

Version 6
CONSTITUTION
BY-LAWS & Manual of Procedure
Of the
C.O.B.B. INTERNATIONAL SOCIETY, LLC.

The name of this organization shall be “Crippled Old Biker Brothers” and “Crippled Old Biker Sisters” (our female members.) International Society, LLC; Referred hereafter in this document as C.O.B.B. International Society, LLC.

Constitution
Section I
(Purpose)

The purpose of the C.O.B.B. International Society, LLC. is a camaraderie of those who have overcome the fear of riding after a crash and assisting when possible members in despair. Our society is fun orientated and strictly social. We are **not a motorcycle club** and **remain neutral**. Wearing support patches of other Motorcycle Clubs in association with any Society logos contradicts neutrality and is strictly forbidden.

Our main mission is sharing good times with our members and increasing motorist’s awareness of bikers on the roads and highways.

Constitution
Section II
(Organization)

(Organization) The Crippled Old Biker Brothers and Crippled Old Biker Sisters (C.O.B.B.) Society International, LLC will be governed by a Board of Directors which will consist of a CEO (International Society Director), CFO (Home Society Treasurer), Publicity Officer and advisor. Future positions of Area Directors, State/Providence/District Representatives will remain vacant until such time as membership enrollment requires.

Officer’s ~ Those serving in the following capacity will be appointed until such time as the Constitution and By-Laws are amended and election procedures are defined.

CEO (International Director) Duties: The CEO will oversee all aspects of the organization and supervise the office staff to insure the organization operates efficiently and in a businesslike manner. The CEO will serve as the headquarters spokesperson and approve all public announcements and statements. The CEO will institute a training program to provide uniformity of administration throughout the entire Society. The CEO will also oversee online merchandising. The CEO has the authority to change other officer’s duties as the occasion warrants.

CFO (Treasurer) Duties: The CFO can be an outside contractor and CPA hired to maintain the fiscal records of the Society as required by law and as directed by the membership. The CFO will prepare all reports mandated by the government and assist in creating a budget.

Publicity Officer & Advisor Duties: The Publicity Officer **is responsible for the creation and timely updates for the Society web site.** Additionally develop a database of the membership, other record keeping and mailing for the Society. The Publicity Officer will additionally serve as Aide-de-Camp of the Director. (CEO)

Area Directors Duties: Area Directors will be assigned to an area of several States and report directly to the Administrator and Director of the Society. Area Directors must be familiar with the Constitution, By-Laws, Manual of Procedure as well as Sales Taxes and other local rules as they apply to C.O.B.B.

International Society. The Director will make monthly contact to the States of his Charge to check to insure the States are carrying out their duties.

Area Vice Directors must be familiar with the duties of the Area Director and assist in carrying out the mission of the Society. Be acting Director in the event of their absence or inability to continue in office. Train District Directors and Chapters in the administrative procedure and assist formation of Chapters.

International Directors (Presidents) will report directly to the Administrator & Director and it will be their responsibility to carry out the same duties of the Stateside Area Director. He/She will represent the Country which they represent and can be called the National President of said Country.

International Vice-Directors must be familiar with the duties of the Area Director and assist in carrying out the mission in their respective country. They will fill in as Acting Director in the event of absence and advance to that position should the Director no longer be able to continue or is removed from the position..

State Directors will make monthly contact to the District Directors to insure the chain of command is being adhered to and rules as specified above. They must be familiar with local regulations pertaining to sales tax, non-profit reporting procedure and provide training and assistance to the District Director and Chapters insuring that transmittals of membership are properly submitted and Chapter finances are in order.

Assistant State Director: Same as Area Director

District Director will make Chapter visits quarterly at minimum and report to the State Director or next higher officer if the position/positions are vacant. DD must be familiar with all rules and operations as they apply to the Chapter and quarterly check the books of said Chapter after the Trustees of the Chapter have done their quarterly audit. The DD will insure that membership is timely transmitted to the Home Society and that newly inducted recruits are qualified'. They will assist new Chapters as they formulate, making sure all the requirements of the Chapter Package are followed.

Assistant District Director shall assist the Director when and as needed.

Local Chapters will be structured when all necessary requirements have been fulfilled. Local Chapters will be required to operate under the C.O.B.B. International Society, LLC Constitution, By-Laws and Manual of Procedure. Amendments to customize Local Chapter's needs to said Constitution and By-Laws will need approval from the Home Society Headquarters. All Local Chapters will be governed by this Constitution, By-Laws, Manual of Procedure and all future amendments.

Local Chapters will be responsible to provide a full accounting to the C.O.B.B. International Society Headquarters in order to be in compliance with the federal and local laws and requirements.

Members of all other countries will be considered Members Abroad and will abide by the C.O.B.B. Society International LLC Constitution and By-Laws.

At such time as Members in other countries attain the requirements to establish a Local Chapter, the C.O.B.B. Society International LLC. CEO will work in cooperation with them to make resolutions or amendments if and as needed.

Annual meetings will be held both Nationally and Locally, dates yet to be determined. Minutes of those meetings will not be published, but made available to any member in good standing of the C.O.B.B. International Society LLC upon request.

The primary source of income for the International Society LLC., are, but not solely limited to; membership dues and merchandise sales. Raffles and other fund raising activities can be held as deemed fit, as long as they are legal with appropriate licensing obtained where required.

A complete accounting of all income and expenditures will be kept as required by law and this constitution. All financial activity of the Society International, LLC shall be in accordance with rules of the corporation and will operate in accordance with all IRS, federal and local regulations.

Section IV
(Membership)

The membership shall consist of the following:

1. Men and Women (and their significant other) who have had an unfortunate riding incident. There are no restrictions as to type, severity of injuries, number of accidents, so long as the incident involved a motorcycle.
 - a. Should the relationship of the significant other end, they have the option of being grandfathered in as long as their dues are kept current and no repercussions result. If dues become delinquent for a period of more than sixty (60) days, this provision no longer applies and said member must reapply for membership and meet all the criteria.
2. You must currently own a motorcycle, or own one along with a significant other. (Exception: previous riders handicapped by a riding incident, or handicapped Veteran of war. All types of motorcycles are welcome. We don't care what you ride, as long as you're in the wind and are capable or keeping up with the pack on group rides.
3. You must hold current member status in order to start and/or participate as a member of any local chapter of the Society. The Society is a licensed registered trademark and sole rights to the name and image is property of the Society.
4. The Society does NOT discriminate according to Race, Sex or Creed.

Only members that meet the above requirements will qualify to purchase and wear the Society Full Back Patch.

ALL membership applications shall be reviewed by the Membership Enrollment Department of each Chapter. For members "At Large", C.O.B.B. International Society, Inc. must review the application before membership is approved.

To prevent dissention and conflict of interest, membership is not open to those that belong to a motorcycle club or association *prohibiting* their active participation in another organization that is *MC orientated*.

By-Laws
Section I
(Membership Requirements)

Aspiring members must meet the following criteria to be considered for membership.

1. A membership application for the C.O.B.B. International Society, LLC. is required to be considered for membership.
2. A copy of the applicant's driver's license or a valid government issued photo ID card must be submitted and attached to the application. A separate photo of the applicant is requested for the official web site member page.
3. Applicants must sign an acknowledgement of having read, understood and agreed to the MC Basics, the C.O.B.B. International Society, Protocol and the Membership Agreement.

4. All **regular members** must pay nonrefundable annual membership dues of \$30.00 to the International Society, LLC.
5. Copies of all applications along with attachments and dues must be submitted to the Membership Enrollment Department of C.O.B.B. Society International, LLC at P.O. Box 422201, Kissimmee, FL 34742-2201.
6. All members must be enrolled with C.O.B.B. International Society, LLC before they qualify to participate in a Local Chapter.
7. If applying to a Local Chapter, applicants must be a member in good standing with the C.O.B.B. International Society, LLC in order to be eligible for Local Chapter Status. The membership committee of the local chapter must confirm the applicants standing before presenting it to the membership committee for review. Once a Local Chapter has confirmed the applicants standing with the C.O.B.B. International Society, the committee can vote on the acceptance/denial on the floor at the next regular meeting. If membership is accepted or denied, the committee must inform C.O.B.B. International Society, LLC business office of the member's local status. Local chapters have the right to accept or deny any member meeting the requirements at large to participate in a local chapter.
8. A part time member of the community if otherwise qualified can apply for membership in up to three (03) separate Chapters, so long as dues are paid for each Chapter applied for. A member can not hold an elected office in more than one Chapter.
9. **Voting:** Chapter Presidents should refrain from voting on Chapter business unless there is a tie vote, in which case the President will cast the tie breaking vote.
10. **Chapter Transfers** ~ A member can transfer his/her membership once during the fiscal year. (Fiscal year is July 1st through June 30th.) Per-Capita of dues collected will be kept by the collecting Chapter (40%) with the remaining (60%) forwarded to C.O.B.B. International Society, LLC. In the event said member is a "member at large" all dues paid for the year will be retained by Society Headquarters.

Section II

(National Dues)

When Chapters collect dues from members, 40% will be retained by the Local Chapter in which the member belongs. The remaining 60% will be distributed within the International Society, LLC as outlined for operation costs. 100% of membership at large dues will be retained within the C.O.B.B. International Society, LLC not participating with a Local Chapter. Local Chapters have the right to collect dues annually at a Local Level for the growth and funding of the Chapter.

(Support Members)

Individuals not qualifying for membership but desiring an affiliation with the C.O.B.B. Society Local Chapters may be accepted for support membership enrollment, but will be prohibited from holding an elected office or position of leadership on a National or Local level. (Committee's excluded) There are no support members at large or beyond the Chapter level. All Chapter Support members must be registered with the International Society, LLC and their per-capita assessment submitted.

All Applicants for membership of a Local Chapter must be in good standing in their community. The membership committee of the local chapter must confirm the applicants standing in the community and legibly complete all required information. The application should be presented for acceptance or denial on the floor at the next regular meeting. If the membership is accepted or denied, the committee must inform Society Headquarters of the member's local status. Local chapters have the right to accept or deny any member meeting the requirements at large to participate in a local chapter.

If a Local Chapter elects to have Support Members, their numbers cannot exceed 50% of the regular membership of said chapter.

Support members may attend and participate in Chapter events and general meetings as guests, however, have no say or vote in official business of a Local Chapter. Support Members may participate on appointed Local Committees when authorized by the governing authority of said Local Chapter.

Local Chapters are authorized to recruit and accept Support Members under the following guidelines:

1. All Support Members must be enrolled with Society Headquarters, LLC. and their dues per-capita forwarded.
2. Support Members must meet the same criteria and follow the same application procedures as stated in the above (Membership Requirements) excluding the said amount of Membership Dues.
3. The Support Member must pay annual non-refundable membership dues of \$20.00.
4. A copy of all applications along with attachments and per-capita dues must be submitted to the Membership Enrollment Department of the Society Headquarters, P.O. Box 422201, Kissimmee, FL 34742-2201
5. Support Members are permitted to attend general meetings and functions of the National Society and Local Chapters, but are not permitted to vote or attend executive meetings.
6. Support Members are ineligible to hold an elected office within the Local Chapter but can be appointed to and serve on committees of said chapter.
7. Support Members will be governed by the Constitution, By-Laws and Manual of Procedure of the Society International, LLC and the Local Chapter.

Society Headquarters:

The following guidelines are suggested for the Society Headquarters:

1. Except when the office is unmanned for conventions, correspondence should be replied to within two (02) business days of receipt.
2. A headquarters web-site will be established and timely maintained.
3. A hotline shall be maintained for times when the official phone number is unmanned.
4. Contact with Area Directors to State Directors should be made at least once a month.
5. A Welcoming Letter should be sent to all new members when their information is received.
6. A quarterly newsletter will be sent to all members in good standing to keep members up to date on Society changes and events.
 - a. Email is our preferred method of contact. If an Email is returned undeliverable on two attempts to contact, one mailing will be attempted via USPS. If that attempt is unsuccessful, no further attempt to contact will be attempted unless an address correction is received.

CHAPTERS: To INITIATE application for Chapter Status, the following must be accomplished:

1. They must have 15 (Fifteen) C.O.B.B. International Society, LLC approved members at large or members of a Chapter executing a transfer. Members should or become familiar with each other and have a commitment to the required criteria.
2. Perspective Chapter members must be acquainted with the Constitution, By-laws and Manual of Procedure of The C.O.B.B. International Society, LLC.
3. Criteria for elected officers:
 - a. Crippled Old Biker Brothers and Crippled Old Biker Sisters with six (06) months in "Good Standing" with a Chapter are eligible to run for an elected position, provided they are otherwise qualified for the position. (Exception: Formation of new Chapters.)

- (1.) A Member in “Good Standing” is defined as one who has attended at least one meeting and Chapter function a month for at least six continuous months.
- b. The President/President-elect, Secretary/Secretary-elect and Treasurer/Treasurer-elect must have an email account and access to a computer for correspondence purposes.
 - c. All aspiring officers should be aware of the commitment, time and money required to properly fill these positions of responsibility and be a team player.
4. A set meeting place (at least once a month) and time must be established.
 5. Agree not to sponsor or participate in any form of illegal activity.
 6. Operate in probationary status till such time as all legal paperwork is completed and approved.
 7. The following elected officers are required of a Chapter:
President (must be bonded.), First Vice President, 2nd Vice President, Secretary, Treasurer (must be bonded), 3 year Trustee, 2 year Trustee, One Year Trustee and a Sergeant at Arms. (Nine in all)
 8. Except for the first year, elections should take place in April with officers assuming their positions July 1st.
 9. Chapters are required to incorporate either as a Non-profit Corporation or LLC.
 10. **Full Back Patches are to be externally numbered** for identification purposes and can only be sold to members with a copy of certified identification on file. Anyone having purchased a previous C.O.B.B. full back patch in the past year can purchase the new patch at wholesale plus shipping and tax. This stipulation expires 180 days following our date of incorporation. Members are permitted to wear previous C.O.B.B. merchandise during our first year of operation. Should you discontinue your membership with less than five years of continuous membership you are required to return the back patch.
 12. Upon achieving full Chapter status and furnishing a valid, current sales tax certificate, the C.O.B.B. International Society, LLC will sell merchandise to Chapters at a wholesale as a means of generating income for their Chapter. Wholesale prices are only extended to Chapters and those meeting the foregoing criteria.
 13. Our fiscal year is July 1st to June 30th.
 14. The International Society, LLC is unique and emphasizes such with all starting times for meetings and activities commencing on a minute ending in nine (9). Example: 10:09. 10:19, 10:29. 10:39. 10:49. 10:59 etc:
 15. The Kazoo is the official instrument of this Society and many smiles and fun times result from being a member of our “Kazoo Crew.”
 16. Chapters must have approval of the Home society prior to generating Society related merchandise. If approved, they are required to make said merchandise available to the Home Society at a wholesale rate.
 17. Chapters are required to transmit all applications and dues per-capita at least once a month. If no new applications are received or dues collected, a statement of such should be transmitted to the International Society, LLC home office.

(National Dues)

Membership Dues if collected by the National Organization, 40% will be sent to the Local Chapter to which the member belongs. The remaining 60% will be distributed within the Home Society as outlined for operation costs. Local Chapters have the right to collect dues for the growth and funding of the Chapter as long as the per-capita dues are transmitted to the C.O.B.B. International Society, LLC. in accordance with mandated procedures.

MANUAL OF PROCEDURE

Chain of Command:

The chain of command will be followed at all times as outlined in Section 2 (officers) of this Constitution. Officers not yet in place, may be by-passed.

The order of business for a regular meeting of a Chapter is as follows:

1. Meetings are to be conducted by Roberts Rules of Order.

2. Call to order. (Welcome to meeting # ___ of Chapter _____. We are gathered here to conduct business of mutual benefit. Do not let petty jealousies or trivial personalities influence our deliberations/)
3. Pledge of Allegiance. (All stand with hats removed and right hand over the heart.) Members of countries other than the U.S., use the applicable phrase of their country or region. Opening prayer by Chaplain or a designate.
4. Role Call of Officers.
5. Reading of the minutes of the previous meeting and approved by a floor vote after corrections or additions are made.
6. Treasurer's Report.
7. Committee Report on New Member applications followed by a vote of approval/denial
8. If new members are present, call a five (05) minute recess, escort into the meeting, introduce and welcome to the membership.
9. Committee reports
10. Unfinished Business
11. New Business
12. Good of the Order
13. Closing Ceremonies

Meetings should start on time and be limited to the business at hand and be as brief as possible. Make the meetings fun, No one enjoys long boring meetings. Discussions that are lengthy should be referred to a committee for investigation and reported at the next business session unless an immediate resolve is required. If a member has a dispute, it should, be factually submitted in writing and referred to committee prior to the start of the next business session. Non-member guests should be asked to leave the meeting room during Business discussions or member disputes and allowed back in following those proceedings. Stick to the facts. Hearsay should be avoided.

Minutes are a legal document and a record of every business session and must be recorded. (You will need to furnish a copy of the election of officers meeting to the bank to establish an account.)

Special Meetings

The Chapter President has the authority to call a special meeting for matters of importance. Example: Executive meetings committee meetings and disciplinary disputes. No business shall be discussed except for what the meeting was called. Guests should not be permitted in special meetings.

Appointments and committee's:

The president has the authority to appoint or dismiss members to or from non-elected positions. In the event of a resignation of an elected position, the president can appoint an interim member to fill the chair till a special election can be held. The membership must be notified in writing fifteen (15) days in advance of a special election to be held at a regular meeting.

Dismissal or removal from an elected or appointed positions:

Three consecutive non-excused absences from Chapter meetings and functions can be considered cause for dismissal from an elected and or appointed position.

The president can temporarily suspend an elected officer for cause until such time as a committee can review the circumstances. Should the committee's deliberation end in a tie, the president shall cast the tie breaking vote. Should the member in question disagree with Chapter rulings, he/she has 20 days following from the date of dismissal to appeal the decision to the Society International, LLC via the chain of command. If dismissed or removed from an elected or appointed position for cause, said member cannot hold an elected position for 3 years unless a vote of 2/3rd of current members in good standing at a meeting approve.

Discipline:

Chapters: A Chapter that fails to publicly represent the Society International, LLC positively or disregards rules and procedure outlined herein will result in disciplinary action in the form of fines, suspension or revocation of their Charter. Prior initiating any action severe or otherwise, charges must be thoroughly investigated and factually documented. Any legal repercussions are the sole responsibility of the Chapter or its Corporation.

Individual Members: One individual's behavior can destroy the efforts of one hundred (100) or an entire organization. **Misrepresentation or negative representation** of a Chapter is serious and will not be tolerated and will be dealt with severely. Activity of this nature could result in revocation of membership and back patch confiscated. If the member disagrees with the charges or proceedings, they have 20 days from the date of disposition to appeal via the chain of command. The Chapter president in emergency situations has the authority to temporarily suspend membership of any member, pending review and recommendation of the investigating committee.

Changes to the Chapter Constitution or By-Laws:

Chapter members must be notified Thirty (30) days in advance of the meeting the changes or amendments are voted on. A two third (2/3rd) majority is required at Chapter level for this change to be submitted. Upon approval at Chapter level, the change must be submitted to headquarters before approval for the change/changes to be effective.

PUBLICITY:

ONLY the legal representative for a Chapter can be interviewed by the media.

Chapters are encouraged to announce and promote their events and must be approved by the Chapter President. All publicity pertaining to the C.O.B.B. Society International, LLC must be approved and announced by headquarters.. Once approved, Chapters are encouraged to establish a web-site publicizing their Chapter and send newsletters or periodicals to their membership.

The C.O.B.B. Society International, LLC shall have the absolute and unrestricted worldwide right to copy, use, reproduce, alter, distort, change, display, affix, comment on, print and publish any submissions from any member including bio information in whole or part, on one or more occasions, in any communications medium and/or for any commercial purposes, including, but not limited to, the sale of, publication or display in, connection with or by, magazines, catalogs, trading cards, calendars, posters, advertising, promotional material, products, clothing, merchandise, films, videotapes and computer and electronic displays, programs transmissions and alike.

******* By joining the C.O.B.B. International Society LLC or participating in Society/ Chapter Events you are authorizing the Society LLC or local chapters to use your pictures or likeness in any and all promotions or websites without regards to personal privacy and without any compensation for use**

By submitting the submissions, you represent and warrant Society LLC that the submissions are your sole and exclusive property and that you have unrestricted right to transfer all rights, titles and interest therein, that said submissions have not been previously published and that the publication or commercial use of all or any submissions by the Society LLC or others acting with its permission or authority will not infringe any copyright.

These terms and conditions have been made in the mutual interest of you and the Society International, LLC.

By enrolling in the Society you are agreeing to the above terms and conditions