

Norton Colorado Motorcycle Club, Inc. Governance and Organization

I. Mission:

Norton Colorado Motorcycle Club, Inc. (hereinafter “the Club”) consist of individuals who ride, restore and race Norton motorcycles and in so doing preserve and perpetuate this historically important marque.

II. Organizational Structure:

The Club’s organization structure shall consist of both leadership and staff positions. The “leadership” positions shall consist of three “Officers” and the “Staff” positons may be created as deemed necessary, as set forth below.

A. Officers/Leadership

Three Officers shall conduct all governance activity for the Club, to generally include establishing all formal club events for the events calendar, performing all administrative duties, publishing the Newsletter and website, collecting dues and tracking membership.

1. The President (First Officer).

The President shall perform the following duties:

- a. Monitor the performance of the other Officers and Staff and assist them as needed in the performance of their duties
- b. Develop the agenda for the Winter Banquet, attend the Winter Banquet and serve as the Master of Ceremonies for the Banquet
- c. Engage in and develop event planning for the Club

3. The Secretary (Second Officer)

The Secretary shall perform the following duties:

- a. Maintain the list of paid members, as advised by the Treasurer
- b. Update members' contact information
- c. Maintain or delegate to Staff the maintenance of the Club website.
- d. Oversee publication of the Club newsletter.
- e. Send Newsletter Editor and Webmaster membership lists for publication
- f. Maintain the e-mail broadcast list and send out broadcasts from other Officers, Staff, Club members and others deemed appropriate.

2. The Treasurer (Third Officer)

The Treasurer shall perform the following duties:

- a. Manage the Club bank account
- b. Manage all financial activities of the Club

- c. Pay legal fees, domain registration, website hosting, etc.
- d. Accept dues payments from members
- e. Accept proceeds from any and all sales to include but not limited to the sale of Club swag (t-shirts, calendars, stickers, etc.) and motorcycle parts
- f. Advance money for production of Club swag, as directed by Officers
- g. Reimburse event expenses, as directed by Officers
- h. Submit periodic audits and accountings to the Officers

B. Elections and Transfer of Power

1. Each year during the annual Winter Banquet the attending members shall elect the three Officers. Officers may be elected and reelected an unlimited number of consecutive years.
2. In the event of incapacity or prolonged absence of the President, the Secretary shall act in place of the President for the duration of the incapacity or absence or until the next election at the Winter Banquet, whichever comes first. In the event the Secretary cannot or will not act in place of the President then the Treasurer shall act in place of the President for the duration of the incapacity or absence or until the next election at the Winter Banquet, whichever comes first. In the event both the Secretary or Treasurer cannot or will not act in place of the President an immediate vote of all current members shall fill the Presidential vacancy as soon as practicable. Such a vote may be conducted via electronic communication or any other medium available to expeditiously fill the Presidential vacancy.
3. In the event of incapacity or prolonged absence of either the Secretary or Treasurer, the President shall appoint a replacement Officer for the duration of the incapacity or absence or until the next election at the Winter Banquet, whichever comes first.
4. The annual club “dues” shall be waived for all Officers during the time they serve in the capacity as Officers

C. Staff

1. Officers, at their discretion and as they deem necessary, shall appoint Staff and delegate tasks to those Staff Members to assist in governance activity. Multiple staff positions may be held by a single person, including Officers.

2. Officers shall create and fill no more than five (5) Staff positions. Staff positions do not engage in governance activities.
3. Staff may be appointed and dismissed by the President at any time, with the consent of at least one of the other two Officers.
4. The Staff shall perform any duty reasonably related to a legitimate Club activity as directed by any Officer to include, but not limited to:
 - a. Newsletter Editor, who shall produce the monthly Norton Colorado Newsletter with contributions from members, and send a PDF version to the webmaster and the Secretary.
 - b. Webmaster, who shall maintain and develop the club website
 - c. Ride Coordinator, who shall develop the schedule of regular events with the President, send the list of events to the Newsletter Editor and Webmaster, prepare reminders for upcoming events, which are forwarded to the Secretary for broadcast, consult with the President about last minute changes of plan (e.g., weather-related) that are forwarded to the Secretary for broadcast, keep the totals for President's Award from regular events and solo rides, which are reported to the Newsletter Editor.
 - d. Swag Boss, who shall keep charge of the swag, and maintain an inventory, forwarded periodically to the Leadership, set prices for swag, in consultation with the President and Treasurer, organize sales of swag, send proceeds periodically to Treasurer, develop new swag in consultation with the President and Treasurer and supervise production of swag, in consultation with President and Treasurer.
 - e. Parts Depot Despot, shall manage the Club's holdings of used Norton parts, inventory parts (to a reasonable extent), set prices for parts, in consultation with President and Treasurer, arrange for access by members to the parts depot, transfer proceeds of sales to the Treasurer, keep a record of sales, forwarded periodically to the President and Treasurer, consider acquisitions (or disposal) of parts in consultation with President and Treasurer.

D. Membership

1. Membership in Norton Colorado is open to anyone, regardless of whether they own a Norton, or any motorcycle whatsoever.
2. Membership dues shall be set by the Officers at a reasonable rate currently set at \$20 per year individual and \$22 for a couple or family unit.
3. Dues are payable to "Norton Colorado" and sent to the Treasurer, whose contact information shall be published on the last page of the Newsletter.

4. The membership year begins with the Winter Banquet in February. New members who join after August 1 are credited with membership for the following year.

5. An increase in the amount for annual dues of more than 10% must be put before the members for a vote and shall only increase upon an affirmative vote of the majority of voting members.