

**INTERMOUNTAIN CHAPTER OF HARLEY OWNERS GROUP**

(Chapter Number 1255)

Sanctioned by the International Organization of Harley Owners Group  
a Division of the Harley-Davidson Motor Company, Inc.

**CHAPTER BY-LAWS**

Revised November 2021

Reviewed & Approved December 2021

**ARTICLE I**

**SPONSORSHIP**

This organization shall be known as the Intermountain Chapter of Harley Owners Group. The organization is sponsored by High Desert Harley-Davidson of Meridian, Idaho.

**ARTICLE II**

**PREAMBLE - PURPOSE**

- Section 1. This organization is founded and sponsored by the international organization of Harley Owners Group (H.O.G.) and Harley-Davidson Motor Company, Inc. to bring members together for the common interest of promoting motorcycling activities.
- Section 2. The purpose of this local chapter is to promote responsible motorcycling activities for Harley Owners Group members by conducting chapter activities and encouraging participation in other H.O.G. events while maintaining a family-oriented, non-religious and non-political philosophy.

**ARTICLE III**

**AFFILIATION & JURISDICTION**

- Section 1. This organization, sanctioned by H.O.G., is hereby established in order to accomplish the goal of gathering under one banner all those who ride Harley-Davidson motorcycles in the area of the sponsoring dealers authorized territory, subject to the Chapter By-Laws, rules, regulations, policies, practices, lawful orders, and decisions of H.O.G.
- Section 2. The organization shall have the right to establish and enforce its own by-laws, rules, regulations, policies, and practices as it deems necessary or appropriate to fulfill the purpose for which it was established; provided that such by-laws, rules, regulations, policies, and practices do not conflict with the H.O.G. Chapter Charter or its rules, regulations, policies, or practices, and lawful orders and decisions.
- Section 3. In carrying out its objectives, powers, and obligations, this organization, its officers, and members are not agents of H.O.G. or agents of Harley-Davidson Motor Company, Inc., unless specified acts or conduct were ordered or directed by H.O.G. or Harley-Davidson Motor Company, Inc., after written notice thereof. However, in no event shall H.O.G. or Harley-Davidson Motor Company, Inc., be liable or responsible for the autonomous acts of Intermountain Chapter, its officers or members.

**ARTICLE IV**

**MEMBERSHIP**

- Section 1. Active members. Any active member of National H.O.G. shall be eligible for active membership in this organization. An individual shall obtain membership in this organization by submitting a completed annual Chapter Membership Enrollment Form and Release along with any additional supplemental information sheets. An active member is one who is in good standing and whose dues are paid through the expiration period of December 31 of each calendar year.

- Section 2. Honorary members. Honorary membership may be conferred upon any person whom this organization wishes to honor and is approved by the Board. Honorary members shall not be required to pay dues, shall not be entitled to vote at meetings and shall not be entitled to any rights or benefits in this organization.
- Section 3. Discrimination. No member of National H.O.G. shall be denied membership in this organization because of sex, race, color, creed, religious or political affiliation, or national origin.
- Section 4. Subject to the provisions of these by-laws, all persons who have acquired membership in this organization shall be entitled to the following rights:
- A. To attend and participate in meetings and functions of this organization;
  - B. To be a candidate for or hold office in this organization, providing he or she meets the qualifications for such office as set forth in these by-laws;
  - C. To bring to the attention of this organization any matter of importance to it or its members.
- Section 5. It shall be the obligation of members of this organization:
- A. To recognize these by-laws and the H.O.G. Chapter Charter as the organic law of this organization;
  - B. To observe, conform, and comply with all the terms and provisions of said by-laws and with all of the rules, regulations, policies, practices, and lawful orders and decisions adopted and promulgated in the furtherance and administration of the provisions of said by-laws notwithstanding to Article XIII – Saving Clauses;
  - C. To recognize and respect the right of H.O.G. and the Intermountain Chapter to adopt and enforce reasonable rules as to the responsibility of every member toward this organization as an institution and to refrain from conduct that would interfere with the performance of its lawful and contractual obligations;
  - D. To refrain from interfering with the proper conduct of organizational business;
  - E. To observe proper decorum in attending and participating in organizational meetings and functions, in accordance with such reasonable rules and generally accepted parliamentary rules of procedure pertaining to the conduct of meetings and functions;
  - F. To refrain from conducting oneself in such a manner as to interfere with the proper and orderly conduct of organizational business, to comply with and obey all requests or orders by the presiding officer pertaining to the conduct of meetings or functions and to at no time make vulgar or profane references nor make any slanderous statements or accusations toward any organizational member or officer;
  - G. To refrain from slandering the organization or any member or officer thereof; and to refrain from joining an organization or association antagonistic to the ideals of Intermountain Chapter or H.O.G.; and from circulating false reports or gross misrepresentations about the honesty of the organization’s officers and members; and from advocating or seeking the division of the organization’s funds; and from otherwise committing or inspiring an act or series of acts which would injure the best interest of this organization;
  - H. To pay membership dues of this organization as provided in Article IX of these by-laws;
  - I. To ensure their National H.O.G. membership remains current for the duration of their chapter membership period. Failure to do so will result in cancellation of their chapter membership.
- Section 6. The following shall constitute offenses against this organization and its members:
- A. Violating any provisions of these by-laws or failing to perform duties or functions specified or required herein;
  - B. Engaging in a movement which has for its purpose the fostering of a rival organization;
  - C. Violating the rights of members to be free from discrimination on the basis of race, color, creed, sex, or national origin, or religious or political affiliation;
  - D. Misappropriating or improperly disbursing the funds, assets, or properties of this organization;

- E. Engaging in conduct that would expose this organization to civil or criminal liability.

## ARTICLE V

### BOARD OF DIRECTORS

- Section 1. The elected officers of this organization shall consist of a Chapter Director, an Assistant Chapter Director, a Secretary, and a Treasurer and be referred to as the Executive Committee. Other officers shall be appointed by the Sponsor and/or Chapter Director. These elected and appointed officers shall be collectively referred to as the Board of Directors. (Exhibit C)
- Section 2. Sponsoring Dealer. The Sponsoring Dealer has the authority to require that the chapter will perform to said standards, to assure H.O.G. that the chapter abides by the H.O.G. Chapter Charter and H.O.G. operation policies. The Sponsoring Dealer has the authority to approve all nominated officer candidates prior to the election to assure suitable qualifications for the position as defined by these by-laws.
- Section 3. In order to be eligible to be nominated/appointed to hold any of the offices referred to in Section 7 of this Article, a member:
  - A. Shall be required to have been a member in continuous good standing in this organization for the twelve (12) calendar months immediately prior to election/appointment;
  - B. Shall not hold an office or an administrative position in any similar motorcycle organization;
  - C. Shall agree to observe, conform, and comply to all terms and provisions of these by-laws and the H.O.G. Chapter Charter where applicable, and all rules, regulations, practices, and lawful orders and decisions adopted and promulgated in the furtherance and administration of said by-laws and charter.
- Section 4. All of the qualifications for office must exist at the time of nomination/appointment, as well as at the time of election and during the term of office.
- Section 5. In the event of a vacancy in the office of the Chapter Director, the Assistant Chapter Director will succeed to the position of Chapter Director for the unexpired term of office. Other Executive Committee vacancies will be filled through a special election at the next general membership meeting. When any other vacancy arises on the Board of Directors the Chapter Director shall convene a meeting of the Board of Directors for the purpose of filling the vacancy from among the current, active membership of this organization to serve out the unexpired term of office. The vacancy shall be filled by appointment by a majority vote of the Board of Directors.
- Section 6. In the event any officer fails to perform their duties as defined in these by-laws, the Board of Directors shall have the authority to recommend the removal of said officer from his or her position with a majority vote of the Board of Directors. If deemed necessary for the good of the organization, the officer's authority may be immediately suspended by a majority vote of the Board of Directors. Depending on the circumstances as determined by the Board of Directors, the officer may be granted the opportunity to present a defense to the Board of Directors prior to a final vote for removal. If the removal is approved, the matter will be referred to the Sponsor who may remove any officer at their sole discretion.
- Section 7. Duties of Elected Officers
  - A. CHAPTER DIRECTOR
    - 1. The Chapter Director shall be the chief executive officer of this organization and he or she shall have responsibility for the overall conduct of the organization's affairs. He or she shall be authorized to carry out his or her responsibilities personally or by deputy. He or she shall be responsible to ensure the chapter up holds and abides by the H.O.G. Chapter Charter and Chapter By-Laws.
    - 2. The Chapter Director shall receive reports from all representatives of this organization and shall make reports to the membership as appropriate. The Chapter Director shall have authority to employ such technical, administrative, and clerical assistance as shall be necessary for the affairs of this organization, subject to approval of the Board of Directors.

3. The Chapter Director shall have the authority, when he or she deems necessary between meetings of the Board of Directors, to conduct a poll of the board by telephone, fax, and email or by mail.
4. The Chapter Director shall convene a meeting of the Board of Directors at such times as it is deemed necessary for the purpose of conducting the business of the organization. The Chapter Director shall preside over all sessions of the Board of Directors as its Chairman. He or she shall also call a meeting of the board when requested to do so by any two members of the board.
5. The Chapter Director shall be authorized to expend the funds of the organization for ordinary and necessary business expenses incurred in the interests of this organization subject to the subsequent approval of the board. The Chapter Director shall get prior approval from the Board of Director for all single expenditures over \$250.00.
6. The Chapter Director shall conduct chapter meetings and be the principal spokesperson of this organization on all matters pertaining to this organization and its members in relation to H.O.G. However, the Chapter Director could assign these responsibilities to another member of the organization.
7. In the event the Executive Committee determines the need for a bond, a bond in such sum as the Board of Director shall determine, or as required by law, to indemnify this organization against financial loss shall be secured.
8. The Chapter Director shall insure that the affairs and business of Intermountain Chapter are properly upholding the H.O.G. Chapter Charter and H.O.G. operating policies. Ensures all insurance concerns and requirements are met for chapter events.
9. The Chapter Director shall insure that the provisions of all agreements are enforced and respected by all persons affected or bound thereby. All instances of non-compliance, which are not amicably adjusted, shall be reported to the Executive Committee of this organization.
10. The Chapter Director shall have the authority to assign duties and responsibilities to members of Intermountain Chapter as necessary to further the interests of this organization.
11. The Chapter Director shall keep the Sponsor of this organization informed on the activities of Intermountain Chapter and, with the Sponsor, ensure the chapter complies with all the corporate state annual filing requirements.
12. The Chapter Director shall verify chapter expenditures and deposits by reviewing monthly bank statements either electronically on-line or by hard-copy.

**B. ASSISTANT CHAPTER DIRECTOR**

1. The Assistant Director shall assist the Sponsor and Chapter Director in upholding the H.O.G. Chapter Charter and Chapter By-Laws.
2. In the absence of the Chapter Director at any regular or special meeting of the Intermountain Chapter, the Assistant Director shall perform the functions and duties of the Chapter Director, or as otherwise directed to do so by the Chapter Director.
3. The Assistant Director shall have administrative responsibility over chapter events. Oversees the collection of insurance and appropriate release forms for chapter events. He or she shall have the authority to assign duties and responsibilities to members of Intermountain Chapter relative to chapter events.
4. The Assistant Director shall, with members of the Board of Directors, inform the membership of the chapter of H.O.G. programs and benefits.
5. The Assistant Director shall plan and organize the annual end of year party, commonly referred to as the After Christmas, Christmas Party (ACCP).

C. SECRETARY

1. The Secretary shall have the responsibility of taking minutes of all Intermountain Chapter meetings. He or she shall maintain copies of the minutes of all meetings and shall have custody of such minutes as part of the records of this organization.
2. The Secretary shall be responsible for all correspondence on behalf of the chapter which includes chapter incorporation and maintaining a file of insurance and waiver forms for chapter activities. He or she will monitor, respond and/or forward correspondence coming from the chapter email.
3. The Secretary shall be responsible for receiving and responding to original requests for charitable donations, receiving applications, and submitting them to the Board of Directors for review.
4. For purposes of bereavement gifts, Immediate Family is defined as Member, Member's Spouse/Significant Other, Children, Mother or Father.

A. Chapter members are asked to email [intermountainhog@gmail.com](mailto:intermountainhog@gmail.com) to relay information concerning the passing of a member, member's spouse/significant other, children, mother or father.

b. When notified of the passing of a member, member's spouse/significant other, or children, the Secretary will send the member and/or family a sympathy card, signed by current board members, and a florist-variety green plant in memorandum, not to exceed \$100 in value.

c. The Secretary will provide proof of purchase and payment to the Treasurer at the next Board meeting for the financial records.

d. When notified of the passing of a member's mother or father, the Secretary will send the member and/or family a sympathy card, signed by current board members in memorandum.

e. Memorial donations to other entities in lieu of flowers/plants will not be allowed.

D. TREASURER

1. All monies payable to Intermountain Chapter shall be turned over to the Treasurer, who shall prepare and dispense a proper receipt.
2. The Treasurer shall make and keep a proper record of all such monies received and deposit within ten (10) working days, in the name of Intermountain Chapter in such bank(s) and depositories as the Executive Committee shall determine.
3. The Treasurer shall at each Board of Directors meeting of the Intermountain Chapter, provide a detailed written financial report of the monies received and disbursed since his or her last report and provide a copy of the report to the sponsor. All officers and members shall have the right to review this document, by making a request through the Board of Directors.
4. The Treasurer shall submit his or her books to the Executive Committee of Intermountain Chapter and Sponsoring Dealer for inspection upon request of the Executive Committee.
5. The Treasurer shall keep a true and accurate record of all financial transactions of Intermountain Chapter.
6. The Treasurer shall oversee preparation of chapter tax returns.
7. Those seeking responsibilities of Treasurer shall have experience with general accounting practices and is encouraged to have knowledge of financial software.

Section 8.

Duties of Appointed Officers

A. LEAD ROAD CAPTAIN

1. The Lead Road Captain shall establish and make known, rules of rides, and assure members are acting in a safe manner.
  2. The Lead Road Captain shall maintain the ride list for all scheduled rides.
  3. The Lead Road Captain shall coordinate and distribute the responsibilities of the Road Captains.
  4. The Lead Road Captain has previously been a Road Captain.
- B. ACTIVITIES OFFICER**
1. Assists the Sponsoring Dealer, Chapter Director, and Assistant Director in administration of chapter events.
  2. Determines need for volunteers to support chapter and Sponsor events.
  3. Recruits, assigns schedules and instructs volunteers supporting chapter and Sponsor events.
- C. MEMBERSHIP OFFICER**
1. Conducts new membership orientation.
  2. Administers annual chapter renewal process and ensures all members have active National H.O.G. membership.
  3. Maintains list of Chapter Membership Enrollment Form and Release.
- D. LADIES OF HARLEY (LOH) OFFICER**
1. Informs members of LOH benefits and activities.
  2. Coordinates LOH chapter activities.
  3. Assist the Sponsor and Chapter Director in chapter management.
- E. EDITOR**
1. Authors, edits and facilitates the distribution of chapter publications.
  2. Informs membership of chapter events by publication in chapter newsletter.
  3. Shares appropriate H.O.G. information and news in the chapter newsletter.
  4. Ensures electronic sharing of the newsletter is done appropriate to H.O.G. standards.
  5. Ensures all forms of chapter communications are approved by the Sponsoring Dealer / Retailer / H.O.G. Manager before publication.
- F. SAFETY OFFICER**
1. Provides Motorcycle Safety Foundation information to membership.
  2. Educates membership about the Safe Rider Skills program.
- G. PHOTOGRAPHER**
1. Takes and organizes chapter photos for chapter publications, Hog Squeals, and a Chapter Album. Takes, obtains and organizes chapter images for use in chapter communications and uploads images to chapter website.
  2. Must possess necessary equipment to perform duties.
- H. HISTORIAN;**
1. Prepares and maintains an account of the history of the chapter.

2. At the end of each calendar year, the Historian will gather electronic copies of all Board and General Membership Meeting Minutes, Newsletters, History and Events reports and will save them to the HOG Documents thumb drive maintained in the office safe at HDHD.

I. WEBMASTER

1. Assembles and organizes material for the chapter web page and social media sites.
2. Ensures all forms of chapter communications are approved by the Sponsoring Dealer / Retailer / H.O.G. Manager before publication.
3. Ensures chapter web page and social media sites comply with the H.O.G. Chapter Internet Guidelines.

J. EQUIPMENT OFFICER

1. Organizes and inventories assets belonging to the chapter.
2. Assists Activities Officer in use and distribution of chapter equipment.
3. Manages check out and maintenance of such belongings.

K. MEMBERS AT LARGE

1. Additional members with club expertise to assist in managing the chapter business.
2. Assists the Sponsor and Chapter Director in upholding the H.O.G. Chapter Charter and Chapter By-Laws.
3. Assists Activities Officer by planning and organizing annual picnics and events as required/requested by Director and/or Assistant Director.

Section 9. Other Appointed Members

- A. At the discretion of the Chapter Director and/or sponsor additional positions may be filled to support the management of the chapter.
- B. The Other Appointed Members have no voting rights on the Board of Directors.
- C. These Other Appointed Member positions may include, but are not limited to Road Captains, Food Safety and Assistant Ladies of Harley.

Section 10. Board of Directors Responsibilities & Rules

- A. The Board of Directors shall be the governing body of this organization during the operating year, and shall be responsible for upholding the laws and policies of this organization and advancing its interests during the year.
- B. The Chapter Director shall have authority to interpret the H.O.G. Chapter Charter and by-laws of this organization and to decide all questions arising between meetings of the board and he or she shall have authority to settle all grievances and disputes submitted to him or her.
- C. The presence of a majority of the members of the Board of Directors shall constitute a quorum (2/3 presence); a majority of those present and voting shall be required for all official acts.
- D. The board shall meet at least once every month and more frequently at the call and discretion of the Chapter Director.
- E. The Board of Directors shall ensure that the Intermountain Chapter finances are audited annually and shall report to the membership on the results of such audits. At least two chapter members in good standing will be appointed to conduct the audit along with the Treasurer. A statement of findings with signatures of those conducting the audit and all members of the Executive Committee will be incorporated into the permanent records of this organization.

- F. All officers shall attend all meetings of the bodies in which they function and shall not absent themselves from such meetings without just cause. The Board of Directors shall have the right, to recommend the termination of any officer having excessive unexcused absences.
- G. Upon termination of his or her term in office, each officer shall turn over all books, papers, records, and other property that thereby came into his or her possession, custody, and control to his or her successor or to this organization.
- H. Personal expenses incurred by officers, committees, and/or members while conducting the business of this organization shall NOT be paid by this organization; i.e., travel expenses (mileage) or reimbursement for leave taken from regular employment. Work performed in behalf of this organization by officers, committees and/or members is voluntary. Time spent is donated. Exceptions are as follows:
  - 1. Incidental out of pocket expenses such as, but not limited to, postage or long-distance telephone calls made by the Board of Directors, or Event Committee Members made in the interest of conducting business of this organization shall be reimbursed.
  - 2. Chapter members who perform volunteer service at the official request of the chapter during a chapter or sponsor related event may be rewarded for service. The primary means to reward volunteers is with Chapter Volunteer Cards. This is NOT a reimbursement, but a reward for providing service.

## ARTICLE VI

### ADMINISTRATION

- Section 1. The Chapter Director shall have the authority to establish committees as he or she deems necessary, i.e., an Election Committee, a By-Law Committee, etc.
- Section 2. The Chapter Membership shall have authority to act upon business of this organization, including the enactment of amendment(s) to these by-laws. It shall require a ballot vote and majority approval by two-thirds (2/3) of the active members present to enact an amendment. For proposed amendment(s) to these by-laws to be considered at a general meeting of this organization, they must be presented in writing by members in good standing to the Chapter Director within 15 days to a regularly scheduled meeting of the Board of Directors. The amendment(s) shall be considered by the board for sufficient merit to present at the general meeting of the Intermountain Chapter for purpose of voting on the amendment(s). A vote shall occur at a regular scheduled general meeting, subsequent to publication of such amendment(s) for membership pre-read.
- Section 3. The Board of Directors shall have the power, following the adoption of a resolution or an amendment by the General Membership, to make such typographical, grammatical, and punctuation corrections, rearrangements and renumbering of articles and sections, or otherwise, including the supplying or remedying of inadvertent omissions or errors, as are necessary to carry out the spirit and intent of any resolution or amendment adopted.
- Section 4. Special meetings may be called by the Chapter Director on his or her own initiative or at the request of members of this organization, at his or her discretion. Reasonable notice of such meetings shall be given to members by using email.
- Section 5. These by-laws shall be reviewed within a period of no greater than every three (3) years, or sooner as changes to the H.O.G. Chapter Charter are published, or when the Chapter Director deems necessary.

## ARTICLE VII

### ELECTION OF OFFICERS

- Section 1. The chapter will advertise for all board positions, with the exception of Chapter Director, annually in the month of September. Not later than the 31st day of October, at a general meeting of the Intermountain Chapter, nominations for candidates for election to office, and volunteers for board and other management positions must be received. Those candidates must have been a chapter member in good standings as defined in Article IV of these by-laws.



- Section 2. Not later than the 30th day of November, at a general meeting of the Intermountain Chapter, elections will be held for the positions of Assistant Director, Secretary, and Treasurer. The Assistant Director from the prior year shall automatically become the new Chapter Director for a term of one year. This transition is for the purpose of chapter continuity and the learning required for management of a chapter of this size. In the event that the Assistant Director cannot fulfill that obligation, nominations shall be opened for the Chapter Director position.
- Section 3. The officers elected/appointed shall assume their office at the close of the board meeting in January. The officers so designated shall hold their offices for a term of one year, or until their successors are placed in office.
- Section 4. Any protest regarding the nomination and election of any officer must be made prior to the induction of such officer. In the event of a protest, said protest must be filed, in writing, with the Executive Committee within 7 calendar days of the nomination or election of said officer. The protest must then be reviewed by the Executive Committee and the Sponsor, and a decision as to its merit made prior to the induction of said officer.

## ARTICLE VIII

### DUES

- Section 1. The annual membership dues of this organization shall be no more than that limit prescribed by the H.O.G. Chapter Charter. The dues must be paid for the current year in order for a member to vote in elections.
- Section 2. The Membership Officer shall make appropriate application forms available to membership applicants who desire to join Intermountain Chapter.
- Section 3. Members whose dues are not paid after such dues are payable, shall be automatically suspended from membership without notice. Yearly deadline for membership renewal shall be by the 15th day of February. Dues paid by new members after October 15 will satisfy their dues requirements for the remainder of the year and the following calendar year.
- Section 4. Annually on or about April 15<sup>th</sup>, the Chapter Webmaster will change the password to the Chapter newsletter (Hog Squeals), Historian Reports and the Intermountain HOG Chapter By-Laws. Members in good standing will receive the updated information. Additionally, the Chapter Facebook Page Membership will be reviewed. As a benefit of active chapter membership, all inactive members will be removed.

## ARTICLE IX

### CHARITABLE DONATIONS

- Section 1. General Charity Guidelines
- A. No funds will be distributed for general charitable purposes without receipt and review and approval of the board, of a complete written application.
  - B. All proceeds from general charitable fundraising activities will be reviewed at the November board meeting and apportioned to applicants based on the merits of the applications submitted.
  - C. Any net proceeds from special fundraising activities such as poker runs may be considered for charitable donations after the operational needs of the chapter have been met.
- Section 2. Organizational Requests for Charitable Contributions
- A. The chapter will consider applications from organizations who seek charitable funds for good cause. Net funds for charitable donations will be used to support applications from organizations. The chapter may also conduct specified fundraising events whereby the profits will be donated to either a charitable organization or a special cause.
  - B. The amount of charitable funds available will be determined by the board, on a yearly basis and based on the chapter's net capital from the financial report.

- C. Applications will be accepted through October 31 and will be reviewed at the November board meeting. Applicants will be notified, in writing, of the board's decision within 15 working days of the board's determination.
- D. Checks for approved applications will be made out to the applying organization. No checks will be made out to an individual representing the organization without approval of the Chapter Director.
- E. The Secretary will receive and respond to requests for charitable donations with the standard form letter (Exhibit A).
- F. The Secretary will also receive completed applications throughout the year and submit them to the board for consideration at the November board meeting.
- G. All solicitation for Intermountain Chapter Harley Owner Group (I.H.O.G.) charitable donations will be made in writing and will contain, at a minimum, the following information:
  - 1. Name, address, phone number, a mission statement of the organization and name/phone number of a primary contact person;
  - 2. Identify other organizations/agencies you have sought contributions from regarding current needs;
  - 3. Amount of charity being requested, name, address and phone number of the vendor or organization that a check should be written to, if application is approved;
  - 4. Identify alternative ways (other than financial) that I.H.O.G. might provide assistance;
  - 5. Which county/state will benefit from funds that I.H.O.G. may donate;
  - 6. If organization has previously requested and/or received funds from this chapter, provide details;
  - 7. Specify how any funds that may be received from I.H.O.G. are to be allocated, i.e., administrative, food, medical, advertising, etc.;
  - 8. Include a brochure or other printed material describing the organization and/or event requiring financial assistance;
  - 9. Attach any additional information that may document need and merit to assist the board in reviewing the organization's application.

## ARTICLE X

### INCOME AND DISBURSEMENT

- Section 1. Source of income to Intermountain Chapter shall be from the annual membership dues and other proper and lawful sources. When such income is received it will be given to the Treasurer who shall properly deposit it in such bank(s) or depositories as are determined by the Board of Directors.
- Section 2. All authorized, proper and lawful expenditures shall be made from the funds of this organization through checks drawn by the authorization of the Chapter Director or the Treasurer.

## ARTICLE XI

### SEAL AND INSIGNIA

The seal and insignia of this organization shall be displayed as in Exhibit B. This seal and insignia shall constitute and be the official mark of this organization.

ARTICLE XII

PUBLICATION

H.O.G. SQUEALS shall be the official publication of this organization. Members of this organization shall be entitled to receive the H.O.G. SQUEALS. Electronic availability of H.O.G. SQUEALS shall comply with the H.O.G. Chapter Charter standards for electronic communication or internet accesses.

ARTICLE XIII

SAVINGS CLAUSES

- Section 1. If any provisions of these by-laws are so declared invalid or are rendered inoperative by any competent authority of the executive, judicial, or administrative branch of a state or federal government, the Intermountain Chapter Executive Committee shall have the authority to suspend the operation of such provision which will be in accord with the intended purpose of the invalid provision.
- Section 2. If any Article or Section of these by-laws is held invalid by operation of law or by any tribunal of competent jurisdiction, or is held to be in conflict with the H.O.G. Chapter Charter, the remainder of these by-laws or the application of such Article or Section to person or circumstances other than those as to which it has been held invalid shall not be affected thereby.
- Section 3. These by-laws shall not conflict with the H.O.G. Chapter Charter and all Intermountain Chapter members and officers shall be subject to the H.O.G. Chapter Charter where applicable.

EXHIBIT A

Form Letter Response to Request for Donation

SUBJECT: Charitable Contribution Inquiry

Dear \_\_\_\_\_,

Thank you for your inquiry regarding charitable assistance. The Intermountain Chapter of Harley Owners Group (I.H.O.G.) is a not-for-profit organization that supports the rights and responsibilities of Harley-Davidson motorcycle enthusiasts.

For your request to be considered, please submit a detailed narrative of your financial need to include the following information:

- Name, address, phone number, mission statement of your organization and name/phone number of a primary contact person;
- Identify other organizations/agencies you have sought contributions from regarding current need, and amounts received, if any;
- Amount you are requesting and name, address, and phone number of the vendor or organization that a check should be written to if your application is approved;
- Identify alternative ways (other than financial) that I.H.O.G. might provide assistance;
- Which county/state will benefit from funds that I.H.O.G. may donate;
- If your organization has previously requested and/or received funds from this chapter, provide details;
- Specify how any funds that you may receive from I.H.O.G. are to be allocated, i.e., administrative, food, medical, advertising;
- Include a brochure or other printed materials describing your organization and/or the event requiring financial assistance;
- Attach any additional information that may assist the Board in reviewing your organization's application.

In November of this year, our Board of Directors will meet to learn what financial assistance, if any, can be made available to qualified organizations. Applications must be received by October 31. Mail your written request to:

Intermountain Chapter H.O.G.  
c/o High Desert Harley-Davidson  
2310 E. Cinema Dr.  
Meridian ID, 83642

Organizations applying for financial assistance will be notified of the board's decision within 15 working days after the November board meeting.

Sincerely,

Director, Intermountain Chapter H.O.G.

EXHIBIT B

SEAL AND INSIGNA



Place an overlay over it with mocked up colors and Pantone number specifications. The Jpeg above is in B/W. The colors break down very simply as:

Gold: Diamond Border, H.O.G. wheel Logo, Eagle beak/claws, and Ribbon interior

Cyan (blue): Gradient Sky

Green: Grass in middle ground

Brown: Eagle feathers and behind H.O.G. logo

Black: Diamond bordering outline, mountains, "Intermountain Chapter" words in ribbon

White: Harley Owners Group

EXHIBIT C  
BOARD OF DIRECTORS

