

Great Western H.O.G.® Chapter #6655

Operational Policies

The Great Western Chapter U.K. (number 6655) is an officially recognised H.O.G.® Chapter, affiliated with H.O.G.® UK. The Sponsoring Dealer of the Chapter is:

Riders of Bristol, 519-521 Stockwood Road, Brislington, Bristol , BS4 5LR

Membership:

All members must agree to abide by the H.O.G.® Annual Chapter Charter, Chapter Operational Policies and Code of Conduct and sign the annual membership application form which contains the membership release. By not signing the yearly membership application form and/or not having a current H.O.G.® membership, you relinquish the right to be a Chapter member.

Membership runs from 1st January to 31st December of the same year.

MEMBERS :

Chapter Members must be current members of H.O.G.®

Where two members (spouse/partner) are owners of Harley-Davidson motorcycles, and are confirmed full members of H.O.G.®, they may apply for Joint Chapter Membership. The second full member benefits from payment of a reduced annual Chapter membership fee. This fee is identical to that paid by members who are Associate Members of H.O.G.®.

All Members:

- have access to all events, open and closed.
- have voting rights at the Chapter's AGM and at other times, where necessary.

GUESTS:

Each Chapter Member may invite ONE guest to "Closed" events (as defined in the Chapter's Annual Programme of Activities and as specified in Appendix 1 to these Operational Policies). Guests (principally family members, friends, or H.O.G.® members, who are potential members of the Chapter) are very welcome to attend, for a maximum of THREE times in total. The said Guest is then required to become a member of the Chapter, in order to attend any further Chapter activities.

As Guests are not members of the Chapter or of H.O.G.® they are not entitled to any of the benefits of Chapter or H.O.G.® membership, including the wearing of any H.O.G.® Chapter pins or patches or any similar items, or clothing made specifically for GWC.

Where a GWC event involves making a group booking, or where the number of participants is limited, GWC members will be given preference, before opening it up to the guest of a GWC member. Further, as stated above, guests are not entitled to any of the benefits of Chapter or H.O.G.® membership. Accordingly, a guest may not expect to benefit from any group booking discount offered to GWC members.

It is the responsibility of the Chapter member to ensure that his/her guest complies with the above.

- If a guest is a pillion on any ride, he/she must sign a release form before that rideout leaves the start point.
- If a guest is riding his/her own motorcycle, with or without an accompanying pillion, he/she/both must sign a release form before that rideout leaves the start point.

N.B. H.O.G.® Chapters exist for the collegiality of Harley-Davidson motorcycle riders. Accordingly, any "Guest", who has been invited, by a GWC member, to join a rideout, must be riding a Harley-Davidson or Buell motorcycle.

MULTIPLE H.O.G.® CHAPTER MEMBERSHIPS

Members may join as many chapters as they wish. However, membership of another chapter, other than the Great Western Chapter, #6655, may lessen the eligibility of becoming a chapter officer of Great Western Chapter, as a conflict of interest could occur.

PRIMARY POSITIONS:

DIRECTOR

The Director is:

Chosen by the Dealer Principal from the Committee (A statutory one year minimum served on the Committee is required)

The Director will remain in office:

Until he/she either stands down, or is asked to do so by the Dealer Principal (subject to review, with opinion being taken from the Committee Members)

After his/her term of office, upon stepping down, the **Director** should be available as a mentor/ consultant for the new Director for a period of one year. This is a non-Committee position.

ASSISTANT DIRECTOR/DIRECTORS

The **Director** will appoint up to three Assistant Directors from the Committee, whom he/she feels will support him/her during his/her term of office. The post of Assistant Director will be given with the proviso that this person would be willing to be considered for the role of Director if this were offered in the future. These positions will generally be for a minimum period of 2 years and held in conjunction with the term of office of the current Director who chose them. The Director must gain agreement from the sponsoring dealer for any Assistant Director appointments.

CHAPTER SECRETARY & TREASURER

The positions of **Secretary** and **Treasurer** will be appointed from within the Committee by the Dealer Principal and Director, as these roles require specialised knowledge and an understanding of the Chapter and H.O.G.® articles.

These posts will be held:

For a minimum of 2 years or until they either stand down or are asked to do so by the Dealer Principal or Director

All Primary Officers will remain in post for the Duration of the Director's Term in Office. With each change of Director, there will be the opportunity to replace the Primary Officer Post holders. Should a Primary Officer resign from his/her position mid-term, then a replacement will be appointed by the Current Director and will serve for the remainder of that Director's term in office.

After his/her term of office, upon stepping down, the **Chapter Secretary & Treasurer** should be available as mentors/ consultants for the new Chapter Secretary / Treasurer for a period of one year. These are non-Committee positions.

SECONDARY POSITIONS:

The following Committee positions will be filled by nomination. Nominations will be invited from the Chapter membership **TWELVE WEEKS** prior to the AGM. All nominations will then be reviewed at the next available Committee meeting to ensure that all applicants have the best interests of the Chapter at heart. This will ensure that anyone who has been excluded from the Chapter previously, or who has a conflict of interests, will not be invited to pursue their nomination at the AGM. Following agreement from the Dealer Principal, the incumbent Director will

discuss with any nominee who is not invited to go through to the election process at the AGM, the grounds upon which their nomination has been declined. The decision of the Committee is final and there is no process of appeal.

Secondary Officers positions elected on an annual basis are:

- Activities Officer
- Ladies of Harley Officer
- Head Road Captain
- Editor
- Safety Officer
- Photographer
- Historian
- Web Master
- Charity Co-ordinator
- Cangen Cymraeg Area Representative

Appointment to these roles for a period of one year (with the option of standing for re-election), is to ensure that members wishing to take on such responsibilities recognise that it is a long-term commitment and that this period in office provides continuity in the running of the Chapter. Should a Secondary Officer resign from his/her position mid-term, then a replacement will be appointed by the Current Director and will serve for the remainder of the Chapter year until the AGM, at which point they can submit their nomination should they wish to do so.

All members of the Chapter are eligible to apply for a position on the Committee, provided that they are fully paid up members of both H.O.G.[®] and Great Western Chapter. **Nominations should be made in writing 8 weeks prior to the AGM** for any of the Secondary Officer positions providing that:

1. The member has no conflict of business interest towards the sponsoring dealer.
2. The member holds no committee position within any other motorcycle club.

Election to Secondary Positions:

This will be by closed postal vote (by Full and Associate Chapter/ H.O.G.[®] Members). Ballot forms, stating the voter's GWC membership number, must be received at the Dealership (Riders of Bristol) by the date notified to all members (normally ONE week prior to the AGM). The eligibility of each ballot form will be checked against the list of current GWC Full/Associate membership numbers by the Chapter Secretary, and the votes then counted by independents. The winner will be declared by the Chapter Director by the close of the AGM. One vote only per member.

Past Officers – Upon completion of an individual's term of office, or resignation from that post, he/she would be eligible to receive and wear a H.O.G.[®] "Past Officer" patch. To receive a patch, the past officer would *normally* be expected to have served the Chapter in this capacity for a full year.

Committee Meetings:

Meetings will be held throughout the year to discuss and plan the day-to-day running of the Chapter. Committee meetings will normally be held on a monthly basis at Riders of Bristol.

The Committee may appoint small sub-committees, including both Committee and non-Committee members. The role of the sub-committees is to assist officers within specific areas and to make suggestions to the Chapter Committee. These areas may include – Chapter Social Activities; the riding programme for the year; Editorial matters for RoadHOG, and the annual Chapter rally.

Meeting Attendees:

The Chapter Director with Primary and Secondary Officers and, whenever possible, the Dealer Representative.

At every meeting, full minutes are taken by the Chapter Secretary. Minutes of Committee meetings are made available to Chapter members:

1. Upon Request.
2. A summary is published monthly by the Chapter Secretary in RoadHOG, the Chapter magazine.

Committee Member Expenses:

Reimbursement of GWC member personal expenses, whilst on Chapter business, is at the discretion of the Committee and must be agreed prior to any incurred cost.

Accounts:

The Chapter Treasurer will liaise with a registered chartered accountant, who will audit the Chapter accounts, which will be made available to all members at the Chapter AGM.

The Chapter performs the majority of its expenditure transactions via electronic banking (BACS). The Treasurer has responsibility for the execution of these transactions, subject to approval by the Dealer Principal.

The Treasurer provides a monthly financial report to the Chapter Committee (including the Dealer Principal), detailing all income and expenditure incurred.

A full set of the audited accounts will be sent to the UK Country H.O.G.[®] Manager at HQ, Oxford

Road Captains/ Marshals

Marshals and Road Captains will be chosen by the Head Road Captain. Post December 2011, they must have gone through a process of selection:

1. Ideally, they should have satisfactorily completed a motorcycling proficiency course/test approved by H.O.G.[®] e.g. Bike Safe, Riders Edge or an approved IAM course. Road Captains / Road Marshals appointed, who have previously held either position pre-January 2012, are exempt from item 1.
2. All new GWC RC's, since January 2012, are required to attend and successfully complete the H.O.G.[®] Road Captains training course.
3. They are appointed on a yearly basis.
4. Our Road Marshals are guided/trained by H.O.G.[®] - trained Road Captains. This training period allows assessment of the suitability of a Road Marshal to move into the role of Road Captain. If this is agreed as being appropriate, the Road Marshal will then be put forward for mandatory Road Captain training, provided by H.O.G.[®]
5. They must organise at least one rideout per season and help on other rides when asked to do so.
6. They must wear high visibility tabards when undertaking their role.
7. Rideouts to be conducted in accordance with all relevant road traffic legislation

Appendix 1: Rules relating to Guest Attendance at GWC Activities

	GWC Member see note 1)	Spouse / Partner Can attend any 3 events in total in a calendar year	Prospective member: Can attend any 3 events in total in a calendar year.	H.O.G® Member: (non GWC) or General Guest	Comment
Meeting Nights	Yes	Yes	Yes If invited by Committee member	No Unless invited by Committee member	Space is normally limited
Rideouts	Yes see note 2)	Yes Also any guest if pillion.	Yes If invited by Committee member	No riding own bike. Unless invited by Committee member	Must be a Harley, unless agreed by Committee member. Must sign a disclaimer if not a GWC member
GWC Rally	Yes	Yes	Yes	Yes One guest per member.	No capacity constraint
Function e.g Xmas Party	Yes 1st booking phase	Yes 2nd booking phase	No	No Unless invited by Committee member	No guests because space is normally tight
Tours with GWC booked accommodation	Yes 1st booking phase	Yes 2nd booking phase	No	No Unless invited by Committee member	
Tours with book your own accommodation	Yes 1st booking phase see note 3)	Yes 2nd booking phase see note 3)	No	No Unless invited by Committee member	
Tours with only camping.	Yes	Yes	No	No Unless invited by Committee member	
Notes					
1) Must be a GWC member at the time of the event.					
2) GWC is sharing South Wales rideouts with Black Mountains Chapter, so both Chapters eligible to attend.					
3) Phased booking maybe necessary in the event of a GWC tour trying to use one hotel with limited accommodation.					

GREAT WESTERN H.O.G.[®] CHAPTER CODE OF CONDUCT:

- The Chapter requires all of its members to treat everyone with value and respect, regardless of their race, nationality, ethnic origin, disability or sex.
- The Chapter expects all members to show tolerance, and to respect the beliefs and views of others, even if they are not in line with their own
- Honour the Chapter Charter and By-laws.

This Code of Conduct applies to members, not only whilst attending Great Western Chapter events, but also in their out-of-Chapter activities, in so far as these relate to H.O.G.[®], Harley-Davidson Dealers, other chapters, or any other situation directly related to the Great Western Chapter, H.O.G.[®] and Harley-Davidson.

Disciplinary and Complaints Procedure

As a family-oriented Motorcycle club, it is important that members feel that they are safe to attend events and activities without fear for their own personal well-being or that of their families. In the event that any member should exhibit behaviour which is antisocial, disruptive or disrespectful of the culture or viewpoint of other Chapter members, or in contravention of the ethos of the Chapter and, or H.O.G.[®], then the following complaints procedure will be followed, in order to deal fairly with any such incidents:

In the event of a verbal complaint(s), the Chapter Director will discuss its substance with the member(s), claimed to have acted in breach of the above. This will be at a time, as close as reasonably possible to the complaint having been made, in order to achieve a quick resolution.

In the event of a written complaint(s) to the Chapter Director, the following process will apply:-

- The Chapter Director will appraise the Dealer-Principal
- After consultation with the Dealer-Principal, the Director will write to the member, about whom the complaint has been made, and make that person aware of the accusations brought against him/her.
- The member will then have 14 days in which to make a written reply.
- (If the member chooses not to reply, a decision will be made based on the information already received).
- The Director, in consultation with the Dealer Principal, may hold a formal discussion with the member. The final decision, based on all the information received, is the responsibility of the Dealer-Principal.
- A letter giving details of the decision will be sent to the member against whom the allegations were made.
- This decision is final and there is no appeal.
- Action taken against any member exhibiting antisocial behaviour, which is in direct opposition to the ethos of the Chapter, H.O.G.[®] or basic human rights will range from a formal warning to expulsion from the Chapter.
- In the event that a decision is made to suspend or revoke a membership of the Chapter, the person in question will receive a letter from the Dealer Principal confirming the Cancellation. This letter will give the reason for the cancellation in clear concise terms. The member's Chapter fees for that year will be refunded, and a copy of the cancellation letter will be sent to the UK Country H.O.G.[®] Manager.

(Approved by H.O.G.[®] July 26th, 2015)