



H.O.G.® ROC CHAPTER
#8618
BY-LAWS FOR
THE ACTIVITIES COMMITTEE & CHARITY COMMITTEE

1. INTRODUCTION

- 1.1. These By-Laws shall be subject to and be applied in conjunction with the H.O.G.® Chapter Charter, the H.O.G.® ROC Chapter Constitution and By-Laws.
- 1.2. The Activities Committee of the Chapter is made up of all appointed Activities Committee Members, and the Charity Committee of the Chapter is made up of all appointed Charity Committee Members.

2. STRUCTURE AND RESPONSIBILITIES OF THE ACTIVITIES COMMITTEE & CHARITY COMMITTEE

The Activities Committee and Charity Committee shall be structured as follows, and which structure may be varied from time to time at the discretion of EXCO.

- 2.1. The Activities Committee should preferably comprise of a minimum of eight (8) members, and a maximum of twelve (12) members. Temporary changes to these minimum and maximum allowable Members may be done by the Activities Officer in conjunction with the Assistant Director of Activities, as and when needed.
- 2.2. The Activities Officer will lead the Activities Committee.
- 2.3. The Charity Committee should preferably comprise of a minimum of two (2) members, and a maximum of six (6) members. Temporary changes to these minimum and maximum allowable Members may be done by the Charity Officer in conjunction with the Assistant Director of Activities, as and when needed.
- 2.4. The Charity Officer will lead the Charity Committee.
- 2.5. The Activities Officer will be required to call a Monthly Activities Committee Meeting as chair, the entire Activities Committee will be required to attend all such monthly meetings. The Charity Officer together with the entire Charity Committee will attend all such Activities Meetings, as all Charity planning will be done in conjunction with Activities. Committee Members must inform the Activities Officer timeously if he/she is unable to attend a Meeting.

- 2.6. All members of the Activities Committee and Charity Committee must conduct themselves as ambassadors for the H.O.G.® ROC Chapter, and promote all Activities Events and Rallies, and Charity Events, in a positive manner, at all times.
- 2.7. No other club or chapter colours may be worn in conjunction with or instead of H.O.G.® ROC Chapter colours by a member of these Committees, while fulfilling their duties.
- 2.8. The Activities Officer and Charity Officer may not be a member of another club or chapter, while holding office.
- 2.9. All Committee Members will attend training sessions when necessary.
- 2.10. All Committee Members shall be H.O.G.® ROC Members in good standing
- 2.11. Activities Committee Members must inform the Activities Officer timeously if he/she is unable to attend/arrange/plan a H.O.G.® rally or event.
- 2.12. To become a new Committee member, you must be nominated by an existing Committee Member, and then voted in by the existing Committee members with a majority vote.
- 2.13. All Activities Committee Members are expected to be available to plan and execute all/any H.O.G.® ROC rallies and events.
- 2.14. All H.O.G.® ROC rallies and events will be shared amongst the Activities Committee Members.
- 2.15. All Charity Committee Members are expected to be available to plan and execute all/any H.O.G.® ROC charity events.
- 2.16. Charity Committee Members must inform the Charity Officer timeously if he/she is unable to attend/arrange/plan a H.O.G.® charity event.
- 2.17. The Activities Officer shall produce and update an annual Activities Rally and Events Calendar
- 2.18. The Assistant Director of Activities shall produce and update an annual comprehensive Chapter Calendar, in conjunction with Activities, Riding, Training and LOH.
- 2.19. All decisions made by the Committees shall be in the best interest of the Chapter, its Members and/or the Sponsoring Dealer
- 2.20. The Activities Committee is entitled to do Route and Venue recces for rallies and events, with all or most expenses paid by H.O.G.® ROC, where rally budgets cater for such recce expenses, to ensure the safety and success of a rally or event. These Recces will be done with a minimum of 2 x members and a maximum of 4 x members, or as the rally or event dictates. Only active Activities Members are entitled to do recces, or anyone officially invited by Activities to join, for their special skills needed.
- 2.21. Any Committee Member who fails to attend 3 x meetings without permission from the Officer or fail to arrange 1 x allocated rally or event, without the permission of the Officer, will automatically be relieved of his/her duties as a Committee Member, and will no longer be part of the Committee.
- 2.22. In the event where an Officer becomes temporarily unavailable, a Committee Member may be appointed as a stand-in by EXCO on recommendation of the Assistant Director of Activities.
- 2.23. Committee Members are appointed for a period of two (2) years, but the period may be extended by the Activities/Charity Officer, on request by the member.

- 2.24. All rallies and events must have a budget, done on the Standard Chapter Rally Budget Format, and approved by the Activities Officer, in conjunction with the Chapter Treasurer, and the Assistant Director of Activities.
- 2.25. Payments and Personal Claims - The Activities Officer will compile all Rally and Event Expenses together with necessary and relevant Invoices, according to the approved Budget, on the approved Authorisation Documents, and send it to the Assistant Director of Activities for Approval
- 2.26. The Assistant Director of Activities will approve all Payments and Claims strictly according to the Rally/Event Budget and send it to the Office Manager and Treasurer for Payment. Copy to the Chapter Director.
- 2.27. Activities Committee Members should always endeavour to have a minimum of 10% profit on each rally and event, to ensure extra income for the Chapter.
- 2.28. All or any Refunds during or after a Rally or Event, will be motivated by the Activities Officer in writing, and sent to the Assistant Director of Activities for final approval.
- 2.29. The Chapter shall host an Annual Chapter Rally, during the August long weekend each year, which is the responsibility of the Activities Officer, with the assistance of the Activities Committee.
- 2.30. The Chapter Annual K.I.D.S Blanket Run shall be the responsibility of the Assistant Director Activities, with the assistance of the Activities Officer, Activities Committee, Charity Officer and Charity Committee.
- 2.31. The Diner BAR shall be the responsibility of the Activities Officer and Activities Committee.
- 2.32. LOH shall host one (1) Rally per year, with the assistance of the Activities Officer and Activities Committee.
- 2.33. The Assistant Director of Activities may cancel or move certain rallies and events in special circumstances, in consultation with the Chapter Director.

3. DISCIPLINARY PROCEDURE

- 3.1. The Disciplinary procedures as outlined in the By-laws of the H.O.G.® ROC Chapter will be applied to deal with any disciplinary issues within the Activities/Charity Committee Group.