

2023

PHILIPPINE MIX MOTO CLUB

Constitution and Bylaws

All amendments to the constitution and bylaws have been incorporated into the text of this document August 7, 2023.

PHILIPPINE MIX MOTO CLUB

The name of this INCORPORATION shall be the PHILIPPINE MIX MOTO CLUB INC.

Preamble

We are the organization that shall institute camaraderie and, solidarity imploring the aid of almighty God and united helping hand costs nothing, make a priceless impact on those in need, uphold and promote equal rights, freedom, and education, shall promote responsibility and discipline to strengthen each member and safety for all motorcycle riders.

PURPOSE

Make a real difference and reach many people to connect, be impressed with what have accomplished, work together, and create something great that we can contribute in a meaningful way.

VISSION

By organizing events and opportunities for riders to connect with each other, by creating a rider organization, foster a sense of community and support for those who share their passion for riding.

OBJECTIVE

To create a welcoming community that embraces all riders, regardless of experience level or type of motorcycle owned, make them feel comfortable and included in the motorcycle culture, responsible for helping those who are less fortunate, and encourage them to consider making a donation that even a small contribution can make a big difference in someone's story.

ARTICLE I. Directors and Officers

Section 1.01 The voting Board of Directors shall consist of Five (5) directors to be called as founders. The voting Officers shall consist of Twenty (20) to be called as officers.

Article II. Election of Directors and Officers by Chapters

Section 2.01 The Board of Directors is the highest policy-making and implementing body of the organization.

Section 2.02 The Board of Directors shall be the executive committee elected by the General Assembly of members via voting, depending on the process being agreed upon by the assembly. It shall serve a term of not more than Five (5) years, depending on the circumstances required, and can be renewed.

Section 2.03 Qualifications of becoming a Director shall be:

- (a) Has a good moral character;
- (b) Official Member of the Organization;
- (c) Nominated by an official member of the organization;
- (d) Has been a member for at least three (3) years; and
- (e) Without any grounds or serious misconduct affecting the good name of the organization.

Section 2.04 Descriptions of Elected Offices

The elected officers of the PMMC shall comprise the Board of Directors which shall govern the Club in all matters. The elected officers and their duties shall be the following:

CHAIRMAN OF THE BOARD - The Chairman shall act as Chairman of the Board of Directors and shall preside at all meetings of the Club. He/she shall have general supervision of all Club chapter activities and shall appoint all persons and committees required to carry out Club plans unless such appointments are otherwise covered in the bylaws or standing orders. May represent the Club on proper occasions and may sign any contracts in the name of the Club. The Chairman shall assist other officers of the Club including its chapters as may be required in the performance of their duties. He shall promote the activities of the Club and shall help to generate interest among members and non-members. The chairman shall be entitled to vote on any matter coming before the Club.

VICE-DIRECTOR - The Vice-Director shall assume the duties of the Chairman when the latter is absent from any meeting or resignation. He/she shall initiate and conduct all disciplinary investigations. The Vice-Director is responsible for maintaining the inventory of all Club gear except that responsibility may be temporarily assigned by the Chairman to another member. The Vice-Director shall act as the public relations person of the Club in the community.

ROAD CAPTAIN BUDDIES - The Road Captain Buddies shall have complete control over the planning, arrangement, and actual performance of any activity, run, or event that involves motorcycle riding by the Club. His/her primary interests are the safety and logistics of moving the Club from origin to destination and return. No member may dispute a decision of the Road Captain buddies in matters of road riding safety or participatory acceptability. The Road Captain Buddie is responsible for training the members in proper parade and road formations, and he shall conduct drills to perfect these. He or his designee shall lead all group and formation riding. The Road Captain Buddies may designate Club members as temporary assistants. Shall advise members of run outings, road conditions, and run plans. Shall arouse interest in all Club activities.

CORPORATE SECRETARY - The Corporate Secretary shall keep minutes of all meetings of the Club, maintain the membership roster, and keep a record of the attendance and voting eligibility of members. He/she shall assist the Treasurer as may be required in the performance of his/her duties. Shall keep bylaws of the Club current with annotated amendments. He/she has available a current copy of the Club's Bylaws and Standing Orders. Shall prepare an agenda to be discussed at the next meeting, which he/she shall provide the club officers announcements. He/she can appoint any representative of the clubs wherein only Officers are temporarily allowed in secretary responsibilities valid 1 week period effective the date of announcement.

TREASURER - The Treasurer shall collect all dues, fees, and assessments from members, shall receive all proceeds from fees and activity donations, shall disburse all monies from the Club treasury, shall keep an accurate record of Club finances, record the membership ledger, issue receipts to the members. He/she shall report at each regular meeting a financial statement which includes all members owing money to the Club; shall also provide a report to the members at least once a year, an annual status report on the Club's finances.

Key Officers Role and Function (By Chapters): (20)

- a. **The President** shall be the leader of the chapter. He is the club's figurehead and is usually the spokesman when dealing with other MC, a representative of the club, and is able to judge items that are not in the chapter's rules and bylaws.
- b. **Internal Vice President** relays information between the President and the Members of the chapter. Any questions, comments, or concerns of other members are brought to the Vice-President's attention. The Vice-President assumes all the duties of the President in his absence.
- c. **The Secretary** acts as a Drafter, keeps minutes of meetings, and records dates of significant events, such as anniversary dates Secretary is in charge of telling any members of an election or appointment if it was made while they were not present at a meeting.
- d. **The Treasurer** collects the income from club chapter operations and is responsible for paying all the bills or expenses of the club while keeping written records. The club chapter treasurer shall report to the board of directors' treasurer on the club's status on payments owed and due at

each committee meeting to the members and a report shall be given at the first meeting of each month.

- e. **The Auditor** - Analyzing, evaluating, developing, and implementing new control systems that optimize club operations or utilize new technologies, Recording, reviewing, and interpreting data to determine the effectiveness of the club's operations and shall decide/approve the honorarium amount for each designated chapters which will be enacted by the Treasurer upon approval of the Auditor.
- f. **PRAC (Public Relations and Advertising Chairperson) (3)** - Assist the members in planning the future direction and structure of the club along with promoting the interest of the club at all times, performing the tasks that help to create a great club experience for both current and newly inducted members. Shall conduct the orientation and be reminded that the Clubs need to be active, shall post on social media and all matters engaged to attract new members.
- g. **Coordinators (4)** plan all club runs and tell the Secretary of the plans for a run-in advance he/she is the ranking officer if the President and Vice-President are not present and therefore leads the club formation on the ride.
- h. **Sgt at Arms (2)**- upholds all the laws and rules of the club, if he sees any member acting in a way not supported by the Club, he reports it to the board of directors and must maintain silence outside and inside the club. He shall maintain order at all chapter meetings and functions.
- i. **Buddies Marshalls (3)**- Ensure the crowd maintains Codes of Conduct by identifying and dealing with any breaches or abuse towards Referees/Assistant Referees/Officials/Players, the Ground Marshall will call on the home club for assistance. Offending persons should be warned to control their behavior or leave the ground.
- j. **Tail (Sweep) (3)**– He/she rides at the very rear of the motorcycle for motion and enforces all safety rules of the ride. If any member in the ride should have mechanical difficulties or crashes for any reason, the Tail assists them in making repairs to the bikes or if need be, calls a tow truck to pick it up. The Tail is second in command to the Marshalls and assumes his responsibilities on a run if he is not available.

Article III. Members

- Section 3.01 Shall be of legal age bearing a license and motorcycle should have legitimate papers from the Land Transportation Office (LTO);
- Section 3.02 Must familiarize deemed with the constitutional and bylaws, follow the provisions religiously, and understand bylaws, legally accountable for following them;
- Section 3.03 Attend at least two (2) meetings/rides quarterly;
- Section 3.04 Agree to attend at least one meeting per month.
- Section 3.05 Must attend at least two (2) special events/occasions per semester;
- Section 3.06 No members can quit or leave behind without due process, valid reason must inform the Board of Directors or Officers;
- Section 3.07 Attend at least one (2) meeting/ride within a consecutive period of one (1) year;
- Section 3.08 Leaves of absence shall be granted to members in good standing upon request.
- Section 3.09 Know the status of the organization's standing fund, provided that the membership dues are paid in advance at the time of application; and
- Section 3.10 Can resign his/her membership by giving notice to the Treasurer for clearances and the remaining funds to be withdrawn.

Section 3.11 A member who has been disabled in an accident or for any unfortunate reason will be awarded a "**Disability Membership**" even though he may not be able to ride a motorcycle or attend special events. He/she will be awarded the same privileges and rights as chapter members, will be exempt from paying chapter dues, or be required to ride a motorcycle.

Article IV. Non-Active Members

Section 4.01 Shall not participate in society activities, club meetings, or bonding rides within a period of six (6) months or shall not show any interest; and

Section 4.02 Leaving behind the bars.

Article V. Aspirant Members

Section 5.01 Shall be of legal age bearing a license and motorcycle should have legitimate papers from the Land Transportation Office (LTO);

Section 5.02 Must attend one (1) meeting and one (1) bonding/charity ride, and be accepted by a two-thirds (2/3) majority of the CLUB member;

Section 5.03 Complete the member's form and online form; and

Section 5.04 Have undergone organizational orientation, financial reports, and the status of the organization's standing fund to be discussed with a duly appointed member/officer.

Article VI. Suspension and Expulsion of Members

IV - No members shall be expelled from the club except for:

Section 6.01 Stealing or ethically wrong, in some cases, such as those that involve serious misconduct affecting the good name of the organization;

Section 6.02 To be determined by each chapter by majority vote on a case-by-case basis;

Section 6.03 Gross violation of the By-Laws and other rules and regulations that may be hereinafter prescribed by the Board of Directors;

Section 6.04 Offensive or rude behavior, wild, unsafe riding habits, especially any activity that jeopardizes the safety of other persons;

Section 6.05 Chapter member's dues are to be determined by each chapter. Rules for expulsion for non-payment of chapter dues are to be determined by each chapter.

Section 6.06 Quitting members without due process or not informing the Key Officers shall be constituting grounds subject to Article III of this By-Laws; and

Section 6.07 All members shall be given Due Process and the Right to Defend him/herself before any act of suspension or expulsion. In the event of membership termination or resignation, the member agrees to return all colors (patches worn on the back of vest, stickers) to P.M.M.C and accepts the fact that there will be a cash refund as agreed.

Article VII. Removal of Officers

IV - No officers shall be expelled or demoted from the club except for:

Section 7.01 Stealing or ethically wrong, in some cases, such as those that involve serious misconduct affecting the good name of the organization;

- Section 7.02 No officer can terminate a member. Once a prospect is promoted to full member status, the only way his membership can be terminated is by a simple majority vote in an official meeting;
- Section 7.03 Not proper handling of responsibilities, a two-thirds (2/3) majority vote of the general members present shall be required to remove the officer; and
- Section 7.04 Officer may be removed from the club for malfeasance only by action of the member. If a member or the Board of Directors feels action may be warranted, a special meeting of the Board of Directors shall be called. If upon investigation the Board of Directors feels there may have been malfeasance, the affected member will be given a chance to retire from the club. If such a member declines to retire, the proceedings shall be forwarded to the Power of Directors for action.

Article VIII. PENALTIES

The chair cannot impose a penalty for misbehavior; **only the assembly can do so.** a two-thirds (2/3) majority vote of the members can rise and make a *motion* proposing a penalty, or the chair can ask, present shall be required. Possible motions that assemblies can make include:

- Section 8.01 A motion that the member must apologize;
- Section 8.02 A motion to suspend the member's rights for a designated period of time; and
- Section 8.03 A motion to expel the member from the organization

Article IX. Vacancies in the Board of Directors and Key Officers

- Section 9.01 An officer Vacancy in the Board of Directors or Officers positions shall be filled at a regular meeting by a vote of the club members not later than one (1) month following such vacancies. The President shall appoint an interim-appointed board member to fill the vacancy until the general members can vote for new officers.

Article X. Meetings

- Section 10.01 **The regular meetings** of the Club will be held monthly as outlined in this By-Laws. When the regular meeting date falls within one week of a scheduled club event, that meeting may be held in conjunction with the scheduled event at the discretion of the President. Time and dates are determined by the President.
- Section 10.02 **Special meetings** may be called at any time by the Board of Directors upon a five-day notice to all members. Whenever possible, this notice shall be posted online, the Board shall direct the president to call it a special meeting.
- Section 10.03 January meeting shall be the **Annual General Meeting** convened for regular meetings and the election of new officers and members nominees. The Members must make an effort to have every member attend the yearly AGM.

Article XI. Funds

- Section 11.01 The basic source of funds for the organization shall be coming from the members in their capacity to voluntarily donate upon joining or when able;
- Section 11.02 Upon joining the organization, the members are free to donate whenever they want, for as much as want and for as many times as they want in aid to the club's operational costs; and
- Section 11.03 Other sources of funds can be generated through fundraising, other fundraising activities and donations from donors.

Article XII. Rules and Conduct

Section 12.01 Operation of the motorcycle while under the influence of alcohol or mood-altering drugs/substances, the Philippine Mix Moto Club does not support or condone the use of alcohol or mood-altering drugs/substances by any participant who operates or expects to operate a motorcycle at any event that is sponsored or sanctioned by the Club. A participant is defined as a Club member or as a guest of the Club;

Section 12.02 Absolutely no fighting is tolerated among the members. This is considered a very serious offense and cause for termination of membership;

Section 12.03 Any gender will be treated with respect and as our equal;

Section 12.04 Be courteous to all members of our club and make them feel welcome. Never bad mouth or discuss internal club problems in front of members. Save all your comments for the meetings;

Section 12.05 Never use racial jokes and respect everyone regardless of nationality, race, creed, color, religion, gender, age, or social status; and

Section 12.06 Treat all members like family members and as my brothers and sisters.

Article XIII. Runs and Touring

Section 13.01 Members should be on time when participating in runs or rides. All members should be given a 30-minute grace period;

Section 13.02 All members should strive to leave together and return together on all activities;

Section 13.03 Know all hand signals so we can safely communicate when riding and make sure you telegraph them to riders behind you;

Section 13.04 Road captains and other members should be known basic or there is certified in first aid and CPR and carry a trauma kit in case of an emergency.

Article XIV. Name and Logo

Section 14.01 The name and logo of P.M.M.C are permanent. No committee, elected official, chapter, or individual can change, mutilate or redesign them.

Section 14.02 No member will have the authorization to make, sell, or distribute the P.M.M.C name and logo.

Section 14.03 The P.M.M.C name and logo are registered as a "**collective membership mark**" that distinguishes membership in P.M.M.C. Official chapter patches and official T-shirts, vest bearing this logo can only be sold to or worn by official members.

Article XV. Privacy Policy

The Philippine Mix Moto Club adopts the following as its privacy policy:

Philippine Mix Moto Club does not share its membership list or any list of those participating in our events with any other organization. The Club does not normally identify non-members by name in its publications, promotional materials, or website.

Exceptions to not identifying non-members by name have been made to honor those who have a relationship with the Club. Still or moving pictures of all event participants may be used in by the Club in publications, promotional materials, or its website.

The Philippine Mix Moto Club has no control over the posting or other publication of information or images by individuals, members or non-members.

Not-for Profit

The PMMC a.k.a Philippine Mix Moto Club Inc was founded as a not-for profit motorcycle club. It is each chapter's responsibility to do the following at such a time that each chapter deems it necessary purpose for its proper operation and to file for the proper non-profit tax filing status and file tax returns in accordance with the laws.

PMMC PHILIPPINES By-Laws ©2023

