

MOTOR MAID
HANDBOOK
2018



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PREFACE

The purpose of this handbook is designed to be a reference guide and provide information and insight on Motor Maids, Inc., and its general procedures. It is not a replacement for our governing Constitution and Bylaws. If an issue should arise that is not covered in this handbook or our Constitution and Bylaws, we encourage you to contact your District Director or Executive Officers for clarification.



General Information

In 1940 two ladies, along with 49 others, established a women's motorcycling organization in North America. Today, Motor Maids, Inc. is one of the first and oldest continuously operated women's motorcycling organizations in North America. In 2015 we celebrated our 75th year as an organization!

With approximately 1,300 members across the United States and Canada, the Motor Maids are a diverse group of women motorcyclists united through a passion for riding while fostering a positive image and promoting safe riding skills.

Joining the Motor Maids gives every woman a great opportunity to ride, travel and get to know

a diverse group of people all across North America.

Motor Maids on 'Lady Like Behavior'

At the 1948 Motor Maid convention in Cave City, Kentucky, Dot Robinson reminded attending members: "Insomuch the Motor Maids are very much in the lime light and are growing steadily each year, it is necessary we keep our conduct above reproach." Again at the 1960 Motor Maid convention held in Washington DC, in general discussion: "newer members do not know, actions, talking, and things we do, we must remember we are in the eye of the public constantly and while any one of these things may be perfectly innocent, it may not appear so by those who are watching. Bad conduct, bad appearance and bad language are all grounds for membership board action."

As manners, attitudes, and styles of dress change over time, so has the conventional understanding of what it means to be a "lady." Though the term may seem outdated, there are certain aspects of ladylike behavior that are undying: Elegance, courteousness, and a sense of respect towards oneself and others.
¹ Motor Maids are known still today as the

¹ <http://www.wikihow.com/Be-a-Lady>

"Ladies of the White Gloves" and are expected to represent themselves and the Motor Maids in a ladylike manner.

Becoming a Member

Once your application with payment and waiver is received and processed by the Motor Maids Membership Secretary, she will send out your new membership packet. The check from the application is forwarded to our Treasurer.

Please allow four to six weeks for your welcome packet to arrive.

The Membership Secretary will contact the District Director in your area letting her know that your application has been processed. Your District Director, or someone she appoints, will contact you to introduce themselves and welcome you to the Motor Maids.

Districts

Motor Maids, Inc. is divided into districts. Districts are states, provinces or a combination thereof. Districts are determined by the President. No matter where you live in the U.S. or Canada, you fall within a Motor Maids district. How can that impact you? Not only will you have a network of members across North America to

call upon when traveling, but should you move out of your state or province, chances are good there will already be a Motor Maid family waiting to welcome you at your new destination. The District Director is your liaison to the Executive Board and its officers.



Motor Maid Trademark

The Motor Maids shield logo and the name MOTOR MAIDS are registered trademarks worn by active members and various items are

available for purchase from the Supply Officer. Items for families' children and Motor Maids "Security" are to be purchased from the Supply Officer.

Since the logo and name are registered trademarks, all copyrights are reserved. Any item with the Motor Maids logo or name may not be sold without written consent from the President. Members must follow protocol established for district event shirts, patches, stationery, banners, trinkets, etc. by submitting artwork to the President and obtain written permission before reproducing the Motor Maids logo or name.

A district shirt design, once authorized by the President, may be gifted, traded or sold at cost to members from other districts. These district shirts may not have the Motor Maid logo or name in a standalone fashion (like what our Supply Office offers).

Active Membership

Three items keep your membership active:

#1: Owning and Riding Your Own Motorcycle

With the exception of our Golden Life members with 50 years of active riding, every Motor Maid

is required to legally own and operate her own motorcycle or that of a family member. If for some reason you have to give up your motorcycle, contact the President with details and she can grant you a grace period of one (1) year to get another motorcycle. Remember, the Motor Maids are first and foremost a riding organization.

NOTE: If for any medical reason a member is unable to ride over the course of a year, or has found themselves without a motorcycle with intentions of obtaining another one within a year, a letter of explanation may be submitted to the President for review. If circumstances are such, a one-year reprieve may be granted to offset an Inactive Status (INA). If chronic medical conditions prevent you from riding for several consecutive years, then as a member in good standing, you are encouraged to apply for retirement status assuming you meet the eligibility requirements for retirement.

#2: Dues

Currently, dues for membership are based on membership status payable to the treasurer on the month of the anniversary join date. You will not be sent a reminder stating your dues are due.

It's a member's responsibility to keep dues current.

#3: Returning Year End Letter

In October of each year, the President sends your Year End Letter (YEL). Returning this completed letter to the President and your signed waiver form to the Safety Officer each year keeps your status active within the Motor Maids. In addition to contact information, we ask you verify your motorcycle information, and list the approximate miles ridden that calendar year. Once your YEL letter is complete, send it to the President.

All members in our database as of October 1st will receive a YEL. If a member's join date is between June 1st and September 30th they are not penalized if the President does not receive a YEL their first year.

Year End Letter Process

Sending in your Year End letter and signed waiver form by the due date is how you keep your "active status" in the Motor Maids, and how we keep our records up to date to produce our new membership book each year. Not returning the YEL and waiver form on time will result in your status being changed to Inactive (INA).

Late YELs and/or waivers will get processed after the Executive Board (EB) Meeting in January, and the INA status will be removed and noted in monthly reports from our Membership Secretary.

If a member has misplaced their YEL or waiver form, one can be found in the Members Only section of the website and it can be downloaded and mailed. Your district director can help you if you have questions.

May 1 is the final deadline to get YELs and waivers submitted so the INA status does not become a **permanent part of a member's record**, which impacts future membership status awards.

If a member has **two (2) INAs in a row/consecutive years and/or is more than two (2) years** behind in their dues at the time of our EB meetings, that member is dropped from the membership roster and their name **does not** appear in the upcoming Membership Directory. The individual can be reinstated as a member if their dues are paid/and or YEL and/or waiver is returned by May 1 of the current year. The District Director will be notified with a list of who is INA (and which forms are missing) and who has been dropped from the membership.

The second page of your YEL is strictly confidential. No one ever reads this page except the President. The President will discuss all concerns, recommendations, etc. with the Executive Board with all names being omitted.

YELs are to be mailed to the President, but electronic/scanned waiver forms are accepted by the Safety Officer.

Membership Directory

Our membership directory is published once per year after our January Executive Board meeting. Information for this directory comes from the Year End Letter (YEL). One source of pride for us is that our membership list is kept to those members who are active within the Motor Maids. Our membership list is for members only and not allowed to be published, sold, or used for non-Motor Maids related mailings or solicitations. The membership directory is updated and posted monthly on the website for access by members only.

Membership Status and Awards

There are currently five types of membership: Regular, Life, Silver Life, Golden Life, and Retired. More information can be found in the

section on Membership Status Awards and in the Constitution and Bylaws.

Before a member can apply for a membership award, one must be a member in good standing. To be a member in good standing, one must be current with dues and have turned in the Year End Letter (YEL) and the waiver on time to the President every year of membership. If a Year End Letter or waiver is late to the President, or not sent in at all, a status of inactive (INA) will be assigned. If the member's status of INA is not resolved it will become part of the member's permanent record and the member's status will be adversely affected in reaching the various increments.

Inactive Status (INA) is more fully outlined in our Bylaws.

Status Awards and increment awards are more fully outlined in our Constitution and Bylaws. Here is a brief synopsis:

Regular - A regular Member is a member of the Motor Maids who has not yet reached a membership milestone.

Life - A Life Member has been a member of the Motor Maids in good standing for 10 consecutive years. Member is required to attend

two conventions over the course of membership, and never had an INA status.

Silver Life - A Silver Life Member has been a member of the Motor Maids in good standing for 25 consecutive years. Member is required to attend five conventions over the course of membership, and never had an INA status.

Golden Life - A Golden Life Member has been a member of the Motor Maids in good standing for 50 consecutive years. Member is required to attend 10 conventions over the course of her membership, and never had an INA status.

Retired - A Retired Member is a member in good standing for five consecutive years and has attended two conventions, never had an INA status, but can no longer ride a motorcycle for medical reasons.

Motor Maids Uniform

We have a dress uniform that is required for participation during the Annual Convention parade, formal group picture and the banquet. Our uniform is also required for sanctioned parades and at other times when a more formal uniform appearance is required. Our Constitution and Bylaws list the specifics of the uniform.

The uniform represents ladies of motorcycling, and is to be worn with honor and respect. The pants are to be clean and worn over your boots, and shirts tucked in. During events that state “official” uniform, the uniform must be worn as outlined in the Constitution and Bylaws without exception. During the convention parade helmets must be worn.

For events where Motor Maids attire may be worn, an individual's white leather vest or any Motor Maids trademarked item, it should be done in a way that is representative and respectful of the Motor Maids.



1965 Convention, the uniform was gray slacks and top with white tie, belt and boots.

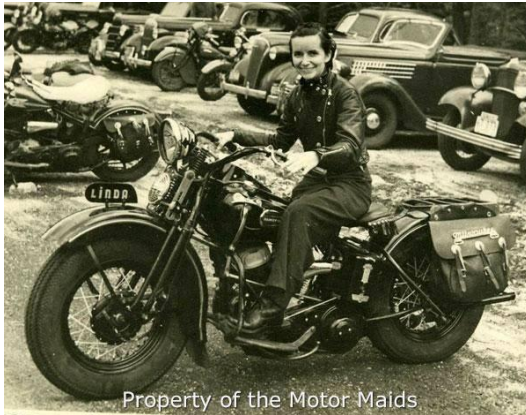


1995 convention the uniform was gray slacks, blue top with white tie and white boots or shoes.



2007 convention was a transition year from the old to new (current) uniform. Both were permitted for one year.

Linda Dugeau Contest



The Linda Dugeau Contest is a high mileage riding contest open to all Motor Maids. The name of the contest is in honor of our co-founder, Linda Dugeau. The winner of the contest is known as the High Roller. Trophies for 1st, 2nd and 3rd places will be awarded at the Convention banquet. Awards are also given for those that ride a minimum of 10,000 miles during the contest dates. The contest runs from November 1 to October 31. A form to join the contest can be found online and is included with the new member packet. The forms are included in the Year End Letter (YEL) that is sent to you at the end of each year. The Vice President receives entries until the deadline. Please fill out the form properly or your mileage will not count. This

contest is a lot of fun, and everyone should participate!

Note: You are encouraged to send in the forms as you never know where your journey may take you!

Requirements:

- You must be a Motor Maid.
- The motorcycle listed in the contest cannot be one that is ridden by anyone else.
- Verified beginning or ending odometer reading to be remitted to the Vice President (beginning mileage is the verified reading you sent in the prior year on this form; if you didn't send one in last year, this will be used as your beginning mileage. Two bikes, two forms. **Ending mileage must be submitted by Dec 15.**
- Information on the Linda Dugeau High Roller Contest Form must be complete and legible.
- Motorcycle Make (HD, Honda, BMW, etc), Motorcycle Model, Year and last six VIN numbers

- Beginning or ending odometer reading **MUST BE** verified by a dealer, a Motor Maid, or a police officer. **Neither you nor an immediate family member can verify your own mileage.**
- Rentals are to be treated like a new bike: Fill out the High Roller form with the beginning mileage and have it verified by the dealer when you pick up the bike; and fill out another High Roller form with the ending mileage verified by the dealer when you drop it off.
- If you change motorcycles in the middle of the contest – verified mileage from the old and new motorcycles each on its own form must be forwarded to the Vice President at the time of acquisition.

Do not:

- Verify your own mileage: A motorcycle dealer, police officer, or another Motor Maid can sign the verification form.
- Send a picture of your odometer.
- Send beginning and ending mileage at the same time.

Do:

- Keep track of your mileage from year to year. It is not the responsibility of your District Director or the Vice President to track YOUR miles.
- Keep a copy of the form you submit with your YEL. Forms can get lost in the mail, so it's best to have your own copy.
- Remember the Linda Dugeau forms are very specific and are the only acceptable forms for entering the contest.

High Roller/High Mileage Contest – sample form:

Please send new bike info to Membership Secretary

also X Only if needed----Sold ___ or New___ Date of trade_____

High Roller Nov 1, 20 (current yr)--Oct. 31, 20 (current yr)

Contest District you are in_____

Name print_____ Motorcycle information:

Year_____ Make_____

Model_____ Last six Digit of

VIN_____ Odometer Reading_____ Mile

or KM (Please circle one) Mileage VERIFIED BY and their TITLE:

_____ If

signature not legible please print beside ONE FORM FOR EACH BIKE. Copy as needed if more than one motorcycle. All Spaces must be complete & legible to be accepted. Incomplete forms will not be accepted. Mail or email to: (current Vice President) (Forms are dated, please use correct form)

Motor Maids Website

www.motormaidsinc.org Our website gives the general public an idea of who we are and what we are about – ladies who ride!! And for our members, once logged in, our website gives you information at your fingertips such as our current Constitution and Bylaws, our Membership Directory, Advisory newsletters, photos, brochures, various fillable forms, applications, waivers and Convention information, and Supply Store.

On the home page near the bottom you will see the login area.

Enter the User ID: member (the word, not your name)

Enter the current **password.

(**Note: The current password changes periodically for the protection of our site. Contact your DD or Web Editor if you've forgotten it.)

Hit “enter” or click on “Login”

To access the contents of the website, point your mouse and hover over any of the menu choices on the menu bar at the top of the web page. Once logged in as a member, drop down menus will appear.

Social Media Etiquette

Motor Maids, Inc., has a dedicated Facebook page and Twitter account (@motormaids)

Please remember what you post is a reflection upon our organization.

Each District's Facebook page is managed at the district level if the District Director decides it is to be utilized. Whether the page is an open public page or a closed page is at the discretion of the District Director and should be disclosed to all members. Generally, only Motor Maid members are invited to the district's page. If it's decided that immediate family members are invited it should be disclosed to the members.

If there is a death or an accident in the Motor Maid family, please do not post any information on Facebook or any social media until National sends out an e-mail with all the correct information.

Facebook and social media are not the place to ask the pertinent questions when something happens within the organization. Please respect Motor Maids and their families' wishes. Once all the details are worked out and permission to disclose is given within the organization, National will send out an e-mail to the District Directors who will in turn forward to the membership.

Motor Maids Convention

Our Annual Convention begins on the first Tuesday after the 4th of July. This convention is held in a different part of North America each year and hosted by a different district. We rotate sites yearly across North America by zones; Eastern, Mountain/Pacific, and Central. Elections for Executive Office are held every three years when the convention is held in the Central zone. Sites are chosen by membership vote at Convention each year. If a district wishes to host the Convention, a representative of the district will place a bid and give a short presentation at the Convention two years prior to the year they wish to host. This gives each host district two years to plan and prepare for their Convention. The Motor Maids organization is membership driven. Your attendance at the annual business meeting at Convention provides you the opportunity for an active role in the management and direction of the organization.

Motor Maids Stance on Riding to Convention:

Since the inception of the Motor Maids, this riding requirement for convention attendance has been a key pillar of who we are and what

we stand for as a riding organization. It is one of the key things that differentiate us from other women's riding groups. The rotation of convention locations in different parts of North America provides ample opportunity for all Motor Maids to attend a convention every other year or so, depending on their residence.

A Motor Maids convention is a Motor Maid sponsored event and prizes and trophies are awarded-touring miles, district with the most members in attendance, district with most direct miles logged and the Dot Robinson Road Run. According to the Bylaws you must operate the motorcycle from your home to participate. All members who attend convention and who can actively participate on all levels must ride their motorcycle from their home and when leaving convention, ride their motorcycle for the journey back home. If someone lives in an RV (**i.e. that is their ONLY residence**), their mileage would count from where the RV is parked for convention purposes. Members who do not live on the North American continent must still acquire a motorcycle on the mainland and make the ride to convention; their mileage starts to accrue from where they pick up their bike.

If a Regular, Life, Silver Life member arrives to convention by any other means of transportation,

they are registered as a guest. As a guest member the convention does not count towards increment awards. A guest member cannot fully participate in the business meetings (depending on membership status), participate in the Dot Robinson Road Run, in the official convention picture, or participate in the parade. A guest can attend the planned social activities including the banquet. The expectation is the guest member should be in full uniform when attending banquet and receiving an award.

The President may waive the riding requirement that someone must ride **to and from** convention **due to extenuating circumstances** such as:

- Sudden illness while en-route to or from convention, so the member must haul their motorcycle on a trailer.
- Sudden family emergency and the member must quickly get home and hauling their motorcycle is the only way to safely and quickly get back home.
- Mechanical failure to or from convention.
- Members in the military, or a member who must quickly get back home in order to see their son/daughter before their

child is deployed to a hostile location while serving in the military

The other source for making a decision of this sort is our Constitution and Bylaws.

What to Expect at Convention:

We are going to take you on an imaginary ride through Convention so you can get a feel for what to expect. It is our intent to help you understand what makes convention uniquely —Motor Maids and not feel so lost or overwhelmed about what will be happening there.

Before you get there: Pack your membership card. Zero out your Odometer before you depart from Home. These miles will be your Touring Miles and will be requested from you at Registration Monday evening. If you are riding with a group, be on time. Come prepared with a full tank of gas, proper riding gear, and knowledge of where you are going, snacks and water in your bags. Know what hand signals will be used. Let the leader know how far you can ride on a tank of gas and when you usually need to take a break to be alert. Ride your own ride. If that means breaking away from the group, then at the next stop courteously say what you need to do for yourself.

Arriving: Most Motor Maids arrive on Monday. If you arrive on Sunday, treat the day as any tourist would. Check out www.motormaids.org Members section under Conventions and see WHAT TO SEE AND DO activities listed by the hosting District. When you arrive there may or may not be someone in the parking lot to greet you. Check in time will be announced; ask at the desk if your room is ready early. Settle in.

Monday evening: Registration. Even though you sent in your preregistration form, you still have to register at convention.

As part of registration, you have to sign a waiver, and you have to show your Motor Maids membership card. If your membership card is not up to date, the Treasurer will collect your dues.

During registration for convention, you will be asked a very direct question: “Did you ride your motorcycle the full distance from your residence in (State/Province)?”

If the answer is: Yes! You will be asked the starting point of your ride to convention. Most of the time, this is your home of residence or summer residence. Direct mileage from that location is then calculated and compiled for your district's mileage awards. You will also be asked

for touring miles. This is calculated using the start mileage on your odometer when you leave for Convention and the end mileage when you arrive at Convention. There's an award for the individual with the most individual touring miles to Convention.

If the answer is: No, then the member will be re-directed to an Executive Officer so the situation can be assessed and a determination made on that member's status as a member-guest, or not. If a member is reported as not riding to convention after registration, their District Director and the President will meet with the member to discuss the situation to see if a change is needed regarding their membership status for this convention.

Once you're registered you'll receive your registration bag - it's called a ditty bag. Please review your package and verify its contents matches your registration form you sent in. If tickets will be used, your banquet and lunch tickets will be in this bag. Please put them in a safe place! Inside your Name Tag is a good location. There will also be a schedule of events – keep it handy for times and locations!!

*****PLEASE WEAR YOUR NAME BADGE AT ALL TIMES DURING CONVENTION*****

Red Ribbons: First convention attendees are called Red Ribbons; hence, you will have a red ribbon on your name badge along with the blue one everyone else is wearing.

Red Ribbon Meet-n-Greet: Once you've registered stop by the Red Ribbon Meet n Greet to ask any questions, get further information, and meet some officers that may be available; other wandering members, and other Red Ribbons.

At every convention there is usually a room labeled "Hospitality/History Room." It has all our Motor Maid history albums and other interesting items for members and guests to look through. All food and beverages are to be kept away from the historical items. The other part of the room is for hospitality—to meet people and visit and share stories. Sometimes there will be baskets in there with donated items from generous businesses. These are free, but everyone is asked to only take one item from each basket. On Wed. evening, if items are left, you may take more. Sometimes members and guests gather here for games provided here. You may choose to help "wo"man the hours this room is open. It's a good way to meet people, especially if you are shy. There will be a sign-up sheet with the hours

listed by the door or contact our Historian or Hospitality Room Hostess.

There is usually a **Supply Room**. This is where our Supply Officer will have all the Motor Maid clothes, etc., for sale.

There is usually a **Raffle Room**. This room will house all the raffle items the hosting District has solicited. There are generally some awesome valuable items!

Tuesday: Late registration takes place.

Welcome Meeting: Please be prompt. There will be introductions and housekeeping items to take care of. At some point in the first part of the meeting all the Red Ribbons will be asked to stand. You may be given the opportunity to introduce yourself. Our President will let you know what to do. A Motor Maid with 50 years of riding membership is called Golden Life. These young ladies may be asked to stand and introduce themselves. Districts wishing to bid for Convention (two yrs out) will present themselves. Mileage awards earned will be announced and passed out along with recruiter stars. Any other pertinent business will be also done at this time.

Red Ribbon/First Conventioneers Luncheon:

You will receive a seating ticket at the door. You will be joined by Officers, District Directors and Golden Life members. It's a good place to learn about other new members and talk to the Golden Life Members.

Dot Robinson Road Run and Road Run Checker's Meeting:

The DRRR is not a race. It is a timed road run competition. You are given a route sheet with mileage indicators at each turn. Signage will be posted at the turns to help you. The run is approximately 60 miles through scenic, fun back roads. There are checkpoints where your time is recorded. You want to average 30 miles per hour. The details of the run are explained at the Riders Meeting. Make sure you attend.

After the meeting you are free do as you wish. Please attend your District Meeting or that of another District to be briefed on what will be discussed at the Business Meeting.

On the day of the Dot Robinson Road Run event (DRRR) registration opens at 6:00 AM where you will get a number. The first bike out is at 8:01 AM sharp. After the DRRR there is generally a luncheon hosted by an area vendor. Please support and thank our generous host.

***** Dot Robinson Road Run History *****

The DRRR was introduced in July 1956 by Aggie Hunt (KS) and Ilene Tilson (MO). They decided to put together a road run as a way to honor their President, Dot Robinson. A newspaper clipping from 7/8/56 states the following: **“Motor Maids Event Will Test Skill at Low Speeds.** Thirty five members of the Motor Maids of America will participate in the Annual Dot Robinson Road Run beginning 10 o’clock Sunday at the intersection of Highway 71 by-pass and Highway 40.

The 50-mile event is a contest of skill in riding motorcycles, testing the riders on their ability to maintain stipulated low speed averages. In charge of arrangements in Missouri state director for the organization, Mrs. Agnes Hunt of Overland Park. Six Kansas City women plan to enter the competition, the event is named for the national president, who lives in Detroit. Trophies and prizes will be awarded in a ceremony at the home of Mrs. Loretta Hutchinson (address extracted).”

Thursday: BUSINESS MEETING begins promptly at the announced time: Your District Director(s) or their designee will have, (before this meeting), held a “District Meeting” to advise

you of what to expect of our business meeting, i.e., what will be voted on from the floor, if anything. We vote on bylaw changes or amendments. The June Advisory always has important information you need to know to be knowledgeable about your voting decisions. If you don't want to bring the whole Advisory, just copy the pages with the information you need and bring those. Every three years we have an election. It always occurs when convention is in a central time zone district. A vote will be held for which District wins the Convention bid for two years out. After the meeting adjourns, the rest of the afternoon is free or depending on host, other event(s) may be planned. Many gals begin to pack if they are leaving early in the morning Friday. Raffle room winners will be drawn and posted outside the raffle room. Be sure to check to see if you won and pick up your items before the banquet.

Sergeant at arms: The President will appoint several members to serve as Sergeant at arms. The appointed Sergeants at arms will help with meeting coordination and member matters during meetings, such as those members coming and going to ensure proper quorum numbers for voting. During meetings, all electronic communication devices, i.e., cell

phones/tablets/PCs, are to be OFF. If a Sergeant at arms finds a member using such device during a meeting, the member has the option of turning over the device and retrieving it at the end of the meeting, or leaving the meeting entirely.

When to wear your uniform: There are three times you must wear your uniform at convention. These times are group picture, the parade, and the banquet. See your ACTIVITY SHEET provided by the Hosting District for time(s) and location(s).

Banquet: You are required to wear your uniform with the exception of the gloves and don't forget your meal choice ticket. There will be a Social Hour and then the banquet begins. Be sure to bring your meal ticket with you. Except for a few reserved tables, it is open seating. This is a good time to make new friends from other districts – so don't be shy to sit with someone you don't know! After the meal, awards are presented to the Dot Robinson Road Run winners, Membership Awards and long distance awards. Passing of the Convention Banner will occur. Acknowledgments are made. The 50/50 drawing will be held. Convention is then officially over. Friday morning almost everyone heads for home. Generally UPS and/or FedEx will be

available for shipping; details will be provided on site.

Group Photo: (uniform required) Please, no sunglasses or hats. If your regular glasses are transitional lenses, they are okay.

Parade at Convention: (full uniform/white gloves/helmet required) Sidecars, Trikes and Spiders will ride at the back of the parade group. All others will ride staggered formation with the flag bearers/Officers first. Only Golden Life members may ride in a sidecar or 2-up on a Trike/Spider. "Parade Angels" will be checking to ensure you have full uniform/white gloves/helmet. You cannot ride in the parade without them. You may also be asked to remove items from your motorcycle that may be deemed a safety hazard. They may also ask to remove items to keep our uniformity. See your Constitution & Bylaws for more parading information. Most often we will have a police escort and most intersections will be blocked off. Enjoy the moment, but stay focused. Ride your own ride.

Convention room booking: You will be notified once convention registration is open. Once your convention registration is received and membership status is approved, your

convention host will then forward to you particular instructions for making your hotel reservation. Your room will be assigned once you have registered and payment received. Please do not call the hotel directly to book a room unless directed by your convention hostess. The expectation is that you stay at the host hotel for convention. Our organization has entered into contracts with the host hotel guaranteeing a certain amount of 'heads in beds' in order to receive a reduced group rate and to secure reduced rates (or free) meeting rooms and other hotel supports. Please choose to stay at the host hotel.

Officer Election Process

Officer duties are outlined in the Constitution and Bylaws.

To run for office a member must meet the following requirements:

- Has attended at least two (2) prior conventions in the past five years.
- Is not INA, nor behind in dues.
- Is able attend both the January Executive Board meeting and Annual Convention

as a member every year of her anticipated tenure (three years).

- Is an American Motorcycle Association member (AMA).

All current Officers will submit an article stating their intention to seek re-election to their current position, or a new position, by November 1st to the Advisory Editor for inclusion in the December Advisory.

Nominations may be made during either the Welcome or the Business meetings. A member may be nominated for more than one position.

A nomination is made in the following fashion:

- The Election Chair, appointed by the President, recognizes the nominating member
- The member then states her name and district and makes her nomination
- Nominations do not have to be seconded
- The potential nominee either accepts or declines the nomination

When all nominations are completed, the nomination process is closed.

If someone is nominated for more than one office and wins the first one in the order of elections she must immediately accept or decline that office knowing she may not win the other office for which she has been nominated. Should she accept the position her name is then withdrawn from consideration for subsequent positions.

Starting the election process:

Once the actual voting process has started, THERE WILL BE NO MORE NOMINATIONS; meaning if someone loses in the election of an office she cannot be nominated for another one.

Election order will be: President, Vice President, Membership Secretary, Recording Secretary, Treasurer, Supply Officer, Publicity Officer, Advisory Editor, Historian, Safety Officer, Web Editor.

Each nominee for the position under consideration will have three (3) minutes to tell the membership why they should be elected.

The incumbent may choose to go first or last.

There will be no Q and A period so please take the time to talk to all nominees before voting starts.

After all candidates have had an opportunity to speak a written vote will be taken.

When there are three or more nominees, there will be an initial vote followed by a runoff vote of the top two candidates.

When only one person is nominated for the office and she accepts, the Recording Secretary will enter a unanimous vote into the minutes.

Successful candidates will officially take office thirty (30) days later in order to allow for an orderly transition.

Sanctioned Parades

Full uniform required. No 2-up riders. When parading at events such as track races and community parades, state helmet laws must be followed. An organizer/promoter of a parade event may also request helmets be worn. When not wearing a helmet while in dress uniform no other head gear is allow, such as scarves, headbands, hats, etc.

Flag Protocols for Parading

If hosting the parade in the United States, the flags included are as follows:

Proper flag protocol for a color guard presentation:

1. American Flag
2. Canadian Flag
3. State/Province Flag
4. Motor Maid Flag

If hosting the parade in Canada:

1. Canadian Flag
2. American Flag
3. Province Flag
4. Motor Maid Flag

If there are only two members available to carry a flag, then we always carry the American flag and the Canadian flag. The Motor Maid flag is not included in the lineup.

If there are only three members available for the color guard and you have all four flags available, then it is up to the Motor Maid organizing the parade to choose between the state flag or the Motor Maid flag.

If it is decided to fly two flags on one bike, the US flag is carried on the right side, as seen from the rear of the bike. Other flags are always flown to the US flag's left side. Please be sure the rider of the bike with two flags can do so safely.

District Director Appointments

One of the toughest responsibilities the President has is to appoint a District Director (DD).

Myths about Appointments for District Director

The district members get to vote on who their District Director will be in the coming term.

The District Director position is an appointed position as stated in the Constitution and Bylaws. We do value the opinion of the district members and that is a key factor in the final decision; but it is not the only thing that is factored into the decision process.

District Director Appointments are based totally on Year-End Letter comments.

By the time Year End Letters start coming in-mid- November/early December time frame, 70% of the District Director appointments are confirmed. It is much more efficient if we hear

from the members on an on-going basis throughout the year versus waiting to hear from them at the end of the calendar year. Many of you are in the midst of planning for next year's activities in November and December--so making these district plans **before you are confirmed** as a DD seems counter-productive. However, any comments from our members regarding any member of the Executive Board are taken seriously and we try our best to follow up with all parties involved in a timely fashion.

Only the most popular or active members are appointed as District Directors

There are many skill sets, personality traits and levels of involvement as a member that help determine the best candidates for District Directors. In some districts there is simply too few people, if anyone, who is willing to assume this role. In other districts, there is an internal process where they discuss as a group who they would like to see as their DD, and then the information is passed on to the President for consideration.

Some considerations in making District Director Appointments:

- Strong collaboration skills--both within the district and within the Motor Maid leadership team
- Actively riding tenure as a Motor Maid
- Past leadership positions
- Ability to communicate
- Understands the constitution and by-laws- and willing to support the Constitution & Bylaws
- Seeks to understand the nuances of the Motor Maids and productively offers ideas to make positive changes
- Maintains a professional presence/manner both in words and actions when serving as a District Director-- in other words--sets a good example
- Has the ability to settle differences in a productive manner
- Loves what we stand for as an organization and supports the fact we are a riding club

Facts about District Director Appointments:

The DD will receive confirmation regarding her appointment by the end of November; more than likely earlier than that depending on the unique situation in your district.

The first contact will be by telephone from the President. The second contact confirming your appointment will be via email.

As a current DD you can recommend a replacement if you decide you no longer wish to serve as a DD in the future.

It makes the appointment process much easier, if you have someone in mind who would make an ideal candidate and who generally has the support of your district. This is a starting point from which to make some inquiries.

Continuity is good.

Continuity in leadership positions has some upsides, so we do tend to gravitate towards keeping the same people in place as long as they are meeting the requirements as stated above and continue to have the energy/time for the position. However, change can be good too...as long as it is executed in a positive manner.

The District Director Position is the most pivotal to our success as an organization.

The District Director position serves as the liaison between the Executive Officers and the district members.

A District Director cannot serve as both an Executive Officer and DD.

There is nothing in the C&B that precludes this, but in the best interest of the club it has been a policy to have these two positions filled by different people. It provides better representation of our organization, eliminates any conflict of interest, and helps fill the pipeline of our future leaders.

Should a DD choose to run and achieve her goal getting elected, she can remain as DD for four months after the election. The goal is to find a replacement by the time next year's DD appointments are made or there can be an additional transition year in finding a replacement depending on the circumstances within the district.

If no one in an existing district is willing to serve as a District Director then the district will be added on to/made a part of another district.

In the unfortunate circumstance no one in an existing district can serve as the DD, there are options. On a temporary basis, an Executive Officer could fill that role **if she lives within that district**. However, if it seems unlikely anyone is available within a reasonable time frame relieving the Executive Officer of her additional duties or there is no Executive Officer in the district, then the district would be combined with another district for the next year or until a DD can be identified.

Assistant District Directors

Some District Directors find it beneficial to appoint Assistant District Director(s) (ADD) to help facilitate the functioning of the district. Not every district has an ADD(s) where some districts have multiple ADDs.

District Directors may also find it beneficial to appoint additional roles to help facilitate the functioning of a district: i.e., social media/web editor, district newsletter editor, treasurer.

District Financial Accounting

Every year the Treasurer distributes money to each district. This money is to be used for postage and other administrative needs that occur throughout the year. The amount of

money is not sufficient to sustain most districts for the entire year. Therefore, districts hold 50/50 raffles and other fundraisers to offset the financial impact of running their district. Each district must have some type of system in place to account for the district's monies. District Directors may keep track of the monies or ask a district member to act as treasurer for the district. However, the appointing of a district treasurer does not absolve the District Director of the responsibility for the smooth running of the district's finances. **The District Director is ultimately responsible for all District monies.**

Responsibilities of the District Director and, if appointed, the District Treasurer include:

- Receiving and dispersing all district monies.
- Maintaining accurate records of all transactions
- Providing annual financial reports to the National Treasurer.
- Keeping itemized receipts for donations and expenditures. (Highly recommended)

- Giving a brief report of the district finances at each official meeting.
- Counting all donations with another member before leaving an official meeting.
- Responsible for producing District records should an audit be requested.

In order to account for all monies, some type of accounting ledger/software is a requirement. For most districts a simple Excel spreadsheet will serve as an affordable financial accounting tool. Excel is capable of keeping a running total of each and every transaction and can easily be e-mailed to district members at a moment's notice. It is strongly recommended that all hard copy receipts be kept in a folder so they may be audited should the need arise.

It is recommended that the District Director regularly report to their district on the state of the district's finances.

Districts that open bank accounts are not to use "Motor Maids" as a standalone account name.

Hosting/Planning an Event

Motor Maid events run the gamut from large events like Convention to small, spur of the

moment rides/dinners/luncheons. Events don't have to be large, involved, or expensive to be a success. The primary focus should be on gathering together with your fellow Motor Maids. Any member can plan/host an event; however, as a courtesy, the District Director should always be notified. The District Director will also be able to help get the word out to the entire District. Feel free to attend events in other districts, and as a courtesy for planning call ahead to let the hostess know you're attending.

If an event is to be held within another district, courtesy should be given the other District Director and discussion held regarding event planning as to not interfere with any other concurring scheduled event(s) within that district.

See below for some helpful tips:

- Keep it simple
- Ride and meet for lunch, coffee, etc.
- Schedule luncheons throughout the winter
- Try new things...white water rafting/hot air balloon rides, tours, etc.
- Visit antiques/craft/cycle shops

- Winter swim in
- Field meets
- Have area contests. Give points for rides, direct mileage only, not touring
- Progressive ride, Member “A” rides to member “B”, “A&B” ride to meet “C” etc. Each stop can be a different course for a meal (1-juice, 2-toast, 3-cereal, etc.) or each stop includes points of interest. Each member to include a prospective or inactive member from your area.
- Forward your novel ideas to the Advisory
- Attend motorcycle training courses
- Use the planning sheet on the next page as your guide.
- NOTE: If a group ride is planned, be sure all members and guests who plan to ride sign a Motor Maids Event Waiver Form

Event Guidelines

Select Event Type

Select your event type (three months prior)

Suggestions for events:

Lunch. Visit a museum, attraction or event.
Planned day ride and/or lunch. Weekend, two-day event.

Planning a One-Day Event

- Plan your activity (two months)
- Planned ride and lunch
- Ride to an event then lunch
- Meet for lunch

Coordinate with restaurant to accommodate your expected participants (1 month – 6 weeks)

- Arrival time
- Approximate number of participants
- Order from menu or have limited menu
- Private room or general dining area

Create a flyer and forward to District Director for approval and distribution

Planning a Two-Day Event

- Plan your event or activities schedule (two months)
- Secure available hotel or lodging in homes (two months)
- Block rooms
- Gather info on hotel facilities and how long block will be held
- Hotel phone number
- Map if available
- Create a flyer and forward to District Director for approval and distribution.

Event Flyers

Informative items to include on an event flyer:

- Name of event
- Date and time of event
- *Location, driving directions, map
- Hotel information, phone numbers, locations, and facilities info
- Include RSVP instructions if you want an account of people attending.

Plan ride, if included (one month)

Create handout with route for participants

Ride the route according to directions and time it.

*Location – please refrain from posting flyers and event location(s) to public social media if they include a member's home address for security reasons!!

Disciplinary Process

What is the actual process?

In January the Membership Board is appointed by the President. They are sent a formal letter advising them of the appointment. A listing of the Membership Board is then sent to the Membership Secretary in a sealed envelope—to be opened only if needed. The Membership Board members remain anonymous and are not known to each other.

Complaint Letters

- 1) Three or more letters regarding a member must be received before any action is taken. These letters must be sent to the Membership Secretary in

writing via US Mail/Postal services. Emails nor any complaints mentioned on Year End Letters are not accepted. All complaint letters must be signed by the author.

- 2) The Membership Secretary advises the President that three or more letters of complaint have been received regarding a certain member. The letters of complaint are redacted/blacked out regarding the authors and sent to the Executive Officers so no one but the Membership Secretary knows who authored the letters of complaint. A packet is then sent to the Executive Officers which includes the complaint letters and ballots. These ballots request the Executive Officers to individually vote (via secret ballot) that either the complaints warrant a warning letter or the complaints do not warrant a warning letter. The Membership Secretary receives the ballots and advises the President how the majority of the Executive Officers voted. If the majority voted to drop the matter - that the complaints do not

warrant a warning letter - the matter is then dropped with nothing ever noted in the member's file. If the majority decision is to send a warning letter, then the Membership Secretary sends a warning letter to the member that summarizes the complaints. The member never sees the complaint letters. The member(s) making the complaint never know what steps, if any, have been taken concerning their complaint.

- 3) If a warning letter from the Membership Secretary is sent, the member has 30 days to respond and give their side of the story. The Executive Officers once again review the response/rebuttal and vote if the response is satisfactory, or not. This is all done by secret ballot that is sent directly to the Membership Secretary. If the response is satisfactory then the matter is dropped. If the majority of the officers find the response not satisfactory then the matter goes to the Membership Board.

Membership Board Action:

- 1) At this point the Executive Officers have reviewed the matter two times and have taken two separate votes regarding next steps for the member in question.
- 2) The Membership Board is sent a packet of information in which to make an informed decision: complaint letters—(again authors are not identified), initial warning letter sent outlining the allegations, rebuttal from the member giving their side of the story, and a ballot indicating what next steps should be.

Membership Board Actions/Ballot Choices are:

- a) Drop the matter completely—member has responded satisfactorily—complaints do not warrant any further action.
- b) Send a letter placing the member on probation and stating if one more complaint letter is received within the next 12 months then the matter will be sent directly to the Membership Board for further deliberations.

- c) Immediate dismissal/removal from the Motor Maids.

Any member involved in a disciplinary process is advised of where they stand at each step via written letters from the Membership Secretary-

- 1) Advised three complaint letters have been received via the warning letter and a rebuttal has been requested from the Executive Officers.
- 2) Advised that the Executive Officers have found their response satisfactory and the matter is dropped OR the individual is advised that the Executive Officers are reviewing their response/rebuttal for further deliberations.
- 3) Advised if the Executive Officers have voted to send the matter on to the Membership Board
- 4) Advised of the Membership Board outcome: 12 month “probation”, matter has been dropped, or immediate dismissal from the Motor Maids.

Miscellaneous Comments: The process is not perfect; but is what is currently outlined in

our C&B. The C&B committee will be seeking input on how to improve the process.

The process has very deliberate/precise next steps so no member is ever “railroaded out” of the club.

If an Executive Officer authors a complaint letter, they are not included in any of the deliberations and recused from the process.

If an Executive Officer is the subject of the complaints letters then they are recused from the process.

Wrap up and Final Thoughts

This hand book is to be used as a guideline and deeper interpretation of our constitution and bylaws. The processes herein have been developed over the 75 plus years we have been an organization with valued input from our Executive councilors, executive board and members. It is meant to be a ‘living breathing document’, subject to further discussion and review. The Motor Maid Handbook will become a standard agenda item for the wintertime Executive Board meeting for review and suggested updates.