

# Freedom of Road Riders®

## Organizational Handbook

Adopted May 5, 2019



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**The main purpose of this organization is to guard the rights of all motorcyclists; to keep them informed of laws that will help or hinder them as motorcyclists; to promote safety, rider education, brotherhood, and freedom for all motorcyclists.**

### Disclaimer

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# Freedom of Road Riders®

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# Freedom of Road Riders®

## **BYLAWS**

### **PREAMBLE**

The main purpose of this organization is to guard the rights of all motorcyclists; to keep them informed of laws that will help or hinder them as motorcyclists; to promote safety, rider education, brotherhood, and freedom for all motorcyclists.

### **ARTICLE 1 – OFFICE**

1.1 Freedom of Road Riders®, Inc. is a not-for-profit organization hereinafter referred to as FORR®, Inc.

The principal corporate office for the transaction of its business shall be in the state of Missouri at an address determined by the Central Committee Chairman.

1.2 FORR®, Inc. may also have auxiliary offices at such other places within the State of Missouri, as its business may require and as the Central Committee may from time to time designate.

### **ARTICLE 2 - MEMBERSHIP**

2.1 Applicants shall be admitted to membership upon making application in writing to FORR®, Inc., and by payment of the annual dues.

2.1A Each applicant will be issued a FORR®, Inc., membership patch and membership card when joining FORR®, Inc.

2.1B A yearly chevron and membership card will be issued upon receipt of renewal membership dues. See page 16.

2.1C The FORR®, Inc., membership patch and yearly chevrons can be worn only on the front of any garment. This shall also apply to any patch created to designate a Local or District of Freedom of Road Riders®, Inc. Event patches may be worn on the back of garments.

2.1D Patches created to designated FORR®, Inc., or Freedom of Road Riders®, Inc., Local, District, or Event shall not be larger than 13 square inches in area.

2.2 The amount of annual membership dues shall be set by the Central Committee. The first annual dues shall be payable and submitted in full with the application. Future annual dues shall be due and payable on the anniversary date of the member's admission to the organization. Membership dues shall be non-assessable, non-transferable, and non-assignable.

2.2A Membership dues shall be \$25.00. The Central Committee treasury shall retain \$20.00, and the Local treasury shall retain. \$5.00.

2.2B Upon completion of nineteen years of membership and payment of the twentieth year membership the member qualifies for life membership. Life memberships do not expire. However, if a life member wishes to continue receiving the newsletter after their 20<sup>th</sup> year, the member must pay an annual maintenance fee set by the Central Committee every year. The maintenance fee shall be due on the anniversary date Life membership was attained.

2.2C Membership in the organization shall expire if renewal dues are not received by the Central Committee General Office within 30 days following the member's expiration date.

2.2D Lost or stolen patches and chevrons will be replaced at a cost of \$6.00/patch and \$2.00/chevron after the Central Committee General Office has received a written statement. The price of the patch is subject to change as necessary. No

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member will be issued more than one original and one replacement patch without payment on the amount of full membership dues. See page 16.

2.3 The Central Committee shall provide for the issuance of membership cards. Each card shall state the period for which it is valid. The form, size and contents of the membership card in all other respects shall be fixed from time to time by resolution of the Central Committee. The name and address of the member and the date of issuance of the membership card shall be entered on the records of the organization. Should any card become lost, mutilated or destroyed, a substitute may be issued on such conditions as the Central Committee may determine, at the cost of mailing and processing said card.

2.4 All members shall have a vote in organizational actions through their Local Representatives to the Central Committee. These representatives must represent a membership of at least 10 in order to have a vote on the Central Committee. The membership count shall be made on the first day of the month before Central Committee Meeting. Voting power will be determined by the number of members in the Local with an additional vote for every 100 members. Voting power examples: 1-9 members, no vote; 10 - 100 members, 1 vote; 101 - 200 members, 2 votes; and 201 - 300 members, 3 votes, etc.

2.5 No member, director, employee, or officer of FORR®, Inc., shall be held personally responsible for the debts, liabilities, or obligations of the corporation

2.6 The membership of any member of FORR®, Inc., shall automatically terminate:

2.6A On written request by the member for such termination delivered to an officer of the corporation either personally or by United States mail.

2.6B Upon the death of a member.

2.6C Revocation of Membership – Revocation of membership in the organization shall be by a 4/5 vote of the Central Committee. This may occur only after the member has been given, either by direct delivery (hand to hand), or by certified mail return receipt requested, which shall also include a copy sent by regular mail, a written notice setting forth allegations against the member and setting a date a minimum of thirty (30) days from the date of receipt of notification for the member to appear before the Central Committee and be heard in a fair and non-prejudicial manner by the Central Committee and after having been heard is found to be in noncompliance with the rules and regulations set forth by the Central Committee, or has committed acts which are deemed detrimental or prejudicial to the future, purposes or welfare of FORR®, Inc. or other members within the organization. If the member fails to claim or refuses to accept delivery of the certified mail, notification of the member shall be deemed to have taken place seven (7) days from the date of mailing.

2.6D Sanctioning of Member - Determination of sanctions against a member in the organization shall be by a 4/5 vote of the Central Committee. This may occur only after the member has been given, either by direct delivery (hand to hand), or by certified mail return receipt requested, which shall also include a copy sent by regular mail, a written notice setting forth the allegations against the member and setting a date a minimum of thirty (30) days from the date of receipt of notification for the member to appear before the Central Committee and be heard in a fair and non-prejudicial manner by the Central Committee and after having been heard is found to be in noncompliance with the rules and regulations set forth by the Central Committee, or has committed acts which are deemed detrimental or prejudicial to the future, purposes or welfare of FORR®, Inc. or other members within the organization. If the member fails to claim or refuses to accept delivery of the certified mail, notification of the member shall be deemed to have taken place seven (7) days from the date of mailing.

Sanctions against any member will be recommended and determined by the Central Committee and must pass by a 4/5 vote of the Central Committee.

Sanctions shall be broken down based upon the severity of the act, their lasting effect on the organization, and whether the individual acted in a malicious and intentional manner towards the organization, or out of ignorance to the rules and regulations set forth by the organization.

These sanctions shall be at the discretion of the Central Committee, but may include, permanent revocation of the individual's membership in FORR® as set forth in section 2.6C above; requirement that the member attend training; permanent or temporary removal from official office or position, if the individual holds such a position and this position is the cause of said issue, or probation for a period of time to be determined by the Central Committee to serve as a warning

2.6E A member may be subject to membership revocation for serious acts deemed detrimental or prejudicial to the future, purposes or welfare of FORR®, Inc. or other members within the organization, without the Central Committee being first required to sanction or consider sanctioning of the member, under those circumstances where it is deemed necessary to protect the best interests of the organization, its future and its membership.

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2.7 Members may transfer their Local affiliation by sending a written request to the Central Committee General Office. Transfers shall not exceed more than one (1) per calendar year, with exceptions by Central Committee vote only.

2.8 No member of FORR®, Inc., shall be a member of more than one Local at the same time.

## ARTICLE 3 - CENTRAL COMMITTEE OFFICERS

3.1 The officers of the corporation shall be of legal voting age and shall be elected by a simple majority of the members to the Central Committee quorum, as per election procedures on Page 7. See quorum page 4 sec 4.1A

3.2 The officers of the corporation shall be a Chairman, Vice-Chairman, Corporate Secretary, and Treasurer. At the discretion of the Central Committee other officers may be appointed by the corporation.

3.3 Officers, including those appointed at the discretion of the Central Committee, shall be chosen every two (2) years.

3.4 Any vacancy of any office caused by death, resignation, or otherwise shall be filled with the approval of the Central Committee members for the remaining portion of the term.

3.5 No person who serves as a director, officer, or employee of FORR®, Inc., shall be personally liable to its creditors for any indebtedness or liability of the corporation and shall be indemnified by the corporation against all financial loss, damage, costs, and expenses reasonably incurred by or imposed upon them in connection with or resulting from any civil action, suit, proceeding, claim, or investigation in which they may be involved by reason of any action taken or omitted to be taken by them in good faith as such, director, officer, or employee of the corporation.

3.6 The Chairman shall be the chief executive officer of the corporation and shall, in general, subject to the control of the Central Committee, supervise and control all business affairs of the corporation. The Chairman shall perform all duties incident to the office and other such duties as may be required by law and Articles of Incorporation of this corporation or by these bylaws, or which may be prescribed from time to time by the Central Committee. The Chairman shall preside at all meetings of the Central Committee and be ex-officio member of all committees. The Chairman and the Vice-Chairman of the Central Committee or their designee shall be responsible for sanctioning of any activity or event using the name, logo, acronym, or likeness thereof, of FORR®, Inc.

3.7 The Vice-Chairman shall, in the absence of the Chairman, perform all duties required of the Chairman and act as an ex-officio member of all standing committees.

3.8 The Corporate Secretary shall keep all minutes of the meetings and perform all duties incident to the office of Corporate Secretary.

3.9 The Office of the Central Committee General Office shall keep a complete and accurate account of all membership records.

3.10 The Treasurer shall deposit all funds of the corporation and maintain a record of the income and disbursements of such funds. The Treasurer shall keep accurate books of the account and report to the Central Committee as to the financial condition of the corporation at every Central Committee meeting. Any withdrawal of funds will be made by a check signed by two (2) officers of the corporation with the approval of the Central Committee.

3.11 The Treasurer shall not issue any checks other than for normal operating expenses, without approval of the Central Committee. These normal operating expenses include monthly business expenses, and actions and projects approved by the Central Committee.

3.12 Removal from office. Any officer can be removed from office by a 4/5 vote of the Central Committee after the officer has received notice and had an opportunity to be heard before the Central Committee, and is found in noncompliance with the rules and regulations set forth by the Central Committee, or has committed acts prejudicial to the purposes or welfare of FORR®, Inc.

3.13 Upon completion of their term or removal from office, said officers of the organization shall surrender to the Central Committee immediately (within 30 days) all documents and property of FORR®, Inc., in their possession.

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## ARTICLE 4 - CENTRAL COMMITTEE

4.1 The Central Committee is the governing body of FORR®, Inc.

4.1A Any number of Central Committee Representatives present shall constitute a quorum.

4.1 B The Central Committee shall meet the second Sunday of every other month except in May which will be the first Sunday, beginning in January of each year through November, with an election meeting in November of odd numbered years, or at the discretion of the Central Committee Officers.

4.2 A Central Committee Representative may be removed by a recall vote of his membership or as in Article3, Section 12.

4.3 Central Committee Representatives shall receive no compensation for their serving as representatives, but may be allowed their actual and necessary expenditures in attending Central Committee meetings by their Local.

4.4 In the event that any Local is not represented at two (2) consecutive Central Committee meetings that Local will be contacted by the Chairman or Vice-Chairman to determine if the Local is in need of assistance. Then that Local will be eligible for a visit by a committee offering assistance to the Local. The committee may be comprised of Central Committee cabinet members, members of other locals in the area, or a combination. The visit will be scheduled for the next regularly scheduled Local meeting (or a meeting mutually agreed upon by the Local and the committee). The purpose of the meeting will be to assist the Local in any way possible.

4.5 All meetings of the Central Committee shall be conducted by the Chairman according to Robert's Rules of Order, Newly Revised under the interpretation of the Chairman.

4.6 All records of the Central Committee, Districts, and Locals shall be made available for inspection by filing a written request two (2) weeks in advance of inspection. Failure to comply with Article 4, Section 6, shall result in: (A) official reprimand; (B) revocation of charter and attachment of funds and records.

4.7 If Central Committee funding is needed for an event the Central Committee shall require, an application for sanctioning and a written request for funds from the Central Committee treasury, sixty (60) days prior to the event date and said funds must be repaid to the Treasury with in 30 days after the event date. Failure to comply with Article 4, Section 7, shall result in: (A) official reprimand; (B) revocation of charter and attachment of funds and records.

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## ARTICLE 5 - DISTRICTS

5.1 The State of Missouri has been divided into districts by the Central Committee. See map on page 19.

5.2 At the discretion of the Locals in the District, District officers may be appointed as necessary.

5.2A If there is only one (1) Local in the District, the Local officers shall also serve as District officers.

5.3 The Districts are subject to the same rules and regulations as Locals pertaining to events and financials.

## ARTICLE 6 - LOCALS

6.1 A new Local for members of Freedom of Road Riders®, Inc., may be established by meeting the following criteria:

6.1A Submit a letter of intent to establish a new Local to a Corporate Officer.

6.1B Submit ten (10) membership with the following documentation

B1 Original or renewal application completed by the members. Renewals must have been inactive for at least 24 months.

B2 The yearly membership fee for each member

6.1C After being contacted by one of the Corporate Officers:

C1 The Local will have a meeting to elect the following Officers: President, Vice-President, Secretary and Treasurer and CC Representative.

6.1D The Officers of the Local will attend at least two (2) meetings with the Corporate Officers at a time and place mutually agree upon.

6.1E The Local will comply with all Bylaws and Policies and Procedures established for all Locals.

6.1F After satisfying the above criteria, the Corporate Officers will make a recommendation to the Central Committee to approve/disapprove the recognition of the Local.

6.2 Each local shall have a President, Vice-President, Secretary and Treasurer with their responsibility being restricted to the Local's membership and activities.

6.2A No individual may hold Local office unless their membership is current. If it expires during their term it must be renewed by the individual or the individual must resign from office.

6.2B Each Local shall also have a Central Committee Representative

6.2C Each Local shall provide a list of Officers to the Central Committee General Office annually or whenever a change is made.

6.2D Each Local shall make every effort to be represented at each Central Committee meeting. The Chairman should be informed if a Representative cannot attend the meeting either by e-mail or by phone. (chairman@forn.net) 800-448-3677

6.3 Officers may be removed from office by a recall vote of 4/5 of their Local members.

6.3A Upon completion of their term or removal from office, said officers, of the Local shall surrender to the Local immediately (within 30 days) all documents and property of the Local and FORR®, Inc., in their possession.

6.3B Upon closure of a Local all documents, treasury funds and properties shall be turned over to the Corporate Officers within thirty (30) days.

6.4 Each Local shall schedule a minimum of twelve (12) meetings per year.

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- 6.5 Each Local shall have an official mailing address.
- 6.6 Records inspection. See Article 4, Section 6.
- 6.7 Each Local member will have one (1) vote in Local organizational matters as long as he/she is a current member of said Local.
- 6.8 All Treasurers (Local, District, and Special Event) shall deposit all funds and pay all debts of said Local, District, or Special Event. The Treasurer will keep accurate records and send a statement to the State Treasurer at the end of each month. Each statement will consist of: (A) monthly recap; (B) a ledger sheet explaining all activities for that month; (C) bank statements; (D) original receipts for expenditures; (E) detailed explanation of transaction to include who and why (F) copy of check register for month being reported; (G) yearly recap; (H) Local, District, and Special Event fundraisers will have a complete itemized list of all income, expenses, profit and/or donations by said Local, District, or Special Event. The Local, District, or Special Event checking accounts will require the signatures of two (2) officers or trustees of said Local, District, or Special Event. Failure to comply will result in disciplinary action as deemed necessary by the Central Committee which may include the suspension of a Local's voting privilege on the Central Committee floor, which will be reinstated upon compliance.
- 6.9 Local merging may occur under the following guidelines:
- 6.9A The Locals must be within same District
  - 6.9B They must ask for and get an approval to merge from the Central Committee
  - 6.9C Upon approval by the Central Committee, treasury records and funds shall be reviewed by both Local Treasurers and Central Committee Treasurer. Those funds may then be combined into a single account for the merged Locals.
  - 6.9D Upon approval the merged Locals shall hold elections of officers and submit a new officers list to the Central Committee Corporate Officers
  - 6.9E After the merged Local are established the Locals may use a Local number from one of the Locals in the merger or have the Central Committee Officers issue a new one.

## ARTICLE 7 - FUNDS

- 7.1 Funds are to be raised through membership dues, contributions, and fundraising activities.
- 7.2 The amount of funds to be retained by the Locals from their efforts shall be from time to time set by the Central Committee.

## ARTICLE 8 - MISCELLANEOUS PROVISIONS

- 8.1 The Central Committee, except as otherwise provided by these bylaws, may by resolution authorize any officer or agent of the corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation. Such authority may be general or conformed to specific instances. Unless so authorized, no officer, agent, or employee shall have any power to bind the corporation by any contract or engagement, or pledge its credit, or render it liable for any purpose or amount.
- 8.2 Spokesperson/Representative of Freedom of Road Riders®, Inc. No member shall represent or imply that they speak on behalf of FORR®, Inc. without specific authorization to do so by the Central Committee officers. Membership in FORR®, Inc. does not, by itself, imply authorization to speak on behalf of the entire organization
- 8.3 The Chairman shall cause to be prepared and submitted to the Central Committee an annual written report, including a financial statement from the Treasurer, and cause to be prepared all reports necessary for governmental agencies, and cause to be paid all taxes and other charges against the corporation.
- 8.4 Use of any trademarks or copyrights held by FORR®, Inc., including, but not limited to the Winged Wheel Logo, without appropriate authorization by a Central Committee Corporate Officer is not permitted.
- 8.5 The fiscal year of the corporation shall be from January 1 to December 31.
- 8.5A Contributions to FORR®, Inc., are not tax deductible as charitable contributions for Federal income tax purposes.
- 8.6 Use of the trademark Winged Wheel Logo must be approved by a Corporate Officer.

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## ARTICLE 9 - BYLAWS AMENDMENTS

- 9.1 Any proposed amendment(s) to these by-laws must be presented to the Central Committee in writing and the reason for the amendment explained. Then it will be considered for approval to print in The Freedom Press. Such approval will require a simple majority vote of the Central Committee Representatives in attendance.
- 9.1A The proposed amendment(s) if approved to print will be published in the next available issue of the Freedom Press.
- 9.1B The amendment(s) will be considered for adoption at the first regularly scheduled Central Committee meeting following publication, but at least one month after publication.
- 9.2 Any amendment to these bylaws shall require 3/4 affirmative vote of the Central Committee Representatives present to become effective.
- 9.3 Amendment to these bylaws shall become effective upon adoption unless otherwise designated by the Central Committee.
- 9.4 The original, or a copy of the bylaws, as amended, shall be kept in the office of the corporation at all times for inspection by the Central Committee.

## ARTICLE 10 - RESOLUTIONS

- 10.1 The Central Committee may adopt resolutions so long as these resolutions are not contradictory to the bylaws. Any proposed resolution must be presented to the Central Committee in writing and the reason for the proposed resolution explained. Voting on any proposed resolution or amendment to an existing resolution shall not take place until a minimum of sixty (60) days have transpired since the proposal is submitted to the Central Committee for consideration unless the Central Committee Representatives in attendance, by a majority vote, deem the proposal or amendment to be of such an urgent nature as to require an immediate vote.
- 10.2 Approval of any proposed resolution or amendment to an existing resolution shall require an affirmative vote by a simple majority of the Central Committee Representatives in attendance
- 10.3 Resolution to the Bylaws will be printed under the heading: Policies and Procedures.

## ARTICLE 11 - REVIEW PROCESS

- 11.1 The Corporate Officers shall be required to review the constitution, bylaws, amendments, and resolutions every two (2) years.

# Policies and Procedures

## Central Committee Officer Qualifications

### CENTRAL COMMITTEE CHAIRMAN:

Member of FORR®, Inc., for one year. Served as Central Committee Representative or Central Committee Corporate Officer one year. At time of filing, the Candidate must present a list of a proposed cabinet as per Article 3, Section 2, of these Bylaws.

### VICE-CHAIRMAN:

Member of FORR®, Inc., for one year. Served as Central Committee Representative or Central Committee Corporate Officer one year.

### CORPORATE SECRETARY:

Member of FORR®, Inc., for one year. Served as FORR®, Inc. Local or District Secretary for one year or as Secretary of a major FORR®, Inc. Special Event for two consecutive years, with satisfactory performance. See Glossary for definition of Special Event.

### TREASURER:

Member of FORR®, Inc., for one year. Served as FORR®, Inc. Local or District Treasurer for one year or as Treasurer of a major FORR®, Inc. Special Event for two consecutive years, with satisfactory performance or has been an accounting professional with no less than 3 years' experience or holds an accounting degree . See Glossary for definition of Special Event.

Any other officers approved by the Central Committee must be a member of FORR®, Inc., one year, and be of legal voting age.

## Election Procedures

Those who wish to run for Central Committee Chairman must mail their intent to run and the names of the cabinet to the Corporate Secretary. This filing shall be postmarked from August 1 through midnight August 31. This intent to run must be sent certified mail. The Corporate Secretary will verify eligibility by checking the current list of Local officers and checking with the Local presidents for past records. The Corporate Secretary will then send the list of those wishing to run to the Newsletter Editor by September 5 for printing in the October Newsletter. The Corporate Secretary will notify candidates for Chairman of the cabinet qualifications and/or approval within 10 days after receipt of intent.

Elections will be held the second Sunday in November. The term of Central Committee Chairman and the cabinet will be two (2) years. All voting will be by signed written ballot, to be retained by the Recording Secretary for two (2) years. In case of a tie vote, there will be another vote taken. Central Committee Representatives will only vote on the candidates involved in the tie. Central Committee Representatives will not have the option to abstain. If the tie is not broken with the second vote, the Central Committee Chairman will cast the tie breaking vote.

If the Central Committee Chairman cannot complete the term, the Vice-Chairman will step into that position and complete the term. The new Chairman will then appoint someone to fill the position of Vice-Chairman. If any of the Officers of the cabinet cannot complete their term, the Central Committee Chairman will appoint someone to fill that position. These changes must be approved by a vote of the Central Committee Representatives.

After the November elections all books and records will be put in order and given to the new officers before January 1.

The January Central Committee meeting, following elections, will be run by the newly elected officers.

# Freedom of Road Riders®

## Disclaimer

The name Freedom of Road Riders® and the acronym FORR® must be followed by ® as they are now registered trademarks: Freedom of Road Riders® / FORR®

The name Freedom of Road Riders® and the acronym FORR® are owned by Freedom of Road Riders®, Inc and are registered with the U.S. Patent and Trademark Office. All rights reserved.

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## Cabinet

Cabinet meetings usually are held on Saturday evening prior to the Central Committee meeting. These meetings are open to all members. However, if a member wishes to address the Cabinet on any issue, that request must be made prior to the meeting.

Cabinet members attending officer or Central Committee meetings may be reimbursed for hotel rooms at the discretion of the Corporate Officers.

The Central Committee shall repay assigned responsible persons reasonable expenditures when asked to attend conferences, seminars, etc. upon submission of receipts to the Treasurer.

## Central Committee Meeting

All forms used by Freedom of Road Riders®, Inc., for it's business, such as sign-in sheets, petitions, surveys, printed giveaway tickets, etc., should contain at least one of the following printed boldly in the letterhead and displayed boldly and un-obscured on the form somewhere: (1) **FORR®**, (2) **Freedom of Road Riders®**, or (3) the **Winged Wheel** logo. These forms should be used only for the organization business. These forms shall not be used in conjunction with any other organization for promoting their events, unless FORR® is cosponsor of said event. In order to protect people's privacy any names or addresses collected on any of these forms shall not be used as a means of a mailing list.

The Treasurer will prepare a report comparing the proposed budget to actual income and expenses at each Central Committee Meeting.

The Treasurer shall maintain the custom of displaying a chart of Local donations at each Central Committee meeting.

The minutes of the Central Committee meetings will be published on plain paper in The Freedom Press. The legislative report may be withheld upon request.

Central Committee Representatives' names and addresses may be sent to each CC Representative upon request.

Each Central Committee meeting is limited to four (4) hours, holding as much as possible to the published agenda, and keeping the announcements outside the meeting time.

FORR®, Inc. severed all ties with NCOM and AIM, and will not align itself with any legal service of that type in any way.

## Voting at Central Committee Meeting

A Local or Locals of a District will lose votes at Central Committee meeting for failure to comply with policies regarding sanctioning events. This will hold until Local/District complies with the insurance coordinator. Central Committee Representatives will be notified 2 weeks prior to Central Committee meeting if votes will be lost. (Note: paperwork must be complete within 30 days of event to be in compliance.) (A Local or Locals of a District or Special Event will have their vote suspended at Central Committee meeting for failure to comply with policies regarding sanctioning/insuring of events or failure to remit release forms and accident/incident report forms within 30 days of the conclusion of the event. Vote suspension shall remain in effect until Local / District / Special Event has complied with all requirements regarding sanctioning/insuring of events and submission of all release forms and accident/incident report forms. Central Committee Representatives shall be notified 2 weeks prior to Central Committee meeting if votes will be lost as a result of event noncompliance.)

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From this date forward, any Local three (3) months out of compliance with financial records will have voting privilege suspended until records are complete to the satisfaction of the Treasurer.

Note: The above policy is also interpreted to apply to Locals involved in District or multi-Local events. If financial records are not current, each Local involved will lose their vote until files are current.

All roll call votes will be printed in the minutes to reflect the respective vote of each local.

## Insurance/Events

### Does the Local or District need Insurance?

1. If a Local or District is a co-sponsor or a sponsor of the event then you need insurance for the event.
2. If a Local or District will directly benefit monetarily from the event then you need insurance.
3. If a Local or District is listed on any flyer (except FORR® Fun Runs) then you need insurance.
4. If a Local or District has a recruiting booth at someone else's event then you DO NOT need insurance.
5. If a Local or District has a product line booth at someone else's event then you DO NOT need insurance.
6. If a group of members is getting together to ride to an event you DO NOT need insurance.
7. If a Local or District is having a Fun Run you DO NOT need insurance.

## Insurance Policies

1. One charge for entire event -- not a daily rate.
2. Property owners must be listed as additional insured unless the owner signs a waiver form. A copy of which is available on line or from the General Office.
3. NO food, alcohol or Tattoo/Body Piercing vendors will be allowed to sell products or services, and/or rent space without insurance and a certificate of insurance listing FORR®, Inc., as an additional insured prior to the event. If the General Office has been advised, the certificate may be presented at the time of registration at the event. No food, alcohol or Tattoo/Body Piercing vendor will be allowed to rent space at registration time without the certificate of insurance showing FORR®, Inc., as an additional insured.
4. If a vendor has a product or service of greater liability, (i.e. Burnout pit, Drags races, Target shooting) use discretion about requiring additional insured coverage for FORR®, Inc. Contact the General Office or Chairman for further information and assistance on insurance.
5. FORR®, Inc. has NO insurance for alcohol sales. Therefore, FORR®, Inc., takes the position that if FORR®, Inc., rents space to someone selling alcohol for consumption or if the property owner (Shriners, VFW, Local Bar & Grill, etc.) sells alcohol for consumption, FORR®, Inc., must be listed as an additional insured on their policy. FORR®, Inc., must also list the alcohol vendor as an additional insured on our policy.

Items necessary to insure an event:

1. All events using the words Freedom of Road Riders®, Inc., FORR®, Inc., FORR® Local # \_\_\_ or the Winged Wheel Logo (except Fun Runs) will be insured according to policy and procedures.
2. Fliers must be approved by FORR® Inc.'s Insurance/Events Coordinator (General Office) OR the Vice Chairman and event sanction form submitted prior to distribution of any fliers and/or advertising in the Freedom Press.
3. Event application, copy of approved flier, 101 form and required fees need to be forwarded to Insurance Coordinator (FORR® General Office at least) 30 days prior to the event date. The Coordinator (General Office) will forward the necessary information to the Treasurer.
4. Information to add additional insureds must be sent with the application: Additional insured name, and address or FAX number. The Coordinator (General Office) will send a certificate of insurance to the additional insured.
5. General Office will forward an event specific FORR® general release form to Local designee along with confirmation of event sanctioning and insurance for use at event. All attendees of local event shall sign a copy of this specific event general release form.)

# Freedom of Road Riders®

After completion of the event:

1. Mail all release forms and minor release forms to the Insurance Coordinator as soon as possible after the event. (General Office within 30 days after close of the event)
2. Note any and all accidents (minor & major (Complete and mail incident / accident report forms) and any reports of trouble with any person/persons at the event (to General Office as soon as possible after the event, preferably within 24 hours after conclusion of the event.)

The Insurance Coordinator (General Office) will maintain a file for future reference for the event which will include: Flier, event application, request for insurance, 101 form, a copy of payment, release forms, and incident reports.

Insurance fees for FORR® events shall be set annually in May and will be posted on the Sanction form and the Financial Info section of this guide. (page 16)

Insurance policy copies are available for the cost of copying and postage.

Any event held by any Local or District of FORR®, Inc. must be insured (except Fun Runs) or the Local or District is subject to disciplinary action to be decided upon by the Central Committee.

Alcohol vendors must have insurance documentation and liquor license/permit to General Office prior to selling the first drink at the event. This will allow the documentation to be checked for accuracy. Thirty day lead time is best.

Locals should have a contract with vendors, bands, and property owners for the event.

FORR®, Inc. event flyers be listed in the calendar of events, until the sanction paper work is complete.

Locals holding Toy Runs on the State Toy Run date are not required to purchase insurance for the event. However, release forms must be submitted after the event. If the city requires additional insured coverage, the Local must pay the fee for additional insured. See Financial Info page 19

All event flyers **except charity events and Fun Runs** must contain the following two (2) statements:

- Contributions and gifts to FORR®, Inc., are not deductible as charitable contributions for federal income tax purposes.
- Proceeds from this event may be used to fund a PAC.

In the event that a Local cannot afford insurance for an event, the General Office will assist in securing insurance to be paid for from the event proceeds.

The Central Committee has purchased an insurance rider to cover Locals serving food at Local, District or Central Committee events.

The food rider noted above will cover the Local at their own Local event only.

Not at another Local's event.

Not at an outside event.

Locals of a given District may provide food at their own District event if the income goes to the District. Locals/Districts may provide food at a Central Committee event if the income goes to the Central Committee.

It must not be an attempt to sell food as in a retail sales situation.

## What can or can't the Local or District do at an event?

### ALCOHOL POLICY

- A. Member(s), Local(s) or District(s) are prohibited from selling alcohol, setting a dollar amount "donation" or allowing alcohol to be sold without a license under any circumstance. Member(s), Local(s) or District(s) or Vendor(s) are allowed to donate alcohol as long as there is no monetary requirements, and the Member(s), Local(s) or District(s) or Vendor(s) absorb the actual cost of the alcohol. Since this policy is a fine line, the CC cabinet will be notified in advance for approval to ensure liability is not violated.

# Freedom of Road Riders®

- B. Member(s), Local(s) or District(s) are prohibited from allowing any vendors to sell alcohol under the guise of receiving a free drink with any other purchase.
- C. Member(s), Local(s) or District(s) are prohibited from allowing any person, be it a member or vender to have alcohol for donations, if there is a set amount for the donation, or if donations are mandatory. Mandatory donations or set price donations is considered the same as selling and is NOT permitted.
- D. Alcohol can be used as gifts or door prizes at events, auction items and event drawings, but the containers must be unopened sealed containers, and alcohol in basket giveaways, drawings or door prizes must be wrapped, and the containers can NOT be opened at said event.
- E. Giving drinks away at hospitality functions is permitted where other entities are also giving it away as long as there is no mandatory donation collected and no set price for any donation types. Since this policy is fine line, the CC cabinet will be notified in advance for approval to ensure liability is not violated.
- F. Alcohol sales are permitted at a FORR® event as long as the alcohol vendor is an authorized licensed vendor in the state of Missouri, and has a up to date Missouri liquor license and proper insurance as required.
- G. Any infraction to the policy and procedures will be covered by one action and the member(s), Local(s) or District(s) that violated this policy will be brought before the CC body floor and disciplinary actions voted on by the CC body, accordingly.
- H. **FOOD**
  - 1. If it is a FORR® Local or District event your Local can:
    - a. Vend food and soft drinks only at FORR® events..
    - b. Locals vending food and soft drinks may keep the profits.
    - c. Have someone else vend alcohol with valid proof of the proper Missouri liquor license and insurance before the event.
    - d. Have someone else vend food with valid proof of the proper insurance before the event.
  - 2. If it is a FORR® Local or District event your Local can **NOT**:
    - a. Have someone else vend alcohol without proof of the proper Missouri liquor license and insurance before the event.
    - b. Have someone else vend food without proof of the proper insurance before the event.
  - 3. If it is not a FORR® event you **CANNOT**:
    - a. Vend food or have someone else vend food under the guise of FORR®.
    - b. Vend alcohol or have someone else vend alcohol under the guise of FORR®.
- I. **OTHER**
  - 1. If it is a FORR® Local or district event your Local can:
    - a. Vend product line (t-shirts, hats, pins or whatever)
    - b. Have someone else vend TATOOS with valid proof of the proper Missouri license and insurance before the event.
  - 2. If it is not a FORR® Local event you can:
    - a. Have an info booth for recruiting purposes.
    - b. Have a product line booth.

## Legislative

FORR® may publicly endorse candidates for Missouri State Office. Criteria to be set by the Central Committee.

The Central Committee approved access to the membership roster of FORR®, Inc., for the Legislative Coordinator.

A spending cap for donations for FORR® members seeking office will be left to the discretion of the Central Committee, within the limits of Missouri statutes.

## Local Business

# Freedom of Road Riders®

Membership dues from the Locals are to be sent to the General Office along with the appropriate 101 form and the completed membership application form or reminder card every two weeks. Locals should keep copies for their records.

Expectations for Locals:

Return Rosters with or without corrections to the Secretary to assist with maintenance of membership records.

Statements to be included on event flyers are published inside the front cover of The Freedom Press. Flyers must make no mention of alcohol or games of chance (50/50 or raffles).

It would be in the best interest of FORR®, Inc., if Locals would check dates for events with the Insurance/Events Coordinator before scheduling the same date as another Local event in their area.

It is recommended that Locals do not have two (2) persons in the same household with access to the Local checking account. It is further recommended that the State Treasurer's signature be included on the Local checking account in case something happens to one or both of the signatories.

The following donations will be counted toward meeting Local requirements for supporter pins other than direct monetary donations:

To be considered as an in kind donation, item, event, etc. must benefit FORR® on a statewide level, assisting all locals and/or promoting FORR®, Inc as a whole. The maximum amount that can be considered as an in kind donation is 50% of a Local's state obligation, up to a maximum of \$750.00. In order for a Local to be able to be considered for a donation in kind to fulfill up to 50% of their obligation to the state, the following must be met.

1. The Local shall have met the previous year's obligation to the state;
2. The in kind donation must be presented to the CC board in a budget format, itemizing associated costs;
3. Budget must be presented to the CC board 30 days prior to proposed expenditure;
4. CC board will review budget and advise the Local as to its decision and amount allowed as an in kind donation.

In order to get supporter pins a Local must donate \$15/member with a maximum of \$1500 per Local. The yearly donation is based on the local member count on November 1st. The donation period is from January 1st through December 31st. Donations must be submitted by December 31st.

If a Local borrows the Central Committee Tent and it is damaged, the Local may be charged for the necessary repairs.

Mid Missouri Motorcycle Rally is the only Central Committee event where FORR® raises the funds to support its legislative endeavors and all Locals should be involved.

The main purpose a Local raises funds for is for the collective purpose of supporting FORR®. Each Local should financially contribute to the FORR® cause, which in turn keeps the "wheel" of this organization spinning. As a minimum, each Local should contribute \$15 per each of its members to **any fund**. Locals that fail to fall under this goal (\$15 per member up to \$1500) will be contacted by the FORR® Chairman or Vice-Chairman to determine if the Local is in need of assistance. Then that Local will be eligible for a visit by a committee offering assistance to the Local. The committee may be comprised of Central Committee cabinet members, members of other Locals in the area or a combination. The visit will be scheduled for the next regular scheduled Local meeting (or a meeting mutually agreed upon by the local and the committee). The purpose of the meeting will be to assist the Local in any way possible.

If it is determined that the Local is under duress and at that time cannot support its contributions, the CC cabinet will assist the Local in future fund raising endeavors. If findings are found to be that the Local has funds but is negligible in its contributions this will be brought up before the Central Committee to determine the best course of action.

## **Membership**

After fulfilling the requirements of By-Law Article 2 Section 2.2B (page 2) a person is considered a Life time member. Life members will be listed on their Local's Roster even if they opt not to pay the yearly maintenance for the Freedom Press. This will allow the Lifetime member to be counted for the purpose of voting power for the Local at Central Committee meetings. The maintenance fee for Life members to receive the Freedom Press is reviewed yearly (usually in May) at the Central Committee Meeting where it may be changed as necessary and listed under the Financial Info section page 17 .

Local 00 is to be known as Members at Large.

Local 00 is intended for people out of state or state officers, where there is a conflict, or when a local closes, that local's members are transferred to Members at Large until they find a new local.

# Freedom of Road Riders®

Members at Large are not represented on the Central Committee floor and may not submit articles as a Local to the Freedom Press. Therefore Members at Large are strongly encouraged to find a new Local in order to have a say in the organization.

At any point a member in Local 00 wishes to transfer to an active Local they may do so regardless of how long they have been a member of Local 00. However, if a member transfers to an active Local and then wants to transfer upon renewal (in less than one year) to another active Local, that action is not acceptable.

Transfers of members from one Local to another must be a signed statement by the member himself/herself. 101 forms with secretary information will not be acceptable.

Reminder letters will be sent prior to membership expiration.

As a part of membership in FORR®, Inc., a \$3,500.00 accidental death policy is in effect at no cost to the member. American Income Life provides this insurance at no cost to FORR®, Inc. Additional coverage is for discounts on hearing, chiropractic, prescription, and eyeglasses.

At any point a member of Local 00 wishes to transfer to an active Local they may do so regardless of how long they have been a member of Local 00.

## Recruiting Incentives

Any member that has been expired for one year or more can be recruited for credit on incentives. That person is still a renewal and will be issued the original membership number.

When you have recruited 10 new members you receive:

A special FORR® ball cap

Five (5) more new members (15 total) will earn you:

A 1 yr. membership renewal & supporter patch

Ten (10) more new members (25 total) will earn you:

1 free admission to the F.E.W seminar

Twenty-five (25) more new members (50 total) will earn you:

1 more free admission to the F.E.W seminar

banquet & Motel room paid

For a total of 100 new members recruited you earn:

A leather jacket or gift certificate for \$250.00.

If by January 1 of any given year the active membership roster has 4000 or more paid members on it and that amount is maintained through March 1 of that same year then each local will be allowed to hold one (1) event at no cost for basic insurance. One million added coverage and each additional insured will be an additional charge as usual.

**50% of the net profits from this event must benefit the FORR®, Inc. PAC Fund or the General Fund.**

If by January 1 of any given year the active membership roster has 5000 or more paid members on it and that amount is maintained through March 1 of that same year, then each local will be allowed to hold two (2) events at no cost for basic insurance. One million added coverage and each additional insured will be an additional charge as usual.

**50% of the net profits from only one (1) of these events must benefit FORR®, Inc. PAC Fund or the General Fund, but it must be held prior to any charitable event.**

## Motorcycle Project

Persons have 60 days to claim prizes in the motorcycle giveaway project. In the event that a prize is not claimed, the person drawn for the next lower prize is eligible to claim the higher prize.

## Product Line

All new Product Line must be approved (**before production**) by a majority of Central Committee Corporate Officers

There will be a 10% charge for all Central Committee Product Line invoices not paid by the Local within 30 days of shipment.

# Freedom of Road Riders®

FORR®, Inc., does not condone, endorse, or allow the wearing of Central Committee, District or Local patches on the back half of any item of wearing apparel.

## Guide Lines for T-shirts

The front of a T-shirt is pretty much open for anything you wish but still must be approved by the 4 Central Committee Corporate Officers.

The back of the T-shirt is subject to the following:

The name Freedom of Road Riders® may be used on the back of T-shirts provided it is not split up and is not the predominate print on the back of the shirt.

[www.forr.net](http://www.forr.net) may be printed on the back of a T-shirt.

The Winged Wheel logo must never be used on the back of any garment.

Local and District numbers may be printed on the back of T-shirts.

T-shirts that designate a Local or District on the back must never include a location. (Local 1 Lee's Summit would not be approved.)

Event T-shirts may include the location of the event on the back.

If a Local sponsors an event T-shirt for another entity the local's design may be printed on the back provided it is not larger than a standard business card (2"x3 1/2")

## Rider Training Program

FORR®, Inc., Rider Education Programs shall follow the Missouri Motorcycle Safety Program curriculum.

- A) FORR®, Inc. will offer a Beginner Rider Course (BRC).
- B) FORR®, Inc. will offer an Experience Rider Course (ERC).
- C) A partial rebate of the cost of a Safety Course will require the following documentation: a Copy of membership card, a copy of payment receipt, and a copy of completion card

Rider Education instructors at FORR® sites will be paid \$200/day with a minimum class size of 4 students.

FORR® will pay range aides (BEST members) \$50.00/day when assisting with FORR® Safety Classes at FORR® sites. Maximum of two range aids.

Safety instructor candidates will be reimbursed up to \$500.00 (with receipts) for expenses upon successful completion of training.

**Any infractions to the policy and procedures will be covered by one action and that is to be brought to the CC body to discuss and vote on individually.**

# Freedom of Road Riders®

## The Freedom Press

The Freedom Press is the official publication of Freedom of Road Riders®, Inc., all rights reserved, and is solely intended for informing its members of any issues affecting motorcycling. Contents may be republished whole or in part with attribution. The opinions contained therein are not necessarily those of Freedom of Road Riders®, Inc.

The FORR®, Inc., Corporate Sponsor cost shall be \$250.00. The Central Committee treasury shall retain 80%, and the Local treasury shall retain 20%. The Corporate Sponsor shall receive 1 copies of the newsletter, a window cling as designated by the Central Committee, a business card ad in the center of each newsletter, and a 10% discount on additional advertising in the newsletter.

Corporate Sponsor expiration dates will be printed with the ad in The Freedom Press.

Newsletter submissions should contain the name, membership number and telephone number with area code to allow the Editor to contact the member if questions arise.

Local submissions should pertain to Local happenings.

Classified ads will be published for members at no charge for two (2) months.

Local articles for publication should be no more than ½ page in length.

Copyrighted information submitted to The Freedom Press must have permission to reprint and credit must be given to the author of the original material.

If a member asks for another copy (The Freedom Press) he/she must verify address, if not correct the member must wait until the next issue. If address is current another copy may be sent at book rate (4<sup>th</sup> class) postage.

## Policy for advertising Local Events:

All events approved by FORR® (Local or District) will receive one ¼ page ad at no cost. One additional month of advertising may be purchased at ½ price for the same event.

A "Letter to The Editor" [column] will be published in The Freedom Press as space permits. The appropriate Central Committee Officer will respond to letters not published.

Pictures of minors will not be used in The Freedom Press without a release from parents or guardians.

When a Local sells an ad in the newsletter (excluding Local, District or Special Event ads), the Local will receive 20% commission on each ad sold.

## Web Sites

FORR®, Inc. will maintain a web site at FORR®, Inc., expense.

- 1) All Local websites will display these three disclaimers on their home page.
  - a. The opinions contained on this website are not necessarily those of Freedom of Road Riders®, Inc. The content of this website is solely the responsibility of the Local. Any complaints should be sent to the Local Webmaster.
  - b. The name Freedom of Road Riders® and the acronym FORR® are owned by Freedom of Road Riders®, Inc and are registered with the U.S. Patent and Trademark Office.
  - c. The Winged Wheel Logo is copyrighted and may not be reproduced without prior written consent from a Freedom of Road Riders®, Inc. Central Committee Corporate Officer
- 2) No links of any kind will be allowed on the Central Committee website to other websites unless their **public pages** are suitable for viewing by all age groups.
- 3) Complaints received by any Central Committee Cabinet member of FORR®, Inc shall be forwarded to the Webmaster, President and Vice President of the Local responsible for the website and to the Central Committee Webmaster.
- 4) The Central Committee Webmaster shall keep a record of all complaints.
- 5) If fifty (50) or more complaints are received from different people about a website then the Central Committee will be informed of the matter.
- 6) The Central Committee Floor will then have to consider what to do.

# Freedom of Road Riders®

- 7) Get the Local to resolve the problem within a time limit.
- 8) If the problem remains unresolved then the Central Committee can:
  - a. Pull the authorization for use of the Winged Wheel Logo.
  - b. Disallow any use of the name Freedom of Road Riders® and the acronym FORR®
  - c. Dissolve the link from the Central Committee Website and from all other Local websites.
- 9) If contacted by a law enforcement agency about a website in violation of local, state, or federal laws then we have no choice but to immediately without action by the Central Committee:
  - a. Inform the Local Webmaster, President and Vice-President that they are to:
    - i. Remove the Winged Wheel Logo from the website.
    - ii. Remove the name Freedom of Road Riders® and the acronym FORR® from the website.
    - iii. Have the Central Committee Webmaster remove the link to the site.
  - b. Inform the Central Committee at the next scheduled meeting.
- 10) Pictures of minors will not be used on www.forr.net without a release from parents or guardians.
- 11) Members may place up to two (2) classified ads on the website. Members who are also corporate sponsors may put up to five (5) classified ads on the website.

# Freedom of Road Riders®

## FUN FACTS AND INFORMATION

FORR®, Inc. was incorporated on April 5, 1981.

**Tax Status** In February 1982 the IRS issued a determination letter that recognized FORR®, Inc as exempt from federal income tax under section 501(c)(4) of the Internal Revenue Code. Because FORR®, Inc. is not a organization described in section 170(c) of the Code, donors may not deduct contributions made to FORR®, Inc.

The United States flag presented to FORR®, Inc., was flown over the Capitol in Washington, D.C., on April 5, 1994. Homecoming is the only Central Committee event where FORR® raises the funds to support its legislative endeavors and all Locals should be involved.

The State of Missouri Department of Transportation District map was used to divide FORR®, Inc., into ten (10) districts. This method was chosen to eliminate the necessity to change districts with redistricting by census numbers. See page 17

Local 17 will have no membership list. It is intended to be a symbolic resting-place for lost brothers and sisters, past and present, who were supporters of personal freedoms.

Local 36 was closed for acts prejudicial and detrimental to the organization, and the Local 36 designation is permanently retired.

The meaning of the chevrons

1<sup>st</sup> year – round winged wheel

2<sup>nd</sup> year – red chevron

3<sup>rd</sup> year – white chevron

4<sup>th</sup> year – blue chevron

5<sup>th</sup> year – gold chevron

6<sup>th</sup> – Life – Says on the chevron

### FORR®, Inc. endorses and supports these ideas:

Eleven Principles of Strong Locals

1. Become a part of a family as a member of FORR®, Inc.
2. All new members get 5 membership cards. If they sign up 5 new members their next membership is paid by the Local. All members carry cards.
3. The Secretary sends two monthly reminder letters. This updates Local business and sends a renewal card at the appropriate time.
4. Officers of the Local review submissions to the newsletter. They make sure nothing is left out and all upcoming events are included.
5. Stress personal connections between members. Don't let problems develop.
6. Support Locals in your area as you would expect them to support your Local.
7. All mailings to members have the membership expiration dates on the labels. It's just one more reminder.
8. The Local keeps expired members on the mailing list for three months. This gives members time to work on renewal.
9. Officers conduct relaxed yet meaningful meetings.
10. Twice each year the Local pays the expenses for members at an event. It expresses appreciation to members for a job well done.
11. The January meeting each year is used to establish a Local budget. All events are assigned dates, and each event has a budget amount stated. No one wonders where the money will come from. It's allocated.

# Freedom of Road Riders®

## Glossary

Fun Run – A no cost ride scheduled by a Local or District to promote the awareness of FORR®, Inc. The Local or District shall not charge any fees or accept donations for participation in the ride.

Charity Event -- An event where ALL proceeds are given to the charity and FORR®, Inc. receives absolutely no profit.

Special Event – For the purpose of qualifying a treasurer or secretary for Central Committee office -- An annual FORR®, Inc. event that has occurred for at least three years where funds are raised for use by FORR®, Inc. either Riders Ed. or General or PAC Funds

Quorum – The minimum number of members required to be present before an assembly can transact business.

## Financial Info

Exception to Corporate By-law 3.10 – Excluding electronic payments due to government entities.

## Membership

Membership Dues	\$25.00 annually
1 <sup>st</sup> Replacement Member patch	\$6.00
2 <sup>nd</sup> Replacement patch	\$25.00
Replacement chevrons	\$2.00
Life member maintenance	\$13.00 to receive the Freedom Press

## Event Insurance

Insurance	\$75.00 per event \$1,000,000 coverage
Additional insured rider	\$62.50 per additional insured

## Rider's Education

Beginner Rider Course	\$200.00 Current members may receive up to a \$60.00 rebate
Experienced Rider Course	\$75.00 Current members may receive up to a \$30.00 rebate
3- Wheel Course	\$200.00 Current members may receive up to a \$60.00 rebate
Advanced Rider Course	\$75.00 Current members may receive up to a \$30.00 rebate
Rider's Ed. Instructor pay:	\$192.00 per day for minimum class size 4 students
Rider's Ed. Range Aide	\$50 per day
Safety Instructor Training	\$500.00 reimbursement of expenses upon successful completion of training by the Missouri Motorcycle Safety Program

# Freedom of Road Riders®

## The Freedom Press

Rates for advertising in The Freedom Press:

	Monthly	3 Month	6 Month	Year
Business Card	\$25	\$71	\$134	\$250
¼ Page	\$50	\$143	\$268	\$500
½ Page	\$100	\$285	\$535	\$1,000
Full Page	\$150	\$428	\$803	\$1,500

## Central Committee Officers and Cabinet Members

The Corporate Treasurer shall receive a stipend of \$100 per month.

## Record Keeping

Chairman - Chairman Chapman reported the officers addressed the issue of storage of the old corporate records and recommend to the Central Committee that we destroy some old records that they do not feel we need to keep any longer. Therefore the state officers will retain records as follows:

Rosters - transfer to disc

Minutes will be kept forever.

Financial records local and corporate will be kept for 10 years.

Event information will transferred to disc.

Rider education records will be transferred to disc.

Membership 101 forms will be transferred to disc.

## Social Media Policy

Freedom of Road Riders®, Inc. ("FORR®, Inc.") may maintain public pages on various social media sites such as various blogs, bulletin boards, social networks such as Facebook and other user generated content sites ("Social Media Sites"). By accessing, viewing and/or posting on any Social Media Site on the internet maintained by FORR®, Inc., you accept, without limitation or qualification, the following terms of use.

As a guest posting content to any Social Media Site maintained by FORR®, Inc., you agree that you will not: post any material that is unlawful, threatening, profane, abusive, harassing, defamatory, knowingly false, obscene, commercial advertising, or otherwise deemed inappropriate or objectionable as solely determined by the discretion of FORR®, Inc. You acknowledge that the purpose of this social media site is to promote FORR®, Inc. and to provide a source of communication regarding upcoming events and activities of FORR®, Inc. Please be respectful of other members when posting to the Social Media Sites maintained by FORR®.

FORR®, Inc. reserves the right to monitor, restrict, delete or terminate your access to any Social Media Site maintained by FORR®, Inc. at any time, without notice and for any reason at its sole discretion. FORR®, Inc. may delete, in whole or in part, any post made to any Social Media Site maintained by FORR®, Inc. which is deemed inappropriate or objectionable by FORR®, Inc., without further notice to you.

## Guidelines for Giveaway Projects

- The terms "raffle" and "sell" will not be used
- Giveaway flyers and tickets must be approved by a corporate officer
- All Giveaway flyers and tickets must contain:  
"Contributions to FORR® are not deductible as charitable contributions for federal income tax purposes", "Proceeds may be used to fund a PAC".
- GUN GIVEAWAY FLYERS AND TICKETS MUST CONTAIN:

# Freedom of Road Riders®

“Winner must be able to meet state/federal requirements for the ownership of a firearm”, “Firearm will be transferred to the FFL dealer of the winner’s choice and winner is responsible for all transfer fees” – Local has the option to pay transfer fees.

- **GIVEAWAYS OF \$600 OR MORE MUST BE APPROVED BY THE CENTRAL COMMITTEE BODY**
- **LOCAL GIVEAWAY PROJECTS THAT EXCEED \$600 MUST OBTAIN THE FOLLOWING:**
  - 1.** Receipts for items given away (if the grand prize is more than one item (for example a basket of items) then the local will need to provide receipts for each item contained in the giveaway
  - 2.** Full name, address, telephone number, social security number of the winner along with a copy of their driver’s license.

A 1099 will be issued under FORR®’s tax ID number so FORR®, Inc. will be the party that is looked to if something is not done correctly on the giveaway project. If any of the other prizes exceed \$600 value the local will also have to meet the above requirements for those items as well.

- ALL TICKET STUBS MUST BE RETAINED FOR A PERIOD OF FIVE (5) YEARS.
- STUBS FROM STATE GIVEAWAY PROJECTS SHALL BE RETAINED BY THE GENERAL OFFICE.
- STUBS FROM A LOCAL’S GIVEAWAY PROJECT WITH A VALUE OF UNDER \$600 SHALL BE RETAINED BY THE LOCAL CONDUCTING THE GIVEAWAY FOR ONE (1) YEAR.
- STUBS FROM A DISTRICT’S GIVEAWAY PROJECT WITH A VALUE OF UNDER \$600 SHALL BE RETAINED BY ONE OF THE LOCALS PARTICIPATING IN THE DISTRICT’S GIVEAWAY FOR ONE (1) YEAR.
- STUBS FROM A LOCAL’S OR A DISTRICT’ GIVEAWAY WITH A VALUE OF OVER \$600 SHALL BE RETAINED BY THE GENERAL OFFICE
- ONLY A LOCAL’S PRESIDENT OR CENTRAL COMMITTEE REPRESENTATIVE MAY SIGN OUT TICKETS FOR THEIR LOCAL
- TICKETS AND OR TICKET STUBS AND OR THE MONETARY EQUIVILANT OF ANY MISSING TICKETS MUST BE RETURNED WITHIN 180 DAYS OF THE GIVEAWAY’S DRAWING DATE. FAILURE TO DO SO SHALL RESULT IN THE LOSS OF THE LOCAL’S VOTE ON THE C.C. FLOOR UNTIL THE ISSUE HAS BEEN RESOLVED.

# Freedom of Road Riders®

## District Map

