

## **BY-LAWS OF AUXILIARY TO THE COMBAT VET RIDERS MISSION STATEMENT**

The purpose of the Combat Vet Riders (CVR) Auxiliary is to support the Combat Vet Riders in its ongoing program of assisting Veterans in our local community.

### **SECTION ONE: WHO WE ARE**

The members of the Combat Vet Riders Auxiliary are spouses of CVR full combat members or CVR service vet members. Our purpose is to assist the CVR in their mission to promote veteran causes and support veterans in need. The CVR Auxiliary operates under the direction and authority of the Combat Vet Riders and answers to the CVR Executive Board. Decisions made by the CVR Auxiliary are subject to review and ultimate approval by the CVR Executive Board.

The CVR Auxiliary maintains their own membership rolls and complies with the IRS Auxiliary requirements for a 501(c)19 not for profit veterans' organization.

We are a neutral, non-territorial, Auxiliary with a one-piece patch, and respect all other clubs.

### **SECTION TWO: BECOMING A MEMBER**

Only spouses of a CVR full combat member or CVR service vet member are eligible for CVR Auxiliary membership. An eligible applicant should contact the CVR Secretary either in person at their first meeting, by phone, or by email and complete an application. The application will be signed and dated by the applicant and kept on file. Once the application has been submitted, the CVR Secretary will verify the application in conjunction with that of the CVR member.

They must also acknowledge that they will abide by CVR protocol 101 and the terms and conditions of membership. They will be reminded that the Auxiliary CVR patch must be kept secure at all times and is not to be made a trophy for any other individual or organization.

The spouse of the Auxiliary applicant (CVR combat member or service vet member) will help educate and counsel the Auxiliary applicant. The Auxiliary applicant will be allowed access to the Forum only after he/she has been approved as an auxiliary member.

### **SECTION THREE: CVR PATCH WITH AUXILIARY DESIGNATOR**

Auxiliary applicant is eligible for their flash patch at the time their spouse is eligible for his or her full combat or service vet flash patch. Auxiliary applicant is eligible to receive the back patch with auxiliary designator when their spouse receives his or her back patch. New members will receive their first Auxiliary CVR patch at a regular monthly meeting. Any required designators must be sewn on prior to the member wearing the CVR cut.

All members are subject to a one Auxiliary CVR back patch limit, without special Executive Board approval.

All applicants must remember that Auxiliary CVR patches are CVR property and must be returned upon leaving the organization.

### **SECTION FOUR: CVR AUXILIARY MEMBERSHIP**

The CVR Auxiliary is comprised of spouses of CVR full combat members or CVR service vet members. All Auxiliary members must participate with the Combat Vet Riders and remain in good standing. Owning and operating a motorcycle is not required for Auxiliary members. Those Auxiliary members who ride must retain motorcycle insurance, and a valid drivers' license with a motorcycle endorsement (if required in their state). Manufacture/brand of motorcycle is not limited. Auxiliary members are authorized to wear the "Auxiliary" designator on their front and back CVR patch.

Continued auxiliary membership is contingent upon the current good standing status of their spouse's membership.

In the event of the death of a CVR combat member or CVR service member, the widow or widower retains Auxiliary status if he/she wishes to remain with the Combat Vet Riders.

In the event of a divorce between the CVR combat member or CVR service member, the spouse is no longer an auxiliary member.

In the event of the acceptance of a resignation of a CVR combat member or CVR service member, the spouse is no longer an auxiliary member.

In the event of retirement of a CVR combat member or CVR service member, the spouse is also retired

and adheres to the same rules as specified in the CVR by-laws regarding retirement.

#### **SECTION FIVE: RESIGNATION FROM CVR AUXILIARY**

Any Auxiliary member may resign by written resignation to the CVR secretary. A resigning member must turn in all CVR patches before the next chapter meeting with a \$30 refund.

An honorably-resigning member with more than two years' membership may request to keep their patch with an agreement that it will never be worn again. This agreement must be approved by both the CVR Executive Board and the CVR Auxiliary officers and can be revoked at any time for violation of that agreement. So, patch collectors -- beware.

#### **SECTION SIX: MEMBERSHIP ELECTIONS AND VOTING RIGHTS**

Auxiliary officer elections, by-law acceptance and changes and financial decisions will require the opportunity for all Auxiliary members to vote, either in person or by proxy. Proxy votes, except for Auxiliary officer elections, can be implemented via e-mail to an auxiliary officer, a handwritten note to an Auxiliary office or a phone call to an Auxiliary officer. Proxy votes for Auxiliary officer elections must be made to the CVR Secretary.

#### **SECTION SEVEN: CVR AND CVR AUXILIARY MEETINGS**

The Auxiliary attends CVR general membership meetings which are on the first Wednesday of each month at 6:30pm (1830 hrs.). Attendance at the CVR general membership meetings satisfies the participation requirement of three meetings or events per year. Auxiliary meetings will be held as needed at a date and time set by an officer.

#### **SECTION EIGHT: CVR AUXILIARY OFFICERS**

To be eligible for an officer position, the member must be fully patched, have completed any probationary period, and be a member in good standing.

If vacated, all officer positions can be appointed by the President, or the Vice President in the absence of the President, with E-Board approval. A special election should be held as soon as possible, up to a maximum of 90 days.

The membership has the right to remove any voted or appointed officer for failure to perform duties, with a super-majority (2/3 of the membership), vote of no confidence. The vote quorum for this includes all the responding members either present for a meeting, or by proxy vote.

##### **CVR Auxiliary President: (elected every two years after January 1st in even years)**

- Reports to the CVR Auxiliary membership at large and to the CVR Executive Board.
  - Oversees CVR Auxiliary Officers.
  - Attends and presides over any Auxiliary meetings and reporting to the CVR.
- Leads the CVR Auxiliary organization through encouragement and deed, to maintain the highest possible standards.
- Is one of the three recognized signatories on all checks pertaining to CVR Auxiliary business.

##### **CVR Auxiliary Vice President: (elected every two years after January 1st in odd years)**

1. Reports to Auxiliary President and fills in for a short-term absence or until a new election can be facilitated.
2. Attends required meetings and acts upon chapter business.
3. Assists all Officers in the performance of their duties.

4. Is one of the three recognized signatories on all checks pertaining to CVR Auxiliary business.

##### **CVR Auxiliary Secretary: (elected every two years after January 1st in odd years)**

- Reports to the Auxiliary CVR Officers, membership at large and the CVR officers.
  - Maintains membership rolls and works with the CVR Secretary.
  - Maintains meeting minutes.

##### **CVR Auxiliary Treasurer: (elected every two years after January 1st in even years)**

- Reports to the Auxiliary CVR Officers, membership at large and the CVR officers.
  - Works with the CVR Treasurer.
  - Adheres to financial transaction processes as required by the CVR Treasurer.
- Maintains CVR Auxiliary financial records and uses receipts for all transactions.

- Is one of the three recognized signatories on all checks pertaining to CVR Auxiliary business.
  - Reports any discrepancies in financial reporting or receipts.
- Facilitates an internal/external audit annually between January and April with two non-officer members.

### **SECTION NINE: HANDLING CVR OR CVR AUXILIARY FUNDS**

Per the CVR Money Handling Policy: Following is our policy for handling all money collected by the Combat Vet Riders, Inc.

- In accordance with our by-laws, only club members can handle club money. A member in this context includes flash patched potential members.
- In accordance with our by-laws, all funds will be deposited in our bank account within 7 days.
- All funds will be deposited into the CVR safe mounted at the clubhouse until which time the treasurer can take the funds to the bank for deposit.
  - Before funds are placed in the CVR safe or deposited in the bank they will be counted by at least two (2) club members, who will sign the envelope and document the total collected. In addition, any other documentation required will be included with the funds at the time they are put in the CVR safe.
  - All funds raised onsite at our club location will be deposited into the CVR safe and will not leave the club location until the treasurer takes funds to the bank for deposit.
  - All funds raised off site will be collected by the treasurer or event leader at the end of each day and either taken to the clubhouse and placed in the CVR safe, or taken directly to the bank as soon as possible.
  - d. Events in which there is a lot of change that will not fit in the CVR safe will be locked up in the treasurer/secretary office in the CVR, Inc. office until it can be taken to the bank.
  - All persons collecting money for an event should know if there are multiple cash boxes kept during the event, such as different raffles, store items, etc.

**\*\***The treasurer is responsible for all deposits into the bank, however, if the treasurer is unavailable then the treasurer will designate another officer, or the chairperson of the event, to collect funds and deposit in the CVR safe at the clubhouse or deposit into bank account.

#### **Other Documentation & Approvals Regarding CVR Funds**

- Anyone who is issued a CVR debit card will also deposit their receipts in the CVR safe within 7 days of expense occurring – each receipt will include a detailed notation on the receipt describing the reason for the expense.
- If a member needs to purchase something for the club and is not issued a club debit card the member is required to purchase the item(s) first and present receipt(s) to the treasurer for reimbursement.

3. Officer approvals – an officer can do an on-the-spot approval to help a veteran in an urgent situation for \$50 or less without further approval and is required to provide the documentation as outlined above. If a member sees an urgent need they can contact an officer to get an instant approval of \$50 or less and will get reimbursed by the club upon providing the documentation as outlined above.

### **SECTION TEN: MISCONDUCT COMPLAINTS**

Complaints can first be made to any CVR Auxiliary officer and if unable to be resolved it can then be taken to any advocate in the Combat Vet Riders. The complaint must be in writing so the accused will know the charges and any/or evidence against them.

The person or persons accused will have five (5) days to acknowledge the notice and an additional five (5) days to set up and meet with the Officers for final determination. If no response is received from the accused within the allotted time, it will be assumed the complaints or accusations are legitimate. Sanction or termination will follow.

If the accused is found innocent, an apology from the Auxiliary will follow. If the accused is acquitted,

there will be no further action. If the accused is found at fault, sanction or termination will follow and a record will be kept of the event.

The rules of the CVR will be strictly enforced. If these rules and regulations are broken, the CVR will deal with the individuals responsible. It could mean either immediate sanction or termination, whatever the CVR President and CVR Auxiliary President determine.

Possible offenses to be investigated may include, but are not limited to:

- Bringing shame to the CVR;
  - Lying to the CVR;
- Withholding CVR money (one week rule); and
  - Causing trouble for the CVR.

Any Auxiliary member can have their membership terminated by a majority vote of the membership. If found guilty of violations there will be a three-strike termination guarantee.

It is of the utmost importance to remember the Auxiliary CVR is a neutral organization. For the safety of all members, any member interfering in any other organization's business in any way other than positive may be terminated. This includes phone calls, internet, or negative verbal discussions. If it's their business, it is not our business! If it becomes our business, then the CVR only recourse is to investigate, and seek correction through that organization's chain of command to attempt to rectify the situation. If that organization chooses not to respond to our satisfaction, it is to their own discredit, and we will deal with it as required.

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