



CHROME ANGELZ RC

ChromeAngelzRCNationals.com

President's Packet

First off – Welcome to Chrome Angelz Riding Club! This can be a life-changing experience!

You've sent in your paperwork to set up a chapter, now what do you do?

This informational packet will help you get started and you can use it to reference information as you go along, kind of like a FAQs sheet.

If you do have any questions about *anything*, please reach out to Tina Smith Jones, she will be happy to help you.

~Tina "Jonesy" Jones, CARC Internal Communications Director
smokeymtnqueen@gmail.com
or pm her on Facebook

The information in this packet is here to help you understand our Riding Club, Chapters, Officers and Bylaws. Please read through the packet and ask questions. Please send your Member Applications to chromeangelzrc@hotmail.com. CARC Patch Lease Agreements, Ride Waivers and Verification forms are kept by your Sergeant at Arms and sent to Leah Garrett at lmgarrett323@outlook.com. The Ride Waiver is renewed yearly.

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Mission, Vision & Values

Mission:

It is our mission to provide a supportive, nurturing environment to foster and encourage women who are interested in riding. Our organization prides itself on embracing any and all women riders who seek to expand their riding adventures, make lifelong friends, and be leading examples within the riding community.

Vision:

To unite women motorcycle enthusiasts worldwide. To inspire women to embrace the interest of riding for recreation, philanthropy and sisterhood and all while promoting a positive image of the motorcycling community.

Values:

- Our values are those of respect, acceptance and support.
- We always promote positive and role model behaviors.
- We support and encourage one another.
- We embrace differences to learn and grow.
- We love our veterans and enjoy spending time with them at the veteran's homes, and especially when we are escorting them back to their families.
- We give back to the community through volunteering, charity and motorcycle runs.
- We have fun!
- And last, but certainly not least, aside from our love of riding, we have one shared desire: No Drama.
- Honesty

Logo and Meaning



The meaning behind our logo: The yellow crown at the top of the sword stands for Loyalty, Sisterhood and Respect; the sword stands for integrity; the wings symbolize protection and good will for others and the halo represents us, Angelz.

Code of Conduct and Scope of Enforcement

The Chrome Angelz code of conduct shall always include respect, acceptance, and support and promote positive role model behaviors as identified by integrity, transparency, inclusivity, and responsibility to the greater good of the organization and the community. Angelz will refrain from activities or use of words to assault the character and/or reputation of another member. Members must exercise this restraint both on and off CARC time, in public forums, internet forums, and (to the extent possible) in private conversations.

The effectiveness of the leadership of the CARC depends upon the respect and confidence of the Membership. Conduct which detracts from this respect and confidence is detrimental to CARC's interest and is prohibited. One such example is financial deceit of any kind, be it between individual sisters, within a chapter, or to the organization itself. This policy applies to all Chrome Angelz Members, Probates and invited guests whether within or outside of the chapters. This policy applies to conduct while you are a CARC member.

If a member appears to be beyond acceptable levels of our code of conduct, she must heed the warnings of other members without argument, whether she feels the assessment of her behavior is appropriate or inappropriate. Conduct not mentioned under specific rule, but which violates a general principle is prohibited. Effective action shall be taken which may include immediate termination from Chrome Angelz, RC Inc. without recourse.

Chrome Angelz RC Inc By-laws

1. Name: Chrome Angelz
 - a. Chapter name will be on the bottom of the patch.
 - b. Logo merchandise will be purchased through the organization.
 - c. The patch will be placed in the middle of the back and a patch agreement will be signed.
 - d. Logo trademark 2012.
2. Purpose:
 - a. To promote unity and a positive image of women riders.
 - b. No drama.
3. Membership:
 - a. CARC dues are \$10.00 per member, collected by the chapter president/treasurer. Chapter president/treasurer in turn, will forward dues to **CARC**.
*****CARC** dues are to be submitted by August 1st or when a member is patched in.
 - b. Chapter membership will consist of about 15 members or less per chapter. If anyone else wants to join after that, we will encourage them to become a sister chapter.
 - c. Chapter membership dues are to be decided upon by the members of each chapter when chapter bylaws are being established.
 - d. Chapter membership dues will occur annually in the anniversary month in which your chapter was founded.
 - e. New members must serve a six (6) month probationary period. Majority vote carries when voting in new probates. New members must attend four (4) meetings as well as three (3) rides or social events.
 - f. To retain membership, members must attend six (6) meetings and six (6) events each year.
4. Officers:
 - a. President – Presides over the meeting
 - b. Vice President – Assists the president
 - c. Secretary – Takes minutes of the meetings
 - d. Treasurer – Keeps an itemized account of funds, collects chapter dues, and keeps a membership database
 - e. Sergeant at Arms – Keeps meetings running smoothly

Elections for officers occur every two (2) years

Chapter bylaws are to be written and agreed upon by members. Final draft to be sent to the organization, International SA Leah Garrett at Lmgarrett323@outlook.com

Board Member Role Descriptions

Board positions are on a volunteer basis – no one receives compensation

Founder and President of Chrome Angelz RC: Annamarie Sesta: You may be referred to speak to her directly by other Board Members depending on your specific needs. She mostly handles difficult situations that may arise in your chapter (drama / approvals). Her contact information is ChromeAngelz@hotmail.com, phone number is (609) 290-7195. The best way to contact her is to PM her on Facebook messenger and ask for a specific time to call that is good for her, as she works and has a family. Annamarie approves fundraisers and chapter patch designs if a chapter designs their own. She also approves all merchandise sold on the Web page, CARC page and anything involving CARC.

International Public Relations / Recruiting Director: Cody Rainer: Promotes the organization. She recruits new chapters and helps recruit probates by identifying possible probates as people express interest in our organization. Help with naming and verify chapter names are available. Provides chapter applications to be filled out and then will email the application to the founder. Her email address is: Diamondsnlace@outlook.com. New chapter paperwork is only sent out by Cody or Annamarie. All referrals go to Cody or Annamarie.

International Chapter Coordinator / Website: Jennifer Demers: Sends out informational packets, logos, anything you may need to help you with growing your chapter. She also creates flyers for chapters (the chapter president must supply chapter information to create the flyer) and assists with updating our International Website with chapter information. Send her Website update information, photos and videos to CARC.ChapterCoord@gmail.com.

Internal Communication Director: Tina Smith Jones: Touch base with chapter presidents to see if they need any guidance or clarification on guidelines/bylaws. Also verify that chapter information is current and if not, will update it. Tina will help facilitate problem-solving within chapters before an issue escalates. Then will make the determination whether the problem needs to be passed on to sheriffs or the board. Her email address is: smokeymtnqueen@gmail.com.

International Secretary: Keiko Schrottke: Enter member names on our data base in Dropbox and keep it current. Transcribe and post Convention notes and monthly web meetings on our Website within 2 weeks of the event. (written notes/outline will be provided by founder and also put in notes from the recording) Her email address is: JerseyShoreAngelz@gmail.com.

International Treasurer: Dominique Transue: Keeps track of all CARC Organization moneys throughout the year. Yearly report given at the Convention.

International Protocol Officer / Sergeant At Arms: Leah Garrett: Works with chapters on Protocol Guidelines to ensure we are staying safe. Helps assist with any transpiring drama. The following signed forms will be emailed to her and cataloged: Patch Lease Agreement, Riding Waiver, and Chapter By-laws and the president/member verification form. This form **must be sent in prior to patches being ordered**. Her email address is: lmgarrett323@outlook.com.

Merchandise Coordinator: Shelley Thomas: Collects merchandise orders from Chapter Presidents and creates invoices. Should you have any questions about any merchandise or to submit orders, you may contact her at CARCMerchandise@gmail.com.

Marketing Director: Wendy Rhoades: Talks to possible sponsors and merchandise deals for our members. Her email address is: PrezCurveCARC@gmail.com.

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International Chaplain: Saint James Limoges: Administers and monitors our Chrome Angelz Chapel page and is available to offer support. She will keep information you may share in confidence which includes board, family and other members as well. She is a good listener. If she does not understand your concern she will guide you to a sister who should. She cannot take sides. She is neutral. She will not mediate between members. Her email address is: drsaintjamesphd@gmail.com.

Graphic Designer: Maria Papke: Creates most of our Chrome Angelz RC graphics to help promote the organization. Her email address is: chromeangelzironcurves@gmail.com.

International Historian/Social Media: Rebecca Lynch: Documents Chrome Angelz RC history. You can submit news articles, interviews and pictures relevant for our history. She will add good deeds, volunteer time, etc. to our history Website. She also posts important event dates. She would love to have pictures from any event you participate in, i.e. runs, volunteering, bike nights, etc. There is also a blog space on her site to keep up to date with one another. **Social media** – Please “Subscribe” to our YouTube channel “Chrome Angelz RC International Sisterhood”. Her email is: PaperCitySisterz@yahoo.com and the Website is www.CARCBehindTheWingz.com.

European Ambassador – Sabina Eschmann, European.ambassador.31@gmail.com

Canadian Ambassador – Sherri Gosse, sgosse75@gmail.com

All Our Pages & Links in One Place

* International Website: www.ChromeAngelzRCNationals.com

*Members only password: Ride with Angelz for merchandise, minutes of conventions, meeting minutes from monthly FB Live events.

* Historian Website: www.CARCBehindTheWingz.com

* Public FaceBook Pages:

- Chrome Angelz RC - our International Organization page, share your events/photos here
- Chrome Angelz RC Events - Chapter's events around the world, share your charity events
- Chrome Angelz Merchandise - CARC merchandise for sale

*Private / Secret FaceBook Groups:

- Chrome angelz Members - secret group for all members and all probates
- Chrome Angelz Chapel - secret group for all members and all probates
- Chrome Angelz RC Crafts N Wares - closed group for all members and all probates
- Chrome Angelz Presidents - secret group for Presidents and Vice Presidents only
- Chrome Angelz SAA - secret group for Sergeant at Arms only - Jen can add them
- YouTube Channel: Chrome Angelz RC International Sisterhood
- Instagram: chromeangelz_international

Chapter Officer Duties

Officers are important to the efficient running of your chapter. According to Roberts Rules of Order¹, the president and the secretary are the two offices that are essential to run an organization. When starting your chapter, take time to get to know your members before electing officers. It is okay to be a small chapter with only a president, secretary and SA. The following provides brief descriptions of the role each officer should assume; however, all officers should be familiar with the duties of other positions as well as their own. Each officer should be familiar with chapter bylaws and policies. The responsibilities in each chapter are different, please use this as a guideline and modify as needed.

PRESIDENT:

Responsible for creating meeting agenda, (secretary may assist in preparing the agenda), call meetings to order and presiding over meetings. During meetings the president should keep order, (if needed, the SA can assist in keeping order), be fair and impartial, protect the rights of all members and makes sure all present understands questions that are raised. She should see that each member who wishes to speak has that opportunity.

The president may not make or second any motion, and may only vote on questions where their vote would affect the outcome, as in making or breaking a tie vote, or on ballot questions. Motions shall be stated clearly and allow for adequate discussion before voting. All motions need a seconder or it is dropped, and the president will announce the outcome.

All matters concerning relations between the chapter and any outside person or organization should be routed to the president for appropriate action. The president holds unissued patches. All documents and any returned patches remain with the chapter and should be made available to any member. Any returned patches that are in good condition can be sold to another member for \$25, and the money is kept within the chapter.

VICE PRESIDENT:

Responsible to assist the president and be informed of the presidents responsibilities. All questions or comments concerning any club business not specifically related to the duties of the other officers should be brought to directly to her attention. Additionally, the vice-president is the second-in-command to the president, and shall assume all responsibilities and duties of the president in her absence.

SECRETARY:

Responsible for taking minutes of the meetings and distributing the meeting minutes within an appropriate time period. The secretary keeps all records of the organization on file and will make available to members at their request the records at a reasonable time and place. Records include: membership applications, membership list, chapter bylaws, rules of order, standing rules, records of all committee appointments, all written reports, copies of all correspondence between the club and any outside person or organization and meeting minutes. She is responsible for calling roll at the meetings. The secretary must notify active members of each forthcoming meeting, special or emergency meetings. All documents remain with the club and should be made available to any member.

TREASURER:

Responsible for keeping an itemized account of funds and collects chapter dues. She will provide receipts for dues and other club purchases; reimburse members for club purchases (receipt must be provided), submit a statement at each meeting; balances and reconciles checking account. The books of the treasurer remain with the club and should be made available to any member.

SERGEANT AT ARMS:

Responsible for ensuring bylaws and standing rules of the club are not violated. SA can assist the president to keep meetings running smoothly. She is responsible for collecting any patches from any member who resigns or is expelled. (Patches are not forcibly taken) The SA will mediate possible conflicts among members. Keep your chapter drama free. If the SA cannot mediate a situation then it goes to the chapter president. If the chapter president is unable to mediate, or it concerns the president, then contact Tina Smith Jones, Internal Communications Director. All documents remain with the club and should be made available to any member.

SA or selected officer administrates chapter elections and will notify members of nominations and election outcome.

ELECTIONS FOR OFFICERS OCCUR EVERY TWO (2) YEARS

Election Process

The month before chapter elections anyone who wants to run for a position can state their intentions and other nominations are made. The presiding officer will ask those who are nominated if they would like to run for that office.

The presiding officer will notify all voting members of the chapter by email. The email will contain a list of the members running for office and for which office(s). Voting members include all patched members who are up-to-date with chapter and CARC dues.

Voting is done at the next chapter meeting with the members present. If chapter approved, any member unable to attend the meeting can mail or email their vote to the presiding officer. Voting can be done by ballot, show of hands or roll call.

Sample Ballot	Office	Member	Vote
	President	Name	
	President	Name	
	Secretary	Name	

Standing president abstains from voting unless there is tie. Presiding officer will announce the outcome of the voting.

ALL DOCUMENTS AND RECORDS STAY WITH THE CHAPTER AND WILL BE TURNED OVER TO THE SUCCEEDING OFFICER

¹Robert, H. (2014). Officers. In *Webster's New World Robert's rules of order: Simplified and applied* (Third ed., p. 132). Boston, MA: Houghton Mifflin Harcourt Publishing Company.

How to Hold and Organize a Meeting

Determine a meeting schedule. CARC would like each chapter to have one meeting monthly during riding season and off season at least every-other month. Meetings can be at someone's home, at a restaurant or other quiet location or even during an event as long as your Secretary (or another member) **takes minutes**. There is a **template included here** you may use for your meetings. The minutes cover past, present & future happenings. Ensure you are keeping track of a Treasurer report (money in the chapter, dues / charity, tracking volunteer hours, receipts).

To keep organized, some presidents purchase a Monthly/Weekly Planner notebook with monthly tabs (inexpensive at retailer), some use a simple notebook and some use their online calendars. Write events in the calendar and add notes on the daily pages for meetings. This will be a great resource for your meetings.

Some chapters record meetings (via an app on their phone or purchase a digital recorder) and the secretary can reference the recording when typing up the minutes. This ensures nothing is missed.

Guidelines. Go over guidelines (Officer / Protocol / Riding / National & Chapter Bylaws) specifically in detail so new and old members/probates can have questions answered and you are ensuring they understand everything.

Establish Bylaws. Work with your chapter to establish your chapter's by-laws including your chapter's yearly dues. **Send a copy of your completed version to the International Protocol Officer/SA, Leah Garrett, LMGarrett323@outlook.com.**

Establish Chapter Dues. CARC suggests dues for your local chapter to be \$20 per year. This will be decided upon within your chapter and added into your chapter's bylaws.

Motions. How to raise a motion and vote on the motion. The president or presiding officer does not vote.

<i>Step</i>	<i>What to say</i>
1. The member raises hand	Presidents name.
2. The chair recognizes the member.	"The chair recognizes Ms. Gliggenschlapp."
3. The member makes a motion.	"I move to purchase a copy of <i>Robert's Rules</i> for our chapter."
4. Another member seconds the motion.	"Second."
5. The chair states the motion.	"It is moved and seconded to purchase a copy of <i>Robert's Rules</i> for the chapter. Are you ready for the question?"
6. The members debate the motion.	"The chair recognizes Ms. Gliggenschlapp to speak to her motion. . . ."
7. The chair puts the question, and the members vote.	"Those in favor of adopting the motion to buy a copy of <i>Robert's Rules</i> for the chapter, say 'Aye.' [pause] Those opposed, say 'No.'"
8. The chair announces the result of the vote.	"The ayes have it, and the motion carries. A copy of <i>Robert's Rules</i> will be purchased for the chapter."

Motions are always recorded in the minutes.

Organize Rides. Use your public FaceBook page to create events/ride to share with your local motorcycle community. CARC likes you to plan at least one organized ride per month during season. Google maps is helpful to route your rides online for everyone to see even add stops into your route. If you would like a chapter only ride, we encourage you to post them to your private chapter page for chapter members only.

Safety Rules. Your SA could include at least one safety topic at each meeting. This could be simple hand signals, how to ride in formation, how to place your bike to make easier turns from stopping, how to handle current weather conditions, different things pertaining to your chapter needs. Sometimes using the Web (including WomenRidersNow.com site) is helpful to get ideas for safety.

Guidelines to 1% Groups (Protocol for Diamond Patches). We are not allowed to sit down or meet with these groups or the COC. We are a neutral group. We have teachers, government workers, police officers etc., in our organization. We are not allowed to associate with the 1% groups. If approached, be respectful, say “we are neutral, we ride with everyone”. We do not have “colors” (lingo), we have a “theme”. (Motorcycle Clubs) have “colors” (lingo), we are an RC (Riding Club) and have our patch/theme. Do not run your chapter as an MC. We are laid back. We do not wear “cuts” (lingo). Never approach a 1% member. If they approach you, let them know we are neutral and refer them to Annamarie through our Website. If anyone asks for a meeting, refer to Annamarie for assistance. We do not do sit down meetings. We do not ask or approach to have a meeting.

Yearly. Refresh on each of the Guidelines in the beginning of the year, one at each meeting (Officers Duties refresh, Protocol refresh, Riding refresh, your chapter’s and the National Bylaws refresh - along with renewing ride waivers yearly).

Sisterhood. Work with nearby chapters to organize rides and support one another. We are all one RC, not individuals. We are chapters in a large organization and we want everyone to do things together if possible.

Discuss Decorum. When you wear our patch, you are representing Chrome Angelz RC. Please watch language, be respectful to one another. If things are not going your way, please do not discuss this in public. If you have issues with another member, please discuss in private. Once it is discussed, it’s over. Talk to peers as equals (not as mom or drill sergeant). We want everyone happy & chapters running smoothly. If you need assistance, please reach out.

Volunteer. Ideas include: adopt a nursing home or veteran’s home at Christmas, run a bingo game at a veteran’s home, or get involved with the Special Olympics. Volunteering time is a great way to help our communities.

Winter meetings events / ideas. Keep your chapter active in your off-months by having special “fun” events. Some ideas may be handing out pull-tab flyers to local motorcycle shops advertising your chapter, going bowling or skating, going for pizza, movies, rent hotel rooms together where there’s a pool and hot-tub, going to see a local band together. HD has some “Girls Night Out” events. Have a pot-luck dinner together, a Halloween party, a winter get-together to exchange gifts (like a swap). Volunteering for charities in your area (like toys for tots). Keep your get-togethers fun to keep people interested in being in your chapter.

Protocol Guidelines

You are never to have a sit down or meeting with an MC or COC

Respectfully ask them to contact our Founder

1. Patchholders are people too. They have good and bad days; they have jobs, families, and normal everyday problems and concerns just like anyone else. There are those who no matter what you say or do, it will not be right with them. Just like with any group, you will find both good and bad. Protocol and Respect are primary rules when dealing with a Motorcycle Club (MC) Patchholder.
2. If you are FORMALLY introduced to a Patchholder, make sure the person doing the introduction knows what club you belong to and if you are an officer, what position you hold. Under no circumstances do you interrupt to correct a mistake while that person is introducing you or while they are talking. Wait until the introduction is done and politely introduce yourself correctly. i.e.....
Jane Rider, xxxxxxxxxxxx Riding Club, 1st Officer, Anytown Chapter.
Sally Spokes Warner, Officer, xxxxxxxxxxxx Riding Club Anystate
(Use your first name, road name, last name, title, RC and Chapter).
3. Greet them as you would anyone else and wait until the offer is made to shake hands. DO NOT interrupt and stay out of hearing distance to their conversation, wait for them to recognize you. DO NOT be offended or make a big deal if they do not offer to shake your hand. Many times they want to get to know about you and your club a little better before they will offer to shake your hand.
4. Never, Ever, Lie. You can refuse to answer a question in a polite manner by saying something like, "That seems like club business, and I would like to refer that to one of our officers in order to get better information for you." Be prepared to answer questions about what your club is about. Such as:
 - A. "We are a riding club and not a motorcycle club and have no intention of ever trying to become a motorcycle club."
 - B. The Patch is bought & not earned.
 - C. CARC dues are \$10.00 per member annually on August 1; chapter dues are used for chapter community projects and due annually in the anniversary month for the chapter.
 - D. All makes and models of motorcycles are welcomed.
 - E. We are a non-territorial club.
 - F. We are a neutral club and do not wear any MC support patches.
 - G. We are an all-female riding club.
 - H. We are an AMA chartered riding club.
 - I. Do NOT brag about how large the local or national membership is.
 - J. Do not volunteer club information.
5. If anyone knows a Patchholder, don't let her throw the Patchholders ' name/nickname/club name around like she's a great buddy of theirs (even if she is). Many clubs consider that as a major disrespect to the whole club.
6. Watch where you are when speaking about them, and never say anything about them in public because you never know when that woman, man, or kid in regular clothes standing near you might be one of them, or a "support member". Patchholders do not always wear their colors. By the time the story gets back to the top club in your area, it will have been changed many times over and could be blown up way out of proportion.

7. Anything said about them between club members is club business ONLY. If comments, even those said in a joking manner were to get out, problems could start. Discussion outside the privacy of the chapter can start rumors which could cause a lot of problems for not only the chapter, but also for other chapters in and out of the state.
8. If for some reason you have to say something while in public about a MC, take the person you're talking to aside, alone, and say ONLY what you need to say to get your meaning across. Say as little as possible so no one else can overhear it and misunderstand what you're talking about.
9. Watch where you wear your patch (Riding Clubs (RC) don't wear colors, colors are earned, not bought) and it's just common sense to stay in numbers when wearing the patch. (Some MCs can be very territorial and some clubs don't see any difference between a RIDING CLUB and a MOTORCYCLE CLUB, good or bad.) If you are unsure of the areas or places normally frequented by MCs, find out from your club Officers. If you are planning on traveling and are concerned about what the situation may be in regard to the relationship with the local MCs in the areas you'll be traveling through or staying in, talk to your local officer and ask if they can find something out by contacting the officers in the areas you will be in.
10. "SHOW THEM RESPECT." That's A #1 with them! (and worth repeating).
11. As a neutral RC we are not permitted to go to any closed MC event.
**** NOTE **** A better way to support them and still give the appearance of being a neutral club is to attend only "open to the public" events that a MC may be sponsoring.
If you feel that you do want or need to go to a "limited event", then you'll have to go representing yourself as yourself, without wearing any patches identifying your club. Remember, if you're wearing your club patch, you are considered by everyone to be representing your whole club. If anything were to turn sour, then your whole club could wind up with problems down the road. Also, once the rivals of that club you visited find out (and they will within a day or two), then those rivals will see you as no longer being neutral & you could be considered a rival of theirs too.
12. No Chapter Location Bars (CLB's), any territory rockers or anything giving the appearance of a rocker should be worn with the RC patch. State flags or state logos may be worn in some areas and not in others. It's best to check with the local RC officers to make sure what is ok in your area.
13. Chapter name should not be similar, sound like or reference an MC.
14. If someone from an MC requests that you remove your vest/patch, don't argue. The best reply is, "No Problem" and politely takes it off and let your Club Officer know what MC it was so they can deal with any potential problems. You normally will only get asked once.
15. If an establishment has a sign indicating "No Colors", even though your patch is not considered "colors", the vest should be removed out of respect to the other clubs and the policy of the establishment. While you may just be a RC, it's only respectful to honor the house rules. MCs that honored the "house rules" would probably be deeply offended that you didn't. Also remember many establishments choose to have this policy and it applies to all clubs that use any kind of patch; they do not distinguish between an MC and an RC. Be aware of the local MC hangouts and it's best not to wear the RC patch into them without an invitation.
16. Do not wear your Patch into an MC clubhouse.
17. In regard to women who are with an MC club, but not in the club: Old Lady is not a negative or derogatory term, it's just a slang term commonly used. "Property Of" or "Protected By" patches are their way of showing support for their man and the club he's in.

18. DO NOT touch or sit on a Patchholder's bike.
19. A prospect can usually be identified by the back patch they are wearing. There are many different ways MCs identify prospects. They can have the rockers without the main patch. They can actually have a patch saying "PROSPECT". Some do not wear any patch, because all the Patchholders know who the prospects are. You want to treat a prospect or even someone you suspect is a prospect the same way you would treat a Patchholder - with respect and courtesy. Many clubs will take offense to someone outside their club using the prospect term. Calling someone "Prospect" if you are not a Patchholder of that club more often is considered disrespectful.
20. **Have absolutely no doubt that an MC is serious and many have been known to physically educate a person who shows disrespect or displays a bad attitude.**
21. Be aware of the behavior and attitude of the other RC members who are with you (especially if anyone has been drinking) at events. If necessary, try to take action to avoid problems before they happen. For example, if someone appears to be getting too angry or loud and possibly disrespectful, take them aside or suggest going somewhere else until things settle down. You could also let one of the officers of the club know about the situation. If an incident should occur in spite of your efforts when no Officers are present, make sure to let your officers know as soon afterward as you can. If no club officers happen to be there, then ALL of the RC members that are there need to make the attempt to take that person aside, and strongly suggest that the offending RC member go somewhere else to settle down.
22. Be aware that problems created in one part of the country by an RC member or issues with the RC in one area have the potential to affect RC members in other areas and states.
23. The term Brother or Bro has special meaning to a Patchholder, do not call a Patchholder Brother or Bro. Their Brothers are fellow Patchholders and those that have earned that term.
24. Don't ever touch any part of another club member's colors, which includes the vest or jacket it's sewn on. That is considered serious disrespect, which could cause them to aggressively educate the un-informed.

Riding Guidelines

Pre-ride meeting

Discuss ride route, destination, stops, expected running speed, tank limitations and weather conditions. Make sure all riders know and understand hand signals. If anyone must leave the group prior to the end of the ride, advise the president and rear guard. Stay with your group, keep up speed and do not lag behind. Too much space between riders allows cages to “cut in”, this can be dangerous to the group. Be aware and watch your fellow riders. If a safety issue occurs on the ride, approach the offending rider in a positive way and try to resolve it. If you are uncomfortable speaking to the rider yourself, approach the president, ride captain, road guard, or the SA. Guests of members are the responsibility of the member. Inform guests of our riding guidelines. If there are a large number of riders, the president may appoint a ride captain or road guards. When the ride is over, so are the positions. The ride organizer is the rider who plans the route in coordination with the president.

1. President/Ride Organizer

The ride organizer in conjunction with the president is responsible for the planning and conduct of club rides. This includes routes, formations, speed, fuel and rest stops, navigation, and safety. The president/ride organizer may prohibit another rider (member or guest) from riding in formation with the club if in her judgment the rider presents a risk to him/her self or to other riders. The president may also disallow a rider from joining a ride based on the mechanical condition of the rider's motorcycle if it presents a hazard or could impede the progress of the formation.

2. Rear Guard/Tail Gunner

The rear guard/Tail Gunner's main duty occurs during lane changes. Upon receiving the signal for a lane change, the rear guard should move into the lane as soon as it is safe to do so and block any other traffic from moving into the lane from behind the formation. This will allow the formation to safely complete the lane change. The rear guard should be an experienced rider and appointed by the president.

3. Ride Formation

Standard formation is two columns staggered. Left bike takes the lead in each row. Bikes should be 1 second behind the bike in the adjacent column and 2 seconds behind the bike in front. Trikes and sidecars should stay in the center of the lane, and should be given the same amount of cushion as if they were a car.

Order:

- Ride Organizer (L) & President (R)
- Road Guards (Optional)
- Prospects
- Patch holders
- Other guests
- Rear guard/Tail Gunner (Optional)
- Cages (if applicable)

Always pull up into a tight two column formation at stops. Maintain speeds as dictated by law. If a rider pulls out of formation, move up to fill the empty slot in your column, after the bike she is passing gives the hand signal to move up. In case of an emergency or mechanical problem a rider should signal his intentions and then pull out of the formation onto the shoulder of the road. All other bikes will continue the ride to a location where the entire formation can safely pull over. Only the rear guard or chase vehicle will pull off with the bike having problems.

If the formation gets split due to a traffic light or other obstacle, the lead group will slow down so that the trail group can catch up. If a cage breaks into the formation, the lead riders will slow down to encourage the cage to change lanes and leave the formation. When traveling on highways it may be

necessary to let cages split into the formation to enter the highway if they are running out of ramp or to let them exit if they are in an inside lane. If this is the case, back off and give them room, we don't want them to panic and do something that could injure themselves, or worse, one of our riders.

The lead bikes should avoid quick accelerations following stops or sharp curves to prevent a rubber-band or Yo-Yo effect.

4. Lane Changes

When changing lanes the lead bikes will signal the lane change. Riders will pass the signal back to the rear guard/Tail Gunner, but maintain their position. The rear guard/Tail Gunner will secure the lane. After the lane is secured, the group will move to that lane. Use caution to make sure a cage two lanes over hasn't moved into the same lane in front of the rear guard/Tail Gunner. Be aware that in some cases such as heavy traffic or short on-ramps there may not be sufficient room to wait for the rear guard/Tail Gunner to secure the lane.

5. Hand & Arm Signals

Pass hand and arm signals back through formation. You can also use turn signals in addition to hand & arm signals. Point out road hazards with hands or feet.

6. Road Guards (Optional)

At times when the formation is entering the road from a parking lot or going through a four-way stop it may be conducive to post a road guard to block traffic until all bikes have passed. Road guards ride at the front of the formation and then return to their position after all bikes have passed. After all bikes have passed, the formation will stay to the right in order for the road guards to return to their position. As the road guard has passed a rider, she will return to her staggered riding position. Be aware that blocking traffic is technically illegal, so use your discretion if there are police around before you stop traffic. Check your state for certification of motorcycle road guard traffic controllers. Currently Minnesota and Illinois do, and hopefully Ohio will be added to that select list.

7. Highway Travel

Under most circumstance, lead bikes will set a highway speed between 65 and 70 mph (unless otherwise posted), unless traffic, road conditions or law enforcement give reason to slow down. Lane choice on multilane highways is at the discretion of lead bikes. The outside lane is usually the most dangerous due to entering and exiting traffic it should be avoided whenever possible. The inside lane or a middle lane will normally be the lane of choice depending on traffic flow, shoulders and medians. According to DriversEd.com – "If you can choose among three lanes on your side of the road, pick the middle lane for the smoothest driving. Use the left lane to go faster, pass, or turn left. Use the right lane to drive slowly, enter, or turn off the road. Position your vehicle to keep up with the traffic flow". Lane changes may be necessary to pass slow moving vehicles. Try to give large trucks as much room as possible in case of excessive turbulence or items falling off of or out of their trailers.

8. Being Prepared

Make sure you have a full tank of gas and your bike is in running order before you arrive at the meeting point. As KSU (Kick Stands Up) time approaches, finish your food and drinks, visit the restroom, and have your co-rider and gear ready. During rest stops, get your business done as quickly as possible so that the group isn't waiting on you

Probate and Patch Procedure

Provide the informational packet to probates you recruit into your chapter. This packet provides some helpful hints and information pertaining to your specific chapter. This packet must be reviewed by you with each new probate (guidelines & bylaws), do not just give to them to read. **Recommendation is a 6-month probationary period for all probates to ensure they are a good fit for your chapter.** Probates *do not pay any dues* until they are patched in as a member, once their probationary period is over.

****Your probate should not be patched as a member unless they have the proper Motorcycle Endorsement (permit is not accepted as a member, but may probate until they are licensed to legally ride).**

1. Have probate fill out the "Membership Application", complete address please, including city, state and zip code. President or secretary will keep the original application on file and a copy will be scanned and sent to Founder Annamarie Sesta at chromeangelz@hotmail.com. Include your chapter name, your name and your list of new probate names and their personal email in the body of your email and send to **chromeangelz@hotmail.com** so your probate will be added to the main roster for organizational communications. When your probate becomes a member and or becomes an officer, please update Annamarie.
2. Have probate fill out the "Ride Waiver" before riding with your chapter and your Sergeant at Arms should keep these on file. ****These should be renewed yearly by your SAA at your first yearly meeting before the season starts.**
3. Ride Waivers, Chapter bylaws and verification forms are to be emailed to International SA Leah Garrett at lmgarrett323@outlook.com.
4. Prior to patching, collect Patch Lease fee (\$40/regular or \$50/reflective), chapter dues (suggested at \$20/year) and CARC dues (\$10). Chapter dues are kept within your chapter and CARC dues are sent to CARC yearly in August. Refer to "How to pay dues" below.
5. Celebrating their new membership by presenting their patch in a fun setting. You could present these during a meeting or event. Make it festive, invite the probates family or special someone. Take photos and share with CARC members. We are all excited to share this with you!
6. Large patches are property of CARC. Should a member leave, your SA will need to collect the patch. This patch will stay with the chapter and can be purchased at a reduced price by a current member or your next probate. The monies will stay with the chapter.
7. Should a chapter close down, all large patches are returned to CARC.
8. All probates/members on FaceBook should friend Annamarie Palmisano Sesta first, then you should add them to the following pages ****pertaining**** to them, click "add +members":
 - ❖ Chrome angelz Members - secret group for all members and all probates
 - ❖ Chrome Angelz Chapel - secret group for all members and all probates
 - ❖ Chrome Angelz RC Crafts N Wares - closed group for all members and all probates
 - ❖ Chrome Angelz Presidents - secret group for Presidents and Vice Presidents only
 - ❖ Chrome Angelz SAA - secret group for Sergeant At Arms only - Jen can add them

The recommendation for each chapter is no more than 15 patched members. We discourage much more than this to try to keep the drama at a minimum. If chapters grow more than this, we encourage you to split so your meetings run more quietly and smoothly keeping in mind you can all still ride your rides together. Should you have a probate you feel is not a good fit, please send her name to International Recruiter Cody Rainer at diamondsnlace@outlook.com with an explanation of why you felt she wasn't a good fit.

Setting up your Facebook pages

When creating any type of advertisement, including naming your Facebook pages always uses this format: Chrome Angelz RC, “your chapter name”. The “RC” will always follow Chrome Angelz as we are part of “Chrome Angelz Riding Club”. An example of this would be **Chrome Angelz RC, Jersey Shore chapter**.

Private or Secret Group. “Chapter Members Only” Facebook page: Create this page to use for in-chapter communications. You could post directly to your members here including sharing rides and events for your chapter or charity rides and events in your area. When first creating your chapter, you could welcome and add all interested probates to your page but if they are not active after a few months you could remove them. This is your chapter’s private page to be used as you wish. Adding your blank probate packet, blank forms and meeting minutes under files is great way for members or probates to access and reference (plus it saves you from printing numerous copies). Some posting ideas could include: meeting events, ride events, charity events, memes. Members openly ask others to ride on their days off. Sisters have shared other events as well, like joining softball teams etc.

Public Facebook Page. Create this page to promote your Chrome Angelz RC chapter. You could share Annamarie’s daily promotional posts. You could post your ride and meeting photos to promote your chapter and how much fun you share with your Chrome Angelz RC sisters. You could post your happenings here and create events including meetings and rides. You may share anything from a Public page to any page or person you wish. (You cannot share things with the public from your Private or Secret page as they will only be available to current members on that page).

How to create an event on Facebook. First go to your public page. From there, on the left hand side there is a list, choose “events”. Click on “+ Create Event”. Change the cover photo, add a title, location, time, description etc. Then when complete, click “publish”. Then your event will be published online. From the same “event” screen, your event will be listed. You can then click on your event and “share”. You could share in a news feed, selecting which one from the top drop down menu.

On Facebook, Chrome Angelz RC has some public Pages you could **like, share** and add photos or events to.

- Chrome Angelz RC - our International Organization page, share your events/photos here
 - www.facebook.com/ChromeAngelzRC/
- Chrome Angelz RC Events - CARC Chapter’s events around the world, share your charity events here
 - www.facebook.com/ChromeAngelzSisterz
- Chrome Angelz Merchandise - CARC merchandise for sale

How to Advertise/Recruit

When creating any type of advertisement always use this format: Chrome Angelz RC, “your chapter name”. The “RC” will always follow Chrome Angelz as we are part of “Chrome Angelz Riding Club”. An example of this would be **Chrome Angelz RC, Jersey Shore chapter**.

Best type of advertisement: Wear your vest/patch. Wear it out while riding, shopping, going to events. People love our patch and will ask you how they can get one too. If there is some place you cannot wear your vest, another option is to purchase a T-shirt or Sweatshirt with the Chrome Angelz RC logo on it. You can order them with the logo on front, back or both. We also have headbands, decals, jewelry and other items. All are great for promoting your chapter.

Business cards: If you type in “cards” on the CARC President’s page under “search” field you can see some chapter’s samples business cards in the feed. You could make them on your own PC or have them done at Walmart, VistaPrint, etc.

Advertisement with pull tabs:

Advertisement Handout used for Meet & Greets: Chapter Coordinator Jennifer Demers can help create this for you, please email her at CARC.ChapterCoord@gmail.com and include:

- * Full name for your chapter
- * Your location and surrounding areas for your ad
- * Your full name, and your title
- * Your chapter’s email
- * Your phone number if you’d like this on your ad
- * Your Facebook Public page if you'd like this on your ad
- * If you have a specific photo you’d like used, or she will create one for you tailored to your area

Posting ads online: On Facebook, our Public Relations/Recruiting Director Cody Rainer does the majority of posting on most public sites for our organization to find members. She will usually post 1x per month and not more (as we do not wish to get kicked of sites for overposting). If there is a person seeking Chrome Angelz RC, Cody will “tag” you on the post so you can reach out to the prospective probate. Visa-versa for her, if you find someone seeking Chrome Angelz RC in another area, please “tag” Cody Rainer so she may reach out.

If you have a local site (for example “Lady Motorcycle Riders of Maine”), you may post 1x per month as well. If there are numerous chapters in your area, only one chapter should post and include all chapters. One example is to post an ad for recruiting new members and in the comments section include a link for each chapter’s upcoming meetings or rides. Another way to post online is to advertise your ride open to all lady riders as a “Ladies Ride”. You could title your ride to entice lady riders, for example: “Ladies Fall Foliage Ride to the Fair”. This is another way to meet prospective probates.

Submit photos promoting sisterhood of your meetings or rides on our International Organization page on Facebook, Chrome Angelz RC *Submit photos to be added to our International Website. We welcome information about your Chapter events including flyers and pictures to promote our sisterhood. Please submit these to our Social Media Coordinator, Rebecca Lynch @ PaperCitySisterz@yahoo.com.

Hand out flyers or cards at biker events, even to people who have friends who are lady riders. Have a “meet & greet” event at a local motorcycle dealer. (Harley Davidson in most areas are open to this as they get people in their store to shop)

Consider joining AMA. American Motorcycle Association, benefits include roadside assistance for any vehicle you are on or in and discounts.

Get your chapter listed in WomenRidersNow.com

Fundraisers and Selling Merchandise

Fundraisers / Charity. All fundraisers must be pre-approved by the Board. A proposal must be sent to chromeangelz@hotmail.com. Include chapter name, description of event, date and name of charity. The Donation Report must be sent to chromeangelz@hotmail.com within 7 days of the event. If the report is not received in that time, your chapter will no longer be able to host a fundraiser. If doing a fundraiser and raising money, you must keep and send in reports yearly. All monies collected **must be given** to the organization the fundraiser was for - all 100% of it. You may not split funds and keep them for yourself or for your chapter. This is cause for dismissal. Your chapter may also work with other chapters for larger events. You may use the Donation/Volunteer Report for recording all funds to CARC.

****Always have 2 people handling money & NEVER have a non-member handling the money****

- ❖ What organization this is for?
- ❖ Total amount of funds raised?
- ❖ Total out of pocket cost expense?
- ❖ If used 501(c)(3) form, what organization used for?
- ❖ If used 501(c)(3) form, the bill that tax was taken off?

How to Sell Merchandise on CARC Website

Are you interested in making extra money for your Chapter? You can come up with an idea and sell merchandise right from the CARC website Merchandise page. You must submit the proposed item for approval to Annamarie at ChromeAngelz@hotmail.com

In your email, include -

- * A Picture of the Item
- * Your Cost
- * Your Selling Price

A portion of the sales will go to the chapter and a portion will go to CARC Organization

* For example – If the “Profit” is \$5, \$4 of this will go to the chapter, \$1 will go to CARC

All items sold through our CARC website on the Merchandise page, will be paid for through PayPal to ChromeAngelz@hotmail.com. CARC Organization will disburse the money collected/owed to the Chapter.

You are not permitted to sell products directly to members.

Ordering Merchandise

Members and probates may purchase any merchandise from the CARC International Website www.ChromeAngelzRCNationals.com or our Facebook page “Chrome Angelz Merchandise”. To log in to the Merchandise section, click on “Members Only”. The password is “**Ride with Angelz**” including all the spacing here. Click on “Merchandise”.

You may order any merchandise advertised on our site (excluding the Large Back Patch) for members, probates, friends and family. Yes, even the small supporter/guardian or plain patches. Yes, even shirts etc. This may help with advertising for your chapter.

****All questions and orders are to be emailed to Shelley Thomas @ CARCMerchandise@gmail.com**

All merchandise orders for your chapter are emailed to our Merchandise Coordinator, Shelley Thomas, by the president or your designated person who will be ordering. Please ensure to have the entire order together so you are not “adding” items and making it confusing (after discussing and/or collecting money at your meeting). Ensure if you are placing an order for a shirt to specify where you’d like the patch to be (back or front).

ALL PERSONALIZED MERCHANDISE IS NON-REFUNDABLE

Postage invoice sent after shipping merchandise

What to include in your order:

****Please use the Merchandise Order Form which includes the following information -

Your Name

Chapter

Your Address

Item number of what you’re ordering

Color

Sizing - questions on sizing please reach out to email above

Personalization: Road Name (ensure sizing is correct as things run differently)

Logo placement (front or back)

Upon return of the invoice/purchase order from Shelley; you will pay for your order and it will be placed. Shipping/handling charges will be paid separately (once your order arrives) as it is not known until the package leaves the Post Office what the amount is. Multiple members will split shipping charges if more than one member is ordering.

Pay for your order to Annamarie Sesta via PayPal at - ChromeAngelz@hotmail.com

*****Be sure to select “Send to Friends and Family” on PayPal*****

***Also include in the notes section: the Invoice Purchase Order Number for reference and your home address for the order to be mailed.

Sending a check USPS. *Chrome Angelz RC Inc. 321 Xanthus Ave. Galloway, NJ 08205*

You and your members may pay via check or via PayPal to “friends & family” (please include name and chapter in the memo section) or you may collect and submit funds for them. All merchandise is sent only to the president to hand out to members and probates.

****Note:** All orders are placed the first week of the month. If received after the 5th, the order will be placed the **next** month. Orders take about 3 weeks to be filled and then will be shipped to presidents or designated member.

Ordering Patches

Name and Title Patches: Arizona Biker Leathers, www.ArizonaBikerLeathers.com (602) 843-5847

Contact Arizona Biker Leathers for name and title patches (provide them your phone number when ordering and you must state you are with Chrome Angelz RC). When calling, request “Chrome Angelz ribbon style patch, trimmed in red with white lettering”. The large patch that some members have chosen to put on their back is 11” ribbon style. Members & Probates may order their own. International chapters must order through our normal ordering process with Shelley. And the items will be mailed to you.



Figure 1: Front Vest: Road Name and Officer Title
\$5/each



Figure 2: Ribbon for back Road Name
\$20/each

Back Patches - Chrome Angelz RC large back CARC emblem patches are ordered only by the president with probate’s signed Patch Lease Agreement after their probationary period and payment. The signed patch lease agreement is emailed to International SA Leah Garrett at lngarrett323@outlook.com. The back patch order is emailed to Shelley Thomas at CARCmerchandise@gmail.com via the same process as ordering merchandise. The signed Patch Lease agreement is kept within the chapter by the president or SA.

Checks or cash for the back patch (\$40 regular or \$50 reflective) plus (+) your Chapter’s Dues plus (+) CARC Dues (\$10) equals (=) the amount due by the new member at time of Patching. CARC Dues will be sent in to Annamarie using PayPal or check. (refer to patch lease acknowledgement)

Patch Vest Placement

Patches may be placed on leather, jean or mesh vest and on any jacket. Our theme is red, black and white. Road name is placed on top left. If you are an officer, your title is placed under your road name. If your chapter chooses to also have a chapter name patch, this would be under your road name. The “I am my sister’s keeper” patch is optional and may be placed in any location. 11” road name ribbon is placed on the back below the patch.



Templates

Sample Agenda

Date of Meeting

Agenda

Opening of meeting

Roll Call

Approve previous month meeting minutes

Old business - (discuss any business not completed at the last meeting)

Officer Reports:

President report –

Treasurer report - Last month was \$00.00

Secretary report –

SA report -

New business – (discuss any new business anyone would like to address, this should be brought to your attention prior to the meeting and added to the agenda. Also add anything that came up prior to creating the agenda)

Rides – Rides and Events:

- June 7, Sunday – Officer Chris Reeve Poker Run
 - Registration: 9am-11am; Ride starts at 11:00 (Rain or Shine)
 - Millville Elks Lodge
1815 E. Broad St
Millville, NJ 08332
 - \$20 Rider - \$15 Passenger (includes meal ticket)
- June 19, Friday - Bingo with the Vets
 - Snacks to be purchased
 - Keiko will print up envelopes
 - \$100 allotted for prize money
- June 25-29, Thursday-Monday – Michigan – all Female Riders Peace sign
 - Peace sign will be at Sparta Airfield, Sparta, Michigan.
 - Route plans and chapter meet ups to be determined.
 - Patches \$10
- June 28, Sunday - Turtlesinger, Inc. Motorcycle Poker Run For The Turtles!
 - Visit website (www.turtlesinger.org) for a registration form
 - Email turtletoter@comcast.net for more information
 - All proceeds benefit public turtle education programs and Turtlesinger, Inc.'s non-profit public charity!

Next Meeting: June 19 – Mill St Pub, Mays Landing, 6pm dinner, 7pm meeting

July 17 – TBA

CHROME ANGELZ RC

Chapter _____ **Minutes** ____/____/____

Call to order:

A monthly meeting of the Chrome Angelz RC Chapter _____,
was held on ____/____/____. The meeting convened at ____:____am/pm,
_____, presiding.

- Members / Probates in attendance:

- Members / Probates not in attendance:

- Guests / Visitors in attendance:

Officer's reports:

President: _____

- New Chapter Applications received from:

- Patch Apps received from:

Vice President: _____

Treasurer: _____

- Budget: \$ _____
- Dues sent: \$ _____
- Dues received: \$ _____
- Dues received from:

Secretary: _____

- Social Media Update: #_____ likes on our Public CARC FB page
- Review potential probates on our CARC Members page

• Intro Letters / Bylaws sent to:

• Member Application Packets sent to:

Sergeant At Arms: _____

- New ride waivers received from:

- Renewed ride waivers received from:

- Missing / incomplete waivers:

Old business: (*past events / how they went*)

Charity discussion:

Meeting discussion:

Calendar of Upcoming Events / Rides:

Open Discussion: (question/answer, new ideas)

Approval of minutes: Motion was made by _____
to approve the minutes of the ___/___/___ meeting,
seconded by _____. Motion carried.

Next Meeting Location/Date/Time:

Adjournment: The meeting was adjourned at ___:___ am/pm.
Respectfully submitted by _____ on ___/___/___,
Chrome Angelz RC Chapter: _____.

GENERAL MEMBERSHIP MEETING MINUTES

July 10, 2018

Start of Meeting: 8:20 PM at Captains Inn, 304 E Lacey Rd, Forked River, NJ 08731

Roll Call: Leah, Kim, Dominique, Annamarie, Keiko, Lisa

OLD BUSINESS:

Approve minutes from the June meeting. All approved.

NEW BUSINESS:

Officers Reports:

Secretary, Keiko, led the meeting. Motion to approve accepting Kathy and Kim as members in the August meeting, approved by all.

President –

Treasurer – Lisa paid dues

Secretary, Keiko –

Sergeant at Arms. Leah –

Sunshine, –

OPEN FLOOR:

Lisa introduced us to The Southern Ocean County Business and Professional Women's organization (BPW SOC). This organization is part of the Business and Professional Women's Foundation www.bpwfoundation.org, which is the oldest organization in the United States dedicated to the interests of working women.

Rides and Events: Anyone can suggest and lead a ride

- 8/9/2018 – Coast to Coast ride – Annamarie, Dominique & Logan.
- 8/23-8/25/2018 Colorado Jamboree
- 10/20-21/2018 – NJ Lighthouse Challenge – pick one or both days and ride to NJ lighthouses that will be open for this event.
- Howling Wolf Farm, Jackson, NJ
- Sterling Hill Mine, Ogdensburg
- Ringing Rocks, PA

Next meeting: 8/7/18 – Mill St Pub, 6033 Main St, Mays Landing, NJ 08330
9/11/18 –

Close of meeting: 9:00 PM

SA Roster 20_____	Name:																										
	Probate Date:																										
Meetings & Rides:	Date	Mtg	Evt																								
	Totals:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Example: Jersey Shore 2018 Events

Date	Members	Ride/Event	Notes
1/14/18	Donna, Annamarie, Leah, Gail, Shelley & Keiko	Breakfast at Gilcrest	January brunch with the chapter
3/10/18	Gail and Keiko	Philadelphia Flower Show	
3/29/18	Donna, Annamarie, Leah, Gail, Shelley & Keiko	Barb's HD Ladies Only Garage Party	Met Barb and a lot of area lady riders. Met with friends from WitW Jersey She Devils and Jersey Girls. Keiko won a door prize.
4/8/18	Donna & Keiko	Gloria Struck book signing at Tramontin HD	Met with friends from WitW Jersey She Devils and Jersey Shore
4/14/18	Keiko	Breakfast at Masonic Lodge, Pitman and ride to Steakouts for Bike and car show	Breakfast with Bear and rode with him and DeeDee to the show
4/21/18	Keiko, Kathy	Rolling Badges ride for the fallen, fund for families of fallen first responders	Nice police led ride from Barb's HD to Gibbstown VFW. Met Leah at the VFW.
4/22/18	Annamarie, Donna, Shelley, Keiko	Lunch with Shruti Singh	Met a wonderful young woman who came to the US and rode RT 66 by herself on a Royal Enfield in brutal April weather. She joined CA and created a chapter, Thunder Mountain, in India.
5/5/18	Leah, Dominique, Donna, Shelley, Keiko, Annamarie, Kathy, Kim	International Female Ride Day to Plumstead Grill	Great day with ladies from the area, nice ride, good food, no rain!
6/2/18	Dominique, Donna, Keiko	Meet & Greet in York, PA	Met Collean Riehl, Highway Honeyz and Heather Warner, Lunachix and one new person at 'Round the Clock Diner
6/27-7/1	Annamarie, Donna, Dominique, Robin, Shelley, Keiko	CARC Convention Maine	Wonderful time meetng members from the US and Canada



CHROME ANGELZ RC

CARC Yearly Donation / Volunteering Report (mail to): ChromeAngelz@hotmail.com

Chapter Name: _____
 President Name: _____
 City / State: _____
 Year: _____

Date	Charity, Organization or Person Donation Was Provided or Volunteered To	Type of Donation - Goods, Monetary, Food, Other	Total Out-Of-Pocket Expense	501(c)(3) Used? Y or N	If Y, 501(c)(3) Receipt Dollar Amount (no tax)	Amount Donated (Monetary and/or Volunteer Hours)	Date Monetary Sent:	Whom Monetary Sent to:

Membership Application

Chapter: _____

Name: _____ Road Name: _____ Date: _____

Address: _____
Street address *City* *State* *Zip*

E-Mail: _____@_____ .com D.O.B. _____

Home: _____ Cell: _____ Work: _____

Emergency Contact (ICE) Name: _____ Phone _____

Year/Model of your bike: _____ Yrs. Riding: _____ Lic & Ins: **Y N**

INCLUDE A COPY OF YOUR DRIVER LICENSE PROVING MOTORCYCLE ENDORSEMENT

Have you taken & passed a motorcycle safety course? **Y N** Which one? _____

When taken? _____ Is there a person(s) you ride with regularly? _____

Are you now or have you ever been a member of another Motorcycle or Riding Club? **Y N** Which Club? _____

If you were a member of an MC, did you leave in good standing? **Y N**

What days/nights are you available to ride? _____

What is your ideal ride? (i.e. all day, poker runs, rallies, overnights, etc.): _____

Other hobbies: _____

How can you experience with the club be improved? _____

What months can you host a meeting? _____

Send to Annamarie Sesta at chromeangelz@hotmail.com

Motorcycle Ride Waiver and Release Form

CHAPTER NAME: _____

In signing this document, I represent that I am fully knowledgeable of the danger and hazards associated with riding motorcycles. I certify that I am duly licensed and competent to operate a motorcycle in a safe manner and is in safe operating condition. I will be riding on public highways and roadways and I am solely responsible to determine the speed and operational characteristics of my motorcycle while participating in the rides. I am licensed to operate a motorcycle and always carry motorcycle liability insurance as required by law.

I hereby release and hold harmless **CHROME ANGELZ RC** and its **CHAPTER** _____ and/or any of its executives or members against all claims, causes of action, or any other liability of any kind arising from my activity of riding by motorcycle.

I certify that I have no known physical or mental impairment that may affect my safety or the safety of the group. I understand that the choice of wearing a helmet or other protective gear is solely my own choice and that I am responsible for my own compliance with all state laws, including those who require helmets. I certify that I am not under the influence of any narcotics, alcohol or any other drug that may impair my understanding or judgment and that I will not, at any time during the ride, operate my motorcycle under the influence of any narcotic, alcohol, or any drug. **I understand that this waiver and release is in force from January 1st 20__ through December 31st 20__ and covers any and all activities.**

Signature _____ Date _____

Print Name _____ Phone # _____

Drivers License # _____ State _____

Vehicle Insurance _____ Policy # _____

Email _____

THE MOTORCYCLE SAFETY FOUNDATION ESTIMATES THAT 40% OF MOTORCYCLISTS ARE LICENSED. AN OFFICER MUST VERIFY THE MOTORCYCLE ENDORSEMENT OF EACH MEMBER.

Motorcycle Endorsement Verified: _____ YES _____ NO

Verified By _____

EMERGENCY INFORMATION

Contact Name _____ Phone # _____

Relation _____

Send to International SA Leah Garrett at lmgarrett323@outlook.com.

Patch Lease Agreement

The Chrome Angelz RC back patch is a registered trademark of Chrome Angelz RC and can only be worn by members in good standing and with the permission of the Chrome Angelz RC. If membership is terminated for any reason you must immediately turn the patch into an association officer or have written permission from Chrome Angelz RC to possess the patch.

Patches will be signed for, and initialing each line item will signify acknowledgment of the following items:

- _____ Initial patches will be ordered by the chapter president **AFTER** new member signs acknowledgement and remits usage fee. The member may order a second patch through their chapter.
- _____ Patches are property of Chrome Angelz RC and must be returned when requested by the BOD or its duly authorized agent.
- _____ Patches require an initial usage fee (Per Patch). Full Member Patches \$40.00. Chrome Angelz RC is providing it for you to wear. It remains Chrome Angelz RC property at all times.
- _____ Patches will be returned to Chrome Angelz RC immediately upon termination of membership.

By signing below I agree to the terms and conditions established for wear and possession of the Chrome Angelz RC Full Member patch. I further understand that failure to follow these conditions could result in legal action against me for the return of all Chrome Angelz RC property and payment of any and all legal fees for said legal action.

_____	_____	_____
Member Name	Signature	Date
_____	_____	_____
Witness Name	CARC Office Held	Signature
		Date

The president holds unissued or returned patches. All documents and any returned patches remain with the chapter and should be made available to any member. Any returned patches that are in good condition can be sold to another member for \$25; the money is kept within the chapter.

Send to International SA Leah Garrett at lmgarrett323@outlook.com.

President Verification Form

I, _____, have read the CARC President/Member packet. I do fully understand and agree to these CARC Organization By-Laws and Guidelines on this date: _____

Chapter: _____ State: _____

Print Name: _____

Signed: _____ Date: _____

Email to International SA Leah Garrett at lmgarrett323@outlook.com.

Chapter Packet Reviewed Verification Form

I, _____, President of Chrome Angelz RC _____ Chapter, have reviewed the President’s packet for myself, as well as the Probate Packet with chapter members listed below. We have read and fully understand these guidelines and rules outlined for Chrome Angelz RC organization. We do understand that at any time this information can be brought out and reviewed by the president and members whenever there is a question. We also agree that at any time a probate is brought into the chapter, the packet will be reviewed by the chapter president, vice-president or other elected chapter officer with each probate. Also, we agree that the packet will be reviewed every six (6) or twelve (12) months at a chapter meeting.

As each new member is accepted into the chapter, this form will need to be part of the documents to be returned with member application, copy of drivers license, patch lease agreement and ride waiver to Chrome Angelz RC, Inc.

Date: _____

President _____	Member _____
Vice-President _____	Member _____
Secretary _____	Member _____
Treasurer _____	Member _____
Sgt at Arms _____	Member _____
Member _____	Member _____
Member _____	Probate _____
Probate _____	Probate _____