 3
    - f) Air Force award data record page
    - g) Coast Guard PDR award page
- d. Must own and be licensed, capable and authorized to operate a motorcycle of 500cc or above. All CVMA® 27-3 rides require a 500cc or above motorcycle in sound working order and in compliance with all state of registration laws and proof of insurance.
- e. Full Members will read and abide by all CVMA® Bylaws.
- f. Should a Full Member resign, they will be given a 5 day grace period to rescind their resignation with no repercussions. After the 5 day grace period a member will have to re-apply for membership as a new member and will require national BOD approval.
- g. Active members in good standing with the CVMA®, who after 1 year become infirmed, disabled or otherwise unable to ride their motorcycles, will be able to keep their patch and be retired as member in good standing with the CVMA®. Member must submit medical documentation to the NBOD for final approval.
- h. Life Membership:
  1. Requirements:
    - a) Must be a member of the CVMA® for 3 years.
    - b) Must be in good standing for all 3 years.
    - c) Must attend at least 1 sanctioned CVMA® event per year, 1 of which must be a National Meeting. Deployment into a hostile fire zone supersedes all sanctioned CVMA® events.
  2. Cost
    - a) Cost for life membership is \$200
    - b) A Life Member (LM) quits for any reason or the member is removed from the CVMA® rolls for any reason, no refunds will be made.
  3. A LM that can no longer ride due to health reasons may, at their discretion, remain a member in good standing with full privileges' and may keep their patch.

**Section 3.2 - Support Member (SM)**

- a. Must be a person of good character.
- b. Must be a Veteran or Active Duty Member of the United States Armed Forces.
- c. Prior service applicants will surrender to the NBOD a copy of their DD form 214.



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- d. Active Duty/Reserve/National Guard service members, show proof of their military service on one of the following, which must be surrendered to the national BOD for verification:
  - 1. Official DoD stationery, forms, or documentation by name,
  - 2. Orders (no codes, in English),
  - 3. Army ERB/ORB (2-1),
  - 4. Marine Corps page 4,
  - 5. Navy page 3,
  - 6. Air Force award data record page,
  - 7. Coast Guard PDR award page.
- e. Must own and be licensed, capable and authorized to operate a motorcycle of 500cc or above. All CVMA® 27-3 rides require a 500cc or above motorcycle in sound working order and in compliance with all state of registration laws and proof of insurance.
- f. Maximum number of SMs will be managed by the State Representative (SR) and will not exceed 10% of the total Virginia CVMA® FM.
- g. Will read and abide by all CVMA® Bylaws applicable to them.
- h. Will have no vote in CVMA® business at large, but will have a vote for those issues pertaining solely to CVMA® 27-3.
- i. Are ineligible to hold any elected officer positions within CVMA® and only eligible to hold an appointed officer position within CVMA® 27-3.
- j. Are required to submit their application and proof of service in The AFUS, through a FM of CVMA® 27-3, who has held a membership for not less than one year. Are required to have been known by their sponsor for a minimum of 6 months or have ridden a minimum of 3,000 miles with their sponsor or attended three CVMA® events.
- k. A FM submitting an application for a SM must vouch for the applicant and meet the above criteria.
  - 1. Only 1 SM can be vouched for per year by an individual CVMA® 27-3 FM.
- m. Life Membership:
  - 1. Requirements:
    - a) Must be a member of the CVMA® for 3 years.
    - b) Must be in good standing for all 3 years.
    - c) Must attend at least 1 sanctioned CVMA® event per year, 1 of which must be a National Meeting. Deployment into a hostile fire zone supersedes all sanctioned CVMA® events.
  - 2. Cost:
    - a) Cost for life membership is \$100.
    - b) If a Life Member (LM) quits for any reason or the member is removed from the CVMA® rolls for any reason, no refunds will be made.
  - 3. An LM that can no longer ride due to health reasons may, at their discretion, remain a member in good standing with full privileges' and may keep their patch.

**Section 3.3 - Auxiliary Member (AM)**

- a. Must be a person of good character.
- b. Must submit proof of eligibility by providing a copy of Official Marriage Certificate with stamp or endorsement.
- c. Must be a spouse, widow or widower of a FM in good standing with the CVMA®.



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- d. Support the efforts of all branches of the AFUS and CVMA® 27-3.
- e. Have no vote in CVMA® business.
- f. Will read and abide by all CVMA® National and National Auxiliary Bylaws applicable to them.
- g. Cannot hold any officer or appointed position in the CVMA®.
- h. Life Membership:
  1. Requirements:
    - a) Must be a member of the CVMA® for 3 years.
    - b) Must be in good standing for all 3 years.
    - c) Must attend at least 1 sanctioned CVMA® event per year, 1 of which must be a National Auxiliary Meeting.
    - d) Member's Sponsor must already be a LM or concurrently applying for life membership.
  2. Cost:
    - a) Cost for life membership is \$100.
    - b) If a LM quits for any reason, is no longer qualified as an AM (e.g. divorced), or the Sponsor Member quits or is removed from the CVMA® rolls for any reason, no refunds will be made.
- i. An AM who operates a motorcycle in any group ride sponsored or supported activities by CVMA® 27-3 must possess a valid motorcycle driver's license endorsed by their state as well as proof of insurance for their motorcycle.
- j. An AM who become divorced or separated from their FM or SM sponsor will no longer be a member of the CVMA®.

### **Section 3.4 - Right to Verify**

By applying for membership with the CVMA®, you are giving the CVMA® and its national BOD the right to verify any membership application, DD-214, documentation, orders or records.

### **Section 3.5 - Attendance**

- a. Each Member must attend at least one (1) event hosted by the CVMA® annually. This requirement may be met by attending any one (1) of the following within the CVMA® dues year.
  1. National, Regional or State sanctioned CVMA® event.
  2. Any Chapter CVMA® function that includes the sponsoring CEB participation.
- b. Members not in compliance will have their status (via 201 file) annotated as "Not in Good Standing due to attendance".

### **Section 3.6 - Conduct**

All members must conduct themselves in a manner that is not an embarrassment to themselves, CVMA® 27-3, National CVMA® or the United States of America.

### **Section 3.7 - Misconduct**

- a. In the event of misconduct of a member, under the Bylaws of the CVMA® 27-3, the Commander possesses the right to revoke that member's chapter membership. Misconduct is defined as failure to abide by the Bylaws of the CVMA® 27-3 and any organization that the CVMA® 27-3 supports.



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- b. In the event of misconduct by any member, under the bylaws of the CVMA®, the NBOD possesses the right to revoke that member's CVMA® Membership. Misconduct is defined as failure to abide by the bylaws of the CVMA® and any organization that the CVMA® supports.
- c. Bringing dishonor upon the CVMA® 27-3 in action, word(s), or deeds.
- d. If required and reported to the State Representative, he or she can suspend unruly members for up to six (6) months, with the majority approval of CVMA® 27-3 elected Officers. While serving suspension you are:
  - 1. Prohibited from attending CVMA® functions/meetings.
  - 2. Prohibited from wearing his/her CVMA® Back patch.
  - 3. Prohibited from voting at local or National CVMA® elections.
  - 4. Prohibited from holding a CVMA® Officer position.
- e. A suspended member will have seven (7) days to appeal his/her suspension. Such an appeal shall be in writing and directed to the appropriate Regional Representative via the State Representative.
- f. Threat of physical violence or physical altercations between members of the CVMA® has zero tolerance IAW CVMA® Policy 3-1-13. Any 27-3 Member(s) found to have made a physical threat or is involved in a physical altercation with another member will be immediately terminated from membership.

### **Section 3.8 - Rights of Members**

Each FM in good standing shall be eligible to one vote. The FM must be present to cast the member's vote in Association business/elections. A member in good standing that is otherwise entitled to a vote and deployed in support of combat operations will be given the opportunity to vote via proxy by emailing their vote to the Chapter Commander.

### **Section 3.9 - Resignation and Termination**

Any member, Full, Support or Auxiliary, may resign by filing a written resignation with the Secretary/Adjutant. Upon submission of the resignation, the member will have 5 calendar days to rescind the resignation before being removed from the rolls. All members other than FMs will notify their sponsor prior to submitting the resignation. Resignation shall not relieve a member of unpaid dues, or other charges previously accrued. The resigning member is obligated to relinquish all CVMA® items before the next chapter meeting. Any member who is terminated, or quits, without properly resigning forfeits all CVMA® items. The CVMA® 27-3 CEB may sequester all CVMA® items not returned.

### **Section 3.10 - Non-Voting Membership**

The CEB shall have the authority to establish and define non-voting categories of membership. Non-voting categories of membership are not eligible to cast votes in any association activities, elections and proposed transaction or arrangement.

### **Section 3.11 - Non-Voting Categories**

- a. For National CVMA® business at large, the non-voting categories are defined as Support, Auxiliary and Full Members not in good standing.
- b. Solely for Chapter CVMA® 27-3 business, the non-voting categories are defined as Auxiliary Members, Members not in good standing and non-chapter members (guests or visitors).



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## ARTICLE 4 MEETINGS AND QUORUM

### **Section 4.1 - Regular Meetings**

Regular meetings of the members shall be held monthly, at a time and place designated by the Commander or as determined by the CEB.

### **Section 4.2 - Annual Meetings**

An annual meeting of the Chapter Membership shall take place with the specific date, time and location determined by the CEB. At the annual meeting the members shall receive reports on the activities of the Association and Chapter, and determine the direction of the chapter for the coming year.

### **Section 4.3 - Special Meetings**

Special meetings may be called by the Commander, or a simple majority of the officers. A petition signed by five percent of voting members may also call a special meeting.

### **Section 4.4 - Notice of Meeting**

Notice of each regular and annual meeting shall be given to each voting member, by phone call or electronic mail (e-mail), not less than two weeks prior to the meeting.

Notice of special meeting shall be given to each voting member, by phone call or e-mail, not less than one week prior to the meeting.

### **Section 4.5 - Quorum**

The Full Members present at any properly announced meeting shall constitute a quorum.

### **Section 4.6 - Voting**

All issues to be voted on shall be decided by a simple majority vote of those present at the meeting in which the vote takes place, unless otherwise noted.

### **Section 4.7 – Roberts Rule of Order**

Roberts Rule of Order will be applied during meetings to affect parliamentary procedures, unless otherwise amended and provided for in the By Laws. The Chapter XO will also serve the additional duty as the parliamentarian.

### **Section 4.8 - Official Chapter Communication (Google Group Mail)**

The Google group e-mail will not be used to express personal disagreements with CVMA® 27-3 decisions, talk about personal problems within the Chapter, use foul language or make statements that would be offensive or disrespectful to others. Any Member(s) of 27-3 who has concerns, grievance or complaint about any action in word or deed by the Chapter leadership will address it directly to the appropriate CEB officer either by phone, personal e-mail or in person. Violation of the use of the Google group e-mail for any other reason as stated above will result in suspension of the member's access to the group as deemed appropriate by the Chapter Commander (CEB). Violation of the use of the Google group e-mail can also be a violation of Article 3.7 "Misconduct" for failure to abide by these written Bylaws and bringing dishonor to CVMA® 27-3 in written word by means of Google group e-mail.



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## ARTICLE 5 INITIATION, FEES, AND DUES

### Section 5.1 – National Dues

- a. National Association membership dues shall be at such rate, schedule or formula as may from time to time be prescribed by the NBOD and approved by the general membership.
- b. Full Members. \$20.00 annual dues to national CVMA® organization will be assessed and a CVMA® Full Member ID will be issued.
- c. Support Members. \$10.00 annual dues to national CVMA® organization will be assessed and a CVMA® Support Member ID will be issued.
- d. Auxiliary Members. \$10.00 annual dues to national CVMA® organization will be assessed and a CVMA® Auxiliary Member ID will be issued.
- e. In accordance with National Bylaws, Article 4, Section 5, all national dues continue to go straight to National.
- f. Dues for CVMA® Members deployed in a war zone will be waived.
- g. Dues for all new members joining between January 1st and June 30th will be considered as paid in full for the balance of the current dues year and the following dues year.
- h. Dues for new members joining between July 1st and December 31st will be for the current dues year only.

### Section 5.2 – Chapter Dues

- a. Membership chapter dues shall be at such rate, schedule or formula as may from time to time be prescribed by the chapter BOD and approved by the general membership.
- b. In accordance with National Bylaws, Article 4, Section 5, Chapter dues will not exceed \$20.00 annual Chapter dues. All Chapter dues go straight to the Chapter.
- c. Current dues are set at \$10.00 per member.
- d. IAW National Policy, failure to pay dues will result in and entry to the Member's 201 file stating "Member not in good standing for failure to pay Chapter dues". In this status, the member will not be able to vote in Chapter business but is able to vote in National CVMA® business.

### Section 5.3 - Dues Deadline

National and Chapter dues are due by June 30th, annually.

### Section 5.4 – Patches

- a. All members will abide by the National CVMA® Patch Agreement
- b. All members purchasing patches from the CVMA® will be done so at cost plus shipping and handling.
- c. Anything worn below the CVMA® 10" or 12" large patch on any Chapter Member's garment, (e.g. vest, jacket, shirt etc.) will not reflect negatively nor bring discredit to the CVMA® or give the appearance or perception of a rocker patch or diamond patch as commonly associated with Motorcycle Clubs (MCs).
- d. Charter Members may wear the Charter (Original) Patch designating that they are an original starter member of the CVMA® 27-3 chapter and will always remain on the rolls, as either a current Full Member or as an Honorary Member for so long as they remain members in good standing with the CVMA®.





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## ARTICLE 6 DIRECTORS

The CEB herein referred to as “Directors”, are the Officers holding the positions of Commander, Executive Officer, Secretary, Treasurer, Sergeant At Arms and one appointed officer selected by the Directors. The CEB constitutes the Executive Board of the chapter, responsible for the execution of the authorized chapter policies, by majority votes of the CEB, recommendations affecting the policies of CVMA® 27-3 which have been previously approved by the CEB. The CEB is responsible for reporting Bylaw infractions, as well as actions taken, to the Virginia State Representative and/or the Regional Representative and/or the NBOD for their review.

## ARTICLE 7 CHAPTER EXECUTIVE BOARD OFFICERS

### Section 7.1 - Designation of Officers

- a. The elected officers of CVMA® 27-3 shall be a Commander, Executive Officer, Secretary, Treasurer, and Sergeant at Arms.
- b. Appointed officers include Safety Officer, Public Relations Officer, Chaplain, Strategy and Plans Officer, Quartermaster, and Road Captains. The elected officers of CVMA® 27-3 may designate additional appointed positions with a simple majority vote.

### Section 7.2 – Qualifications,

The CEB of CVMA® 27-3 shall qualify for any other specific requirement that may be in force in the State of Virginia at any given point of time.

## ARTICLE 8 CHAPTER ELECTIONS

### Section 8.1 – Eligibility

- a. All Full Members shall be eligible for any elected office in CVMA® 27-3 upon completion of one (1) full year of CVMA® membership.
- b. All Full and Support Members shall be eligible for any appointed office in CVMA® 27-3 upon completion of one (1) full year of CVMA® membership.
- c. The nominees for any office must be active and a paid member in good standing.

### Section 8.2 – Nominations

- a. A Full Member being nominated must be in attendance in order to accept the nomination or have an excused absence.
- b. Absentee nomination acceptance will be allowed for members not in attendance with approval of the Chapter Commander and Sergeant at Arms.
- c. Requests for absentee nomination acceptance must be submitted 48 hours prior to voting to allow for due diligence.
- d. If the commander requires the absentee nomination acceptance, the XO and SAA will review the request.
- e. Similarly, if the SAA requires the absentee nomination acceptance, the Commander and XO will review the request.



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- f. Nominations for the Commander and Treasurer shall be conducted during the month of February prior to elections in March during the scheduled monthly meeting.
- g. Nominations for Executive Officer, Sergeant at Arms and Secretary shall be conducted in the month of August prior to elections in September during the scheduled monthly meeting.
- h. Full Members who have met all requirements of membership by these bylaws and are in good standing shall have the right to self-nominate for any elected officer positions.

### **Section 8.3 - Offices**

No member shall hold two elective offices at the same time but may hold one elective and one or more appointed offices.

### **Section 8.4 - Good Standing**

Good Standing shall be defined as any person who has fulfilled the requirements for membership in the CVMA®, who is not currently under disciplinary review or probationary status for disciplinary reasons, who has paid the necessary National and Chapter dues and conformed to the requirements of membership as set forth in these bylaws.

### **Section 8.5 - Term of Office**

- a. Officers elected, will assume office within 30 days of the election and hold that office for 12 months or until their successors are duly qualified. Consecutive terms are permitted.
- b. All appointed positions (Safety Officer, Public Relations Officer, Chaplain, Strategy and Plans Officer, Quartermaster, Chapter Road Captain, and Road Captains) will be appointed by the Chapter BOD annually at the October Executive Board Meeting.
- c. Elected and or appointed officers must remain active members in CVMA® and in good standing for the duration of the term while in office.

### **Section 8.6 - Elections**

In order to maintain Chapter continuity and so that the entire CEB does not turnover at the same time; the elections for Chapter Commander and Treasurer, will be held in March; Executive Officer, Sergeant At Arms and Secretary will be held in September.

### **Section 8.7 – Resignation and Removal**

- a. Should an elected officer resign from office for any reason the CEB will take volunteers, and from that list, the CEB will appoint a replacement to serve until the next Special meeting. An officer may resign by delivering their written resignation to the CEB
- b. Any officer may be removed with or without cause by vote of a two-thirds majority of members at any special meeting called for such a purpose. The CEB will appoint a replacement to serve until the next Special Election meeting. An officer may be removed with cause only after reasonable notice and opportunity to be heard. In either instance, the successor shall hold the office for the remainder of the unexpired term.



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## ARTICLE 9 DUTIES OF OFFICERS

### **Section 9.1 - Commander**

The Chapter Commander (CC) is the Chief Executive Officer of the chapter. All matters concerning relations between the chapter and any outside person or organization should be routed to the CC for appropriate action. The CC will preside over all meetings of the chapter; act as ex-officio member of all committees, issue the call for regular and special meetings, schedule regular elections, and ensure they are all held in accordance with these Bylaws. The CC will also carry out the directives of the NBOD and CVMA® 27-3 Officers. The Executive Officer, Secretary/Adjutant, Treasurer, and Sergeant at Arms are all accountable to the CC.

### **Section 9.2 - Executive Officer**

The Executive Officer (XO) is second in command to the CC. The XO shall coordinate all committees and supervise plans for all chapter events. The XO shall act as an intermediary between the CC and the members. Additionally, the XO shall assume all responsibilities and duties of the CC in their absence.

### **Section 9.3 – Secretary/Adjutant**

The Secretary/Adjutant will be responsible for making and keeping all CVMA® 27-3 records, to include:

- a. Membership list and process all applications for membership
- b. Bylaws
- c. Rules of Order
- d. Standing Rules
- e. Records of all committee appointments
- f. Written reports to include minutes of meetings
- g. Copies of all correspondence between CVMA® 27-3 and any outside person or organization

### **Section 9.4 - Treasurer**

The Treasurer shall keep correct and complete books and records of account in accordance with Generally Accepted Accounting Principles (GAAP) and will maintain all funds of CVMA® 27-3. They may disburse funds to pay expenses as prescribed in the Bylaws. The Treasurer will collect chapter dues and other forms of income due to CVMA® 27-3, maintain the accounting books, make payments from the chapter funds when so ordered by the Commander, sign all chapter checks and ensure those so required are countersigned by the Commander. Make regular reports of CVMA® 27-3 financial status to the CEB, the general membership and the NBOD as may be required by law for tax-exempt status. The report (due January chapter meeting) shall consist of the following:

- a. All chapter assets (physical/monetary)
- b. All donations received
- c. All chapter dues received
- d. All funds raised by events
- e. All expenditures by events
- f. All chapter merchandise sales
- g. All chapter purchases
- h. All membership applications transactions



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**Section 9.5 - Sergeant at Arms**

The Sergeant at Arms (SAA) is responsible for enforcing the Bylaws and Standing Policies of CVMA® 27-3 and National Bylaws and to ensure that orders of the CEB are carried out in an expeditious manner. The SAA is responsible for policing and keeping order at all CVMA® 27-3 events. The SAA is responsible for the safety and security of the Chapter. The SAA will maintain order during meetings and check members' ID cards (as required) before each meeting, and perform others duties prescribed by the CC. The SAA will be responsible for Road Captains, the Road Captain training program and the Road Warrior Program (RWP).

**Section 9.6 - Road Captain**

Road Captains (RC) are appointed by the CEB upon recommendation of the SAA upon completion of the RC training plan. A designated RC is responsible for researching, planning, and organizing his or her appointed ride. During actual time on the road or at intermediate stops during a run, the RC shall act as ranking officer, deferring only to the SAA, XO or CC.

**Section 9.7 - Strategy and Plans**

The Strategy and Plans Officer (SPO) is an appointed position by the CEB. The SPO will be responsible for developing long range plans and objectives that support the overall intent and purpose of CVMA® 27-3's mission. The SPO will identify and coordinate supporting requirements for future events and coordinate hand-off to the Event Chairman as events become "next in line". The SPO reports directly to the CEB.

**Section 9.8 - Public Relations**

The Public Relations Officer (PRO) is an appointed position by the CEB. The PRO will maintain a file and have it ready to present at each meeting and all Association functions. PRO will be in charge of all CVMA® 27-3 publicity, in conjunction with and approved by the CC. Duties will include: Historian, Association file, pictures, newspaper articles, TV and radio announcements and the Association's website. The PRO will coordinate all external information through the CVMA® 27-3 Officers prior to release. PRO focus is to increase awareness of CVMA® 27-3's purpose and events as well as garner support from the community. The PRO reports directly to the CEB.

**Section 9.9 - Safety Officer**

The Safety Officer (SO) is an appointed position by the CEB. The SO will maintain most current information on motorcycle safety and laws. They will periodically monitor motorcycles and riders for any safety hazards. The SO will identify any safety concerns to the CC. The SO will periodically schedule and run refresher training for all CVMA® 27-3 members. The SO reports directly to the CEB.

**Section 9.10 - Chaplain**

The position of Chaplain is an appointed position by the CEB. The Chaplain will conduct the opening prayer during all membership and special meeting events. The chaplain will remain non-denominational. The Chaplain is also required to notify the CEB of a member or family member of the CVMA® who is afflicted or in distress. The Chaplain will provide contact to the member or family member on behalf of the CEB.



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**Section 9.11 - Chapter Quartermaster**

The Chapter Quartermaster (CQM) is appointed by the CEB and will:

- a. Acquire CVMA® merchandise from the National Quartermaster for CVMA® 27-3 Members.
- b. Acquire Chapter specific merchandise from vendors for CVMA® 27-3 Members.
- c. Have Chapter specific merchandise for sale at all meetings/events.
- d. Keep accurate inventory of merchandise and brief the CEB during monthly meetings
- e. Report to the Chapter Treasurer

**Section 9.12 - State Representative**

The Virginia State Representative (SR) is a National affiliated officer and maintains oversight of all Virginia CVMA® Chapters. The SR represents the National CVMA® in the State. The duties of a SR, will include:

- a. Ensure all National CVMA® information effecting CVMA® 27-3 is provided as expeditiously as possible.
- b. Preside over the SR meeting (convention) and, if required, perform installation of Chapter and Detachment Officers.
- c. Enforce observance of all the laws and usages of this Association including National and Chapter Bylaws and all orders from proper authorities.
- d. Decide all questions of the law and the usage in Virginia, subject to an appeal pursuant of these Bylaws.
- e. Insist that Chapter business and activities are conducted in such a manner that they do not violate any applicable governmental law, ordinances or regulations nor bring or tend to bring opprobrium or embarrassment onto the Chapters, its members or the Association.
- f. Ensure that all reports are correctly prepared and promptly forward and that all the business of the State is handled with dispatch.
- g. Review applications for membership, to assure that eligibility has been properly determined.
- h. Can dismiss or discipline disorderly members with NBOD approval.
- i. Retain the authority to remove Officers for conduct not in accordance with National or Chapter Bylaws.

**Section 9.13 - State Auxiliary Representative**

The State Auxiliary Representative (SAR) is to be elected by the AMs of the state they represent. SAR must reside in the state they represent; responsibilities will include but are not limited to: ensuring their state members carry out the CVMA® National and CVMA® Auxiliary Bylaws; this position will oversee the entire state's Auxiliary Membership. SAR can recommend dismissal or disciplinary action be taken against AMs in their respective state; this recommendation must be submitted in writing (electronic or hardcopy) to the Auxiliary BOD and to the CVMA® SR, both entities will make a ruling and present to the NBOD for final verdict (see Article 3, Section 13). SAR will answer directly to the ABOD and to the CVMA® SR.

**Section 9.14 - State Quartermaster**

The State Quartermaster (SQM) is a position, appointed by the State Representative, who:

- a. Acquires CVMA® merchandise from the National Quartermaster for CVMA® 27-3 Members.
- b. Will keep correct and complete books and records of account.



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- c. Will give financial status to the SR, CEB and the general membership.
- d. The SQM is accountable to the SR which allows the SR to fill this position at their discretion.

**Section 9.15 - Performance of Duties**

Failure without just cause to perform duties of office may result in removal from office.

**ARTICLE 10 DELEGATIONS**

Delegates will be appointed by the CVMA® 27-3 CC, subject to the approval of the SR, to represent CVMA® 27-3 at any Convention, National Meeting, Rally, or other assembly deemed necessary. CVMA® 27-3 will have delegate votes based on Chapter membership numbers (One delegate vote per 15 FMs). Delegate counts will be by Chapter not state and used for National Bylaws Amendments. Chapter appointed delegates must be present at the National Meeting to vote on behalf of CVMA® 27-3. All delegations are authorized to exercise only those powers specifically vested in them by the CEB.

**ARTICLE 11 DETACHMENTS**

Detachments, if formed, are sponsored by and accountable to CVMA® 27-3 and must meet all requirements prescribed by the National CVMA® Bylaws. The Detachment Commander will be elected by the Detachment Members.

**ARTICLE 12 HOLD HARMLESS**

All Full Members, Support Members and Auxiliary Members, their successors and assigns, agree to save and hold harmless the CVMA® 27-3 and its CEB from all cost, injury and damage incurred by any chapter activities and from any other injury or damage to any person or property whatsoever, any of which is caused by an activity, condition or event arising out of the performance, preparation for performance or nonperformance of any provisions of this agreement by the CVMA® 27-3. Any cost, injury or damage incurred by or to any of the above shall include, in the event of an action, court costs, expenses of litigation and reasonable attorney's fees. This save harmless clause is not intended to indemnify against any costs or damage, or portion thereof caused by the CVMA® 27-3.

**ARTICLE 13 EXECUTION OF INSTRUMENTS, DEPOSITS, AND FUNDS**

**Section 13.1 - Execution of Instruments, Deposits and Funds**

The CVMA® 27-3 CEB, except as otherwise provided in these Bylaws, may by resolution authorize any officer or agent of CVMA® 27-3 to enter into any contract or execute and deliver any instrument in the name of and on behalf of CVMA® 27-3, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent or employee shall have any power or authority to bind CVMA® 27-3 by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.



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**Section 13.2 - Checks and Notes**

Except as otherwise specifically determined by resolution of the CEB, or as otherwise required by law; checks, drafts, promissory notes, orders for the payment of money and other evidence of indebtedness shall be signed by the Treasurer and countersigned by the Commander of CVMA® 27-3.

**Section 13.3 - Deposits**

All funds of the corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the CEB may select.

**Section 13.4 - Gifts**

The CVMA® 27-3 CEB may accept on behalf of the Corporation any contribution, gift, bequest or devise for the nonprofit purposes of this Corporation.

**Section 13.5 - Discretionary Funds**

The CC and XO have individual authority to obligate no more than \$200.00 from the discretionary fund, the Treasurer will report the expenditures to the Chapter membership at the next Chapter meeting. The voting members of the CEB will approve/disapprove the expenditure of discretionary funds either electronically or in person.

**ARTICLE 14 IRS 501 [C] [19] TAX EXEMPTION PROVISIONS**

**Section 14.1 - Limitations on Activities**

No substantial part of the activities of CVMA® 27-3 shall be for propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Section 501(h) of the Internal Revenue Code), and CVMA® 27-3 shall not participate in, or intervene in (including publishing or distribution of statements), any political campaign on or behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provisions of these Bylaws, CVMA® 27-3 shall not carry on any activities not permitted to be carried on by a:

- a. Corporation exempt from federal income tax under section 501[c] [19] of the Internal Revenue Code.
- b. Corporation contributions which are deductible under section 170 [c] [2] of the Internal Revenue Code. 12.2 - Prohibition against Private Inurement No part of the net earnings of CVMA® shall inure to the benefit of, or be distributable to, its members, directors or trustees, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this corporation.

**Section 14.2 - Distribution of Assets**

Upon the dissolution of CVMA® 27-3, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed for one or more exempt purposes within the meaning of Section 501[c] [19] of the Internal Revenue Code or shall be distributed to the federal government, or to a state or local government, for a public purpose. Such distribution shall be made in accordance with all applicable provisions of the laws of this state.



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**Section 14.3 - Private Foundation Requirements and Restrictions**

In any taxable year in which CVMA® becomes a private foundation as described in Section 509(a) of the Internal Revenue Code, CVMA®:

- a. Shall distribute its income for said period at such time and manner as not to subject to tax under Section 4942 of the Internal Revenue Code.
- b. Shall not engage in any act of self-dealing as defined in Section 4941 (d) of the Internal Revenue Code.
- c. Shall not retain any excess business holdings as defined in Section 4943 [c] of the Internal Revenue Code.
- d. Shall not make any investment in such manner as to subject the corporation to tax under Section 4944 of the Internal Revenue Code.
- e. Shall not make any taxable expenditure as defined in Section 4945 (d) of the Internal Revenue Code.

**ARTICLE 15 CONFLICT OF INTEREST POLICY**

**Section 15.1 - Purpose**

The purpose of the conflict of interest policy is to protect CVMA® 27-3's tax-exempt interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an Officer or Director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable State and Federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

**Section 15.2 - Definitions**

- a. Interested Person - Any Officer with a direct or indirect financial interest, as defined below, is an interested person.
- b. Financial Interest - A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  1. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement.
  2. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
  3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Section 14.3, Line 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

**Section 15.3 - Procedures**

- a. Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the officers and members of committees with governing board delegated powers considering the proposed transaction or arrangement.





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- b. Determining Whether a Conflict of Interest Exists -After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Officers meeting while the determination of a conflict of interest is discussed and voted upon. The remaining committee members shall decide if a conflict of interest exists.
- c. Procedures for Addressing the Conflict of Interest:
  1. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
  2. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
  3. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
  4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

#### **Section 15.4 - Violations of the Conflicts of Interest Policy**

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### **Section 15.5 - Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing boards or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### **Section 15.6 - Compensation**

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.



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- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

**Section 15.7 - Annual Statements**

Each director, principal officer and member of a committee with governing board-delegated powers shall annually sign a statement, which affirms such person has:

- a. Received a copy of the conflicts of interest policy
- b. Read and understands the policy
- c. Agreed to comply with the policy
- d. Understood the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities, which accomplish one or more of its tax-exempt purposes

**Section 15.8 - Periodic Reviews**

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, or arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in impermissible private benefit or in an excess benefit transaction.

**Section 15.9 - Use of Outside Experts**

When conducting the periodic reviews as provided for in Section 15.8, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

**ARTICLE 16 AMENDMENTS**

**Section 16.1 - Altered**

- a. These bylaws may be altered or repealed.
- b. Changes and/or amendments must be adopted at a properly announced CVMA® 27-3 designated or Special Meeting with a 2/3 vote of the members present.
- c. CEB can revise the bylaws for the purpose of clarification of a section and/or conflicting article.
- d. Amendments to these bylaws will be submitted to the NBOD after a Chapter vote of approval for review and approval before inclusion into the bylaws.



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**Section 16.2 - Amendments**

Approved and accepted amendments take effect immediately unless a specific date is called for within the bylaw change or amendment.

**Section 16.3 - Changes**

Any proposed changes to any Article and/or Section of the CVMA® 27-3 Bylaws will be discussed and voted on by the members present at a designated or Special Chapter meeting.

**Section 16.4 - Precedence**

If any CVMA® 27-3 Bylaw conflicts with the CVMA® National Bylaws, the National Bylaws will take precedence.

**Section 16.5 - Confliiction**

If any CVMA® 27-3 Bylaw conflicts with Federal and/or State of Virginia Domestic Nonprofit Veterans 501(c)(19) provisions and/or statutes, the conflicting Article(s) and/or Section(s) shall be revised, by the CEB and shall take effect immediately.

**ARTICLE 17 CONSTRUCTION AND TERMS**

**Section 17.1 - Conflict**

If there is a conflict between the provisions of these Bylaws and the Articles of Corporation of CVMA® 27-3, the provisions of the Articles of Corporation shall govern.

**Section 17.2 - Unenforceable or Invalid**

If any of the provisions of these Bylaws are held to be unenforceable or invalid for any reason, the remaining provisions of these Bylaws shall be unaffected.

**Section 17.3 - Articles of Corporation**

All references in these Bylaws to the Articles of Corporation (AOC) shall be to the AOC or any other founding document filed with an office of this state and used to establish the legal existence of CVMA® 27-3.

**Section 17.4 - References**

- a. All references in these Bylaws to a section of the Internal Revenue Code shall be to such sections of the Internal Revenue Code of 1986 as amended from time to time, or to corresponding provisions of any future federal tax code.
- b. CVMA® 27-3 intends to apply for individual exemption as a 501(c) (19) tax exempt Corporation. Charitable contributions are deductible.
- c. All contents of these pages are protected. Use other than by CVMA® 27-3, is not permitted.  
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- d. CVMA® logo and name are trademark ™ 2001 by Combat Veterans Motorcycle Association®.



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## CONSTRUCTION AND TERMS

The undersigned certifies that they are the Secretary/Adjutant of Combat Veterans Motorcycle Association® Virginia Chapter 27-3, a Virginia nonprofit/non-stock corporation, and that as such they are authorized to execute this certification on behalf of said Corporation, and further certifies that the foregoing Bylaws, consisting of 17 articles and 20 pages, including this page constitute the Bylaws of the Corporation as of this date, duly adopted by the Directors of the Corporation and the Chapter Members at their regular meeting on 12th day of February 2012, as amended from time to time prior to the date hereof.

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Amended Date 5 June 2018  
Revised Date 3 January 2020

*Greg "Bandit" Courtney*

FM-16569  
CVMA® 27-3 Secretary/Adjutant  
Central Virginia Chapter (27-3)  
Combat Veterans Motorcycle Association®