



H.O.G.® ROC CHAPTER
#8618
BY-LAWS FOR
THE ROAD MARSHALS GROUP

1. INTRODUCTION

- 1.1. These By-Laws shall be subject to and be applied in conjunction with the H.O.G.® ROC Chapter Constitution and By-Laws.
- 1.2. The Road Marshal's Group of the Chapter is made up of all appointed Road Marshals, Honorary Road Marshals, and Probationary Road Marshals ("marshals").

2. STRUCTURE AND RESPONSIBILITIES OF THE ROAD MARSHALS GROUP

The Road Marshals' Group shall be structured as follows, and which structure may be varied from time to time at the Manco's discretion.

- 2.1. Each team should preferably comprise of a minimum of eight (8) members.
- 2.2. The Head Road Captain (HRC) will lead the Road Captains (RC), who in turn will each lead a team of the Road Marshals.
- 2.3. A Road Marshal must inform his team's Road Captain timeously if he is unable to report for duty.
 - 2.3.1. It is the responsibility of the Road Marshal to find another qualified Road Marshal from another team to replace him or her on the ride.
 - 2.3.2. A Probationary Road Marshal is not a suitable replacement.
- 2.4. From time to time, the entire Road Marshals' Group will be required to attend marshals' meetings, training sessions or any other function sanctioned by the Manco.
 - 2.4.1. Minutes of Meetings are to be kept, circulated to the Road Marshals' Group and minutes of all meetings must be lodged in the H.O.G.® office within one week of such a meeting.

- 2.5. All members of the Road Marshals' Group must conduct themselves as ambassadors for the H.O.G.® ROC Chapter and wear their chapter colours when on duty.
- 2.6. 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 the Road Marshals Group.
- 2.7. All Road Marshals shall be required to ride a Harley Davidson motorcycle when wearing chapter colours or when they are fulfilling their marshal duties.
- 2.8. Marshal reflective jackets bearing the H.O.G.® logos may only to be worn when on duty for an official chapter event.

3. ROAD MARSHALS

3.1. Probationary Marshals

3.1.1. Eligibility for nomination as a Probationary Marshal

- 3.1.1.1. Only licensed riders in possession of a valid licence for a minimum period of 1 year (excluding learners license holders), who are in good standing, will be considered for nomination as Probationary Marshals.
- 3.1.1.2. Proposed Probationary Marshals must have been a H.O.G.® member in good standing for a minimum period of 1 year.
- 3.1.1.3. The proposed Probationary Marshal must have successfully passed a Safe Rider Skills course as presented by H.O.G.®
- 3.1.1.4. The proposed Probationary Marshal must have completed a minimum of 3,000 kilometres on a Harley-Davidson motorcycle.
- 3.1.1.5. The Probationary Marshal will be evaluated over a minimum of 10 rides and 4 months and during this time frame a Probationary Marshal must complete a minimum of 3000km.

3.1.2. Nomination for Probationary Marshal

- 3.1.2.1. Probationary Road Marshals may only be proposed by serving Road Marshals of two years' service or longer who are in good standing.
- 3.1.2.2. All proposals shall be communicated to the Head Road Captain who will table the proposals at the next Marshal's Meeting.
- 3.1.2.3. All full Marshals in good standing may vote for the appointment of a Probationary Marshal. Voting for the appointment of a Probationary Marshal will be done by either a show of hands or in the discretion of the Head Road Captain, by way of ballot.
- 3.1.2.4. Ballot papers shall record the names of all proposed candidates clearly and only require a vote in favour of, or against the appointment of a nominated Probationary Marshal by marking a "Yes" or "No" box.
- 3.1.2.5. If a nominated Probationary Marshal is supported by the majority of the marshals at the meeting where the vote is taken, only the Head Road Captain may notify the nominated Probationary Marshal of his or her appointment.

3.1.3. Probation Period and appointment

- 3.1.3.1. Probationary Marshals must initially shadow a Road Marshal for 3 rides and thereupon 1 ride each with the Safety Officer and Sweep.
 - 3.1.3.1.1. After these initial rides a Probationary Marshal must do a further 5 solo marshal rides to complete the 10 required rides.

3.1.3.1.2. The detail of the rides, the marshal shadowed, including the position shadowed must be documented by the Probationary Marshal and verified by way of signature by the Road Captain of the day.

3.1.3.1.3. In addition, all rides as a Probationary Marshal may be logged on the "Eat Sleep Ride" app (ESR).

3.1.3.2. Once ten rides have been completed as a Probationary Marshal, the documented detail of the rides and ESR log must be handed to the Head Road Captain who will confirm compliance with the requirements to the Marshals Management Committee (MANCO).

3.1.3.3. The MANCO will determine whether to appoint the Probationary Marshal to Road Marshal or not.

3.1.3.3.1. The Head Road Captain shall notify the Probationary Marshal of the outcome.

3.2. Service Recognition and Honorary Marshals

3.2.1. A Road Marshal that reaches respectively 5 and 10 years' service will be awarded a pin in recognition of his/her 5 or 10 years of service.

3.2.2. A Road Marshal with a minimum of 5 years' service may be elected by the current MANCO to be bestowed with Honorary Marshal status.

3.2.3. Such Honorary Marshals will be issued with an Honorary Marshal patch and are not required to marshal unless they wish to make themselves available to do so.

3.2.4. Honorary Marshals fulfilling marshal duties maintain the right to vote.

3.2.5. The criteria for the MANCO to use when selecting a marshal for Honorary Marshal status are as follows:

3.2.5.1. Regular participant in duty rides showing service to the chapter beyond the call of duty

3.2.5.2. Regular HOG function attendances

3.2.5.3. Participation in away events such as rallies

3.2.5.4. Regular service to the chapter outside of the marshals group

3.2.6. Honorary Marshals must remain a paid up chapter member in good standing to retain Honorary Marshal status.

3.3. Duties & responsibilities

3.3.1. Road Marshals (and their pillions where applicable) will wear an approved Road Marshal's reflective bib, waistcoat or jacket during all official duties.

3.3.2. A Road Marshal will follow all instructions from the Head Road Captain or Road Captain.

3.3.3. A Road Marshal's primary duty is the management of the ride in conjunction with the other Road Marshals and at the instruction of the Road Captain.

3.3.4. The role of Pace Setter and Sweep should be allocated to Road Marshals with the Pace Setter being a Marshall with at least one year's experience as a marshal.

3.3.5. The Pace Setter will deploy Road Marshals in accordance with the procedures determined by the MANCO from time to time and will obey the rules of the road unless safety concerns require him to do otherwise.

3.4. Appointed Road Marshals shall continue to serve unless their service is terminated through voluntary resignation, suspension or dismissal.

4. ROAD CAPTAINS

4.1. Eligibility

4.1.1. Only active serving Road Marshals, in good standing with at least two years marshalling experience are eligible for election as Road Captains.

4.2. The voting procedure for Road Captains shall be as follows:-

4.2.1. Each year the Road Captains shall be elected at a Road Marshals Annual General Meeting to be held within 30 days of the AGM of H.O.G. Johannesburg Chapter.

4.2.2. The notification of the Marshals' AGM or Marshals' Special General Meeting shall be sent out at least two weeks before the date of the proposed meeting and 50% of the serving Road Marshals eligible to vote shall form a quorum. The notification of an AGM or Special General Meeting shall contain the following information:

4.2.2.1. The names of all Marshals eligible to serve as Road Captains.

4.2.2.1.1. A suitable form whereby candidates can be nominated and seconded with motivations from both nominator and seconded and duly signed and accepted by the nominee.

4.2.2.1.2. The duly completed original form must be lodged with the serving Head Road Captain or the H.O.G office at least one week before the Marshals' AGM.

4.2.2.2. The names of any existing office-holders who are available to serve for another term.

4.2.2.2.1. A road captain currently serving need not fill in a nomination form but must, in writing, advise the Head Road Captain that they are available for re-election at the next Marshals' AGM.

4.2.2.3. The Marshals group shall be advised of those candidates standing for election at the Marshals' AGM prior to the election.

4.2.3. Voting

4.2.3.1. All full Marshals in good standing may vote at the election of the Road Captains.

4.2.3.2. Election shall be by ballot, with the candidates clearly pre-printed on the ballot paper.

4.2.3.3. Elections shall take place as per this amendment of clause 7.7 of the chapter by-laws, which reads as follows:-

"If more than the required number are nominated, the candidate obtaining the lowest number of votes at the first ballot shall be eliminated and thereafter successive ballots shall be taken and candidates eliminated until the required number remain when the ballot shall be final, except in the case of an equal number of votes, whereupon a further ballot shall be taken and if that be indecisive the election shall be decided by drawing lots. The names will be placed in a container and a draw will be made. The name drawn will be the person taking up position"

4.2.4. In the event that a Road Captain resigns or becomes unavailable to perform his duties during his term of service, the Head Road Captain will convene a

Special General Meeting in accordance with the provisions of Marshal bylaws covering the voting procedure for Road Captains to fill the vacancy.

4.3. Duties & responsibilities

- 4.3.1. A Road Captain is responsible for ensuring that he/she has the required number of Road Marshals in order to safely perform the allocated duty.
 - 4.3.1.1. The complexity of the ride in terms of time, distance or size of pack will determine the required number of marshals.
- 4.3.2. A Road Captain shall ensure that the Pace Setter is familiar with the route to the venue i.r.o. distance, speed limits, difficulty, intersections, expected weather and road surface conditions.
- 4.3.3. A Road Captain will hold a ride briefing immediately prior to any ride to brief all participants in respect of the route, venue and pack riding requirements.
- 4.3.4. The Road Captain will ensure that riders participating in rides under their management are sober and sufficiently well enough to ride.
 - 4.3.4.1. No alcohol may be consumed before or during any official Chapter Ride.
- 4.3.5. A nominated Road Captain shall, in the absence of the Head Road Captain, assume the roles and responsibilities of the Head Road Captain.
- 4.3.6. The Road Captain's decision is final on whether a ride is commenced or abandoned.
- 4.3.7. As a general rule, rides will not commence before first light, after last light or during rain or mist unless in the opinion of the Road Captain it is safe to do so.
- 4.3.8. New Road Captains will be inducted by the current or existing Road Captains.

5. HEAD ROAD CAPTAIN

- 5.1. Following the election of the Road Captains at the Marshals' AGM, they will elect one of them as the Head Road Captain for the year, subject to the proviso that the person to be elected must have had 2 years' prior experience as a Road Captain. If not one of the elected Road Captains have had 2 years' previous experience as a Road Captain, the Head Road Captain, who must meet the minimum qualification criteria, shall be appointed by the Chapter Executive Committee.
- 5.2. The Head Road Captain is responsible for all Chapter rides, including but not limited to Breakfast Runs, Charity Rides, New Owners Rides and Rallies or any other ride sanctioned by the Chapter's Executive Committee (EXCO).
- 5.3. The Head Road Captain will compile a Road Marshals' duty roster in order to ensure an even spread of duties.
- 5.4. The Head Road Captain shall be the Pace Setter and Road Captain of all mass rides.
- 5.5. The Head Road Captain must maintain the following records which must be updated and lodged with the HOG office annually in January, or at such times that there are material amendments thereto:
 - 5.5.1. Detailed marshals' roster.
 - 5.5.2. Service record of each marshal since appointment including details of valid driving license and record of good standing.

- 5.5.3. Information, documents and contact details of key individuals pertaining to chapter rides.
- 5.6. The Head Road Captain may only serve 2 consecutive years at a time as Head Road Captain. The Head Road Captain must stand down after 2 years' service but may be re-elected to Head Road Captain after a 1 year break.
- 5.7. The Head Road Captain may stand for election as a Road Captain immediately after his 2 years as Head Road Captain.
- 5.8. The Head Road Captain need not necessarily act as the Road Captain of a Marshal's team.

6. SAFETY OFFICER AND LADIES OF HARLEY OFFICER

- 6.1. The Safety Officer must be an active serving Road Marshal, with at least 3 years marshalling experience or honorary Road Marshal and will be appointed by the Chapter's Executive Committee (EXCO). The Safety Officer will act as the New Owner's Ride Road Captain, but is not eligible to serve as a Head Road Captain.
- 6.2. The Ladies of Harley Officer may be appointed by the Chapter's Executive Committee (EXCO) to act as the Ladies of Harley Road Captain, provided that she meets the eligibility criteria set out in clause 4.1 of these bylaws. Should the Ladies of Harley Officer not meet the required criteria, the Chapter's Executive Committee (EXCO) will be entitled, but not obliged, to appoint any female marshal that meets the criteria set out in clause 4.1 of these bylaws to act as the Ladies of Harley Road Captain.

7. MANCO

- 7.1. The Road Captains chaired by the Head Road Captain, will form the Marshals Management Committee (MANCO) which will meet as and when necessary, but at least four times a year.
 - 7.1.1. Agendas will be issued and minutes of the meetings must be kept.
- 7.2. The Marshals MANCO will nominate and approve the structure and allocation of members to the respective Road Marshalling teams.
- 7.3. A quorum of a meeting of the Marshals Manco shall be any 3 members inclusive of the Head Road Captain.
- 7.4. All decisions made at an official meeting will be by majority vote.
- 7.5. In the event of a vote deadlock, the Head Road Captain, or in his/her absence his/her nominee, shall carry an extra casting vote.

8. DISCIPLINARY PROCEDURE

- 8.1. 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 Road Marshals Group.