

The following by-laws have been approved for use by Chapters of Brothers of the Third Wheel . Any by-laws adopted by a chapter shall include the following articles and wording. The following articles may be added to but not changed to exclude any of the original content. In the absence of chapter by-laws, these by-laws shall govern as though they had been adopted.

**Brothers of the Third Wheel
Chapter**

By-Laws

ARTICLE 1. NAME

The name by which this Chapter of BROTHERS OF THE THIRD WHEEL, herein known as BTW, shall be known is (insert name), herein known as the Chapter.

ARTICLE II. PURPOSES

The specific purpose of the Chapter will be to carry out the purposes spelled out in the BTW By-Laws, as well as other purposes listed below.

- (A) To unite all members of BTW within a specific area.
- (B) To hold regularly scheduled meetings in order to keep the membership informed and to receive input from the membership.
- (C) To plan Chapter events and conduct other Chapter business that the members deem necessary.

ARTICLE III. MEMBERSHIP

Membership in the Chapter shall be open to any one who is a member of BTW in good standing and in good standing with the Chapter. BTW does not discriminate in any manner. All decision making power shall be vested in the membership. No officer shall make decisions, involving the Chapter, without Chapter approval.

(A) Good standing shall mean that all appropriate dues have been paid and there has not been a vote taken by the Chapter to revoke the membership.

(B) Chapter dues may be assessed by the Chapter and will become a condition of membership.

(1) All members of a Chapter must be notified in writing of the proposed changes, involving dues, not less than 30 days prior to the vote.

(2) The amount of the dues may be adjusted by a vote of the membership at a regularly scheduled meeting by a majority vote of the members in attendance, provided proper notice has been given..

(3) Chapter dues may involve a special assessment for those members wishing to receive the Chapter newsletter.

(C) There shall be no probationary period for new members. Every member is equal and entitled to the full benefits of members without time constraints.

(D) Nothing within these by-laws shall be interpreted that anything is mandatory, or required of a member. That shall include the wearing, or not wearing, of the BTW patch at any time or place..

(E). Membership in the Chapter may be revoked by a majority vote of the members in attendance at a regular meeting.

(1) A motion must be made and seconded at a regular meeting with a vote being taken at a second meeting being held no less than 30 days from the meeting in which the motion was made.

(2) Any member whose membership is under consideration for revocation shall be notified of the pending action in writing afforded the opportunity to hear the charges against him or her and have the opportunity to appear before the membership on his or her own behalf.

(E) Membership in the Chapter will be automatically terminated for non-payment of applicable dues after a grace period of 30 days.

ARTICLE IV. MEETINGS

Chapter meetings shall be held at a time and place established by the membership with a minimum of 2 meetings a year. Notification of any changes in times or places will be sent out to all members of the Chapter. Attendance at meetings and events by members is not mandatory and is not required.

ARTICLE V. OFFICERS AND DUTIES

The officers of the Chapter shall include the Director and whatever other officers the membership deems necessary.

(A) Director's Duties

The Director shall oversee all meetings of the Chapter; shall conduct all Chapter business; shall be responsible for notifying the membership of the time and place of all meetings; shall be responsible for holding at least one Chapter event each calendar year; shall collect all dues that have been accessed by the Chapter; shall be responsible to oversee all disbursement of funds owed by the Chapter; shall cause the Chapter news to be forwarded to the BTW Headquarters for publishing; and shall perform other such duties that are inherent to the running of the Chapter

(B) Other Positions

The Chapter may elect any other officers to assist the Director in the performance of his or her duties. No Chapter officer shall use the term "President" in their title. These other positions may include, but are not limited to:

(1) Assistant Director - Shall assist the Director in their duties and shall serve as Director in the absence of the Director

(2) Secretary - Shall keep written records of all Chapter meetings and perform other such duties as the Chapter deems necessary. In the absence of both the Director and Assistant Director, the Secretary shall chair all meetings.

(3) Treasurer - Shall be in charge of handling of all Chapter funds, shall collect and disburse any monies owed by the Chapter or to the Chapter and shall maintain a bank account, especially for Chapter funds.

(4) Activities Coordinator - Shall plan and coordinate all Chapter activities. Shall head any committee set up for the purpose of planning and holding Chapter activities.

(5) Road Captain - Shall be responsible for leading all Chapter runs and shall assist the Activities Coordinator in the setting up of Chapter events.

(6) Newsletter Editor - Shall prepare and cause to be printed and mailed the Chapter newsletter.

(7) Sergeant at Arms - Shall call all meetings to order and see that they are run in an orderly and proper manner.

(8) Merchandise Manager - Shall hold and distribute all merchandise that the Chapter holds for sale. Shall collect any money from the sale of merchandise and turn it over to the Treasurer for safe-keeping.

C. Temporary or Interim Directors

As the need arises, a temporary or interim director or contact may be appointed by either BTW headquarters, or by the State Director as they see fit. The term of the temporary or interim director shall end at such time that an elected director is selected to replace him/her.

ARTICLE VI. ELECTIONS

Chapter officers will be elected at a scheduled meeting of the Chapter.

(A) Notification of Elections

All members of the Chapter must be notified of any upcoming election at least 30 days before the election is held. This notification shall include a listing of all offices being voted on. Notification can be by postal mail, e-mail or phone.

(B) Qualification

Any member in good standing with both BTW and the Chapter will be eligible to seek and hold an office. Good standing shall mean that the member's membership has not been revoked by either BTW or by the Chapter and that all appropriate dues have been paid.

(C) Term Of Office

All officers will be elected for a term of at least 1 year, but in no case more than 3 years, except

in the case of an officer resigning, not being able to carry out his or her duties or being terminated by the membership, in which case the newly elected officer will serve the duration of the term of the officer he or she is replacing. Any officer may be re-elected for consecutive terms.

(D) Disputes

Any dispute arising from the election of officers, that cannot be satisfactorily resolved by the Members of the Chapter, will be handled by the BTW State Director. If the State Director is unable to resolve the issue, it will be turned over to the Regional Director. If the issue can not be resolved by these means, the Regional Director will take it before the Board of Directors for review.

(E) Recall

Any officer may be recalled by a vote of the membership.

(1) Just Cause

Causes for a recall shall include, but not limited to, neglect of duties, actions detrimental to the good name of the Chapter or non-payment of Chapter dues. Any member who is found not to be in good standing with BTW will be automatically recalled without a vote being taken.

(2) Procedure

A motion made and seconded at a meeting will be just cause to hold a recall vote. This vote shall be taken at a second meeting, which shall be held in no less than 30 days.

(3) Notice

The officer and all members of the Chapter will be notified, in writing, of the recall vote being taken and of the meeting date, time, and place. A brief description of the alleged charges against the officer shall be included.

(4) Appearance

Any officer being recalled will be afforded the opportunity to appear before the membership and answer the charges made against him or her before a vote is taken.

ARTICLE VII. FINANCES

(A) All funds belonging to the Chapter shall be recorded in a ledger and kept in a special bank account set up for that purpose.

(1) Records

A complete record shall be kept of all finances by the Director or by the Treasurer.

(2) Financial Report

The Chapter's financial report shall be open to any member desiring to see it and shall be published at such times as the Chapter decides.

(3) Disbursements

All Chapter funds shall be disbursed by the Treasurer with checks counter-signed by the Director, or other appointed officer.

(4) Use of funds

No funds belonging to the Chapter shall be used by any member or officer for his or her own personal use, without the prior approval of the membership.

Article VIII. Amendments

All members of the Chapter will be notified in writing of the proposed amendment(s). A vote shall be taken of the changes not less than 30 days from notification. There must be a majority vote of members present.