Red Knights International Firefighters Motorcycle Club Inc.
Standard Operating Guidelines

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Section 1: Government

1:01 International Government Officers

Vice President	Treasurer	Secretary	Region 1 Director	Region 2 Director	Region 3 Director	Region 4 Director	Region 5 Director	Region 6 Director	Region 7 Director	Region 8 Director
Assigned duties	Assigned duties	Assigned duties	Assigned duties	Assigned duties	Assigned duties	Assigned duties	Assigned duties	Assigned duties	Assigned duties	Assigned duties
MAL's	**Finances**	**Records**	**Region 1 Chapters**	**Region 2 Chapters**	**Region 3 Chapters**	**Region 4 Chapters**	**Region 5 Chapters**	**Region 6 Chapters**	**Region 7 Chapters**	**Region 8 Chapters**
Overseas Chapters			Connecticut	New Brunswick	Illinois	Alabama	Alaska	Arizona	All Chapters in Europe	All South Pacific Chapters
			Maine	Newfoundland	Indiana	Arkansas	Alberta	California		
			Massachusetts	Nova Scotia	Kentucky	Delaware	British Columbia	Colorado		
			New Hampshire	Ontario	Michigan	District of Columbia	Idaho	Hawaii		
			New Jersey	Prince Edward Island	Missouri	Florida	Iowa	Kansas		
			New York	Quebec	Ohio	Georgia	Manitoba	Nevada		
			Rhode Island		Pennsylvania	Louisiana	Minnesota	New Mexico		
			Vermont		West Virginia	Maryland	Montana	Oklahoma		
					Wisconsin	Mississippi	Nebraska	Texas		
						North Carolina	North Dakota	Utah		
						South Carolina	Northwest Territory			
						Tennessee	Oregon			
						Virginia	Saskatchewan			
							South Dakota			
							Washington			
							Wyoming			
							Yukon			

1:02 Liaison Consultant

An Active Member(s) of the RKMC International who serve(s) as an advisor to the International Executive Board, Regional Directors, State/Province/Country representatives "Representatives", Chapter Presidents, and the general membership of the RKMC for Public Relations. This public relations duty includes relations between the RKIFMC and other motorcycle related organizations such as Motorcycle Clubs, Riding Clubs, Ride Associations, etc. This position is referred to as the Liaison Consultant or Consultant for short. More information may be found in the Liaison Procedural Manual. Revised 4/12/2024 Baltimore, MD, 11/8/2025, Baltimore, MD.

1:03 Convention Liaison Person (CLP)

The Convention Liaison (CLP) will be the Regional Director in whose region the Annual Convention will be hosted. The CLP will report to the International Board. The Convention Liaison should attend one planning meeting that is held by the hosting Chapter/Association no later than three years before the convention date and one meeting in the last year. Expenses for CLP for these meetings will paid by the International following the guidelines in section 9:01 of the SOG's. All expenses for the CLP for these meetings shall have prior notification to the International Treasurer. In the event a new Regional Director is elected and has not had the opportunity to attend the Convention Committee meeting he/she shall have available the provisions listed above. Further information on the CLP may be found in the Convention Manual. The Convention Liaison Person shall update the Convention Manual within 30 days of the completion of the convention and forward it

to the International Board for review before being sent to the next years CLP. Revised 11/6/2020 Fall Meeting

1:04 International Ambassador (IA)

The International Board may appoint an Active Member or Member at Large, in good standing, as the IA covering a specific geographical area. The term will be for 2 years. The IA will report to and be under the control of the International Vice President. This appointment is for specific geographical area where there is a perceived need for a central person to provide assistance to the International Board with the chapters and MALs. This is an interim position until such time an area or region grows in membership and a Director position is voted on by the membership at the annual International business meeting. The IA is not a member of the International Board. Contact the International Secretary for a further description found in the IA procedural manual.

1:05 Committee Appointment Process

1. Standardized Letter to the membership issued after the ABM.
    a. This letter is to open the Intent/Resume application time period for all members to show their interest in Chairing an RKI committee.
    b. There shall be a 45-day window to allow for this process.
    c. All letters must be sent to the International Secretary within the 45-day window to be considered and reviewed at the International Fall Board Meeting (IFBM).
    d. All incumbents must send a letter to the International President advising they wish to be reconsidered for their committee position within the same 45-day window.
2. After the 45-day window has been closed
    a. International Secretary will compile a list of letters, in the order of their request, and submit them to the International President for his review. The International President will submit the incumbent's intent to the International Secretary to be added to the top of the compiled list to be submitted to the board during the IFBM for their review and approval.
3. After the IFBM
    a. Within 7 days of the completion the International President will advise the incumbents and new Chairs of the appointments.
    b. All committee Chairs will then report back to the International Secretary within 20 days of their appointment with a list of all members and their position. Approved 5/18/2023 Pell City, AL.

1:06 International Chaplain

That the International Chaplain reports to the International President and shall be appointed by the International Board at the Fall Board Meeting in each odd year. Revised 8/17/2022, Johnstown, PA, Revised 11/17/2023, Baltimore, MD.

1:07 Nominating Committee

1. The responsibilities of this Committee shall be as stated in the International By-Laws and carried out as outlined in the SOG.
2. Each Regional Director will solicit interest from members within their region to serve on this Committee andshall present names of those interested at the Fall International Board of Directors to be considered for Appointment.
3. The members will be re-appointed on a two-year basis.
4. The Nominating Committee Members will work closely with the Regional Director(s) and be responsible to:
    a. Cultivate member's interest within their region(s) in serving on The International Board of Directors or

anyInternational Committees seeking members.
   b. Provide guidance to members interested in running for a position and explain qualifications and responsibilities of the position.
   c. Provide names to the Nominating Committee Chair to fill any open positions as outlined in International By-Laws.
5. The Nominating Committee Chair will be responsible to:
   a. Coordinate activities of the Committee and report to the Internal Board of Directors at the Spring International Board Meeting.
   b. Present the names of qualified candidates to the International Board of Directors as outlined in the International By-Laws.
   c. Provide a report or update on Committee Activities within 14 days of a formal request by the InternationalPresident or Secretary.
   d. Make a recommend to the International Board of Directors for any vendors or services needed to conduct thebusiness of the Committee.
   e. Coordinate activities required for the election of officers as outlined in the International By-Laws.
   f. Manage and track any qualified expenses incurred in the conduct of Committee Business. Expenditures andreports shall be in accordance with Standard Operating Guidelines.
6. The Nominating Committee will review all nominations as outlined in the International By-Laws prior to placing them on the ballot.
7. Primary activities of the Committee will be conducted via teleconference or email.

Approved April 23, 2011, Revised 11/14/2014 Syracuse, NY, Revised 11/17/2023, Baltimore, MD

1:08 Nomination Process for the International Board of Directors

1. The Nominating Committee will manage the nomination process as set forth in the International Constitution and By-Laws and carried out as outlined in the SOGs.
2. All nominations and their subsequent correspondence must be made via the chapter's official @redknightsmc.com email account to nominations@redknightsmc.com.
3. The entire nomination process as described in this section must be completed with the Nominee Profile and Photo received prior to midnight (US Eastern Time Zone) of the closing date for nominations posted on the International Website.
4. Receipt of a nomination will be verified by return email copying the International Executive Treasurer, members of the Nominating Committee, and the chapter email address.
5. The nominations email must contain the following information:
   a. Member making nomination:
      i. Name as it appears in the roster.
      ii. ii. Home Chapter
      iii. Current Office Held
   b. Nominee:
      i. Name as it appears in the roster.
      ii. Home Chapter
      iii. Email Address
6. Upon receipt of two nominations, containing all required information for a member, the Nominating Committee will request the Nominee to complete a Nominee Profile (downloadable form from International Website) and submit an electronic photo. This request will be via email and will copy the International Executive Treasurer, members of the Nominating Committee, the two Members who made the nomination, and both Home Chapter email addresses.

7. Completion and return of the Nominee Profile Form will confirm acceptance of the nomination.
8. Upon receipt of the completed Nominee Profile form, the Nominations Committee will review the form and:
    a. Determine if the Nominee meets the requirements as set forth in the International Constitution and By-Laws for the Office.
    b. Notify the Member(s) making the nomination and the Nominee of the status of the review.
    c. If the Nominee is found to meet the qualifications of the International Constitution and By-laws, the Nominating Committee will sign off on the Nominee Profile form, and it will be forwarded for posting as a Candidate on the International Webpage.
    d. The Candidate will be added to the ballot.
9. The Names and Home Chapters of the two nominating Members will be posted with the Nominee Profile.
10. In the case of multiple nominations for a member for an office only the first two qualified nominations received will be considered by the Nominating Committee.
11. In the case of a Member being nominated for more than one office prior to being placed on the ballot, the Nominating Committee will notify the Nominee immediately via email and ask for a preference of nomination. In the case where the nominee has already been reviewed and placed on the ballot, the initial nomination shall stand until the Candidate rescinds the initial nomination and provides an updated Nominee Profile form.
12. It will be the responsibility of the Nominee to contact the members making a nomination if they choose not to accept it. Revised Syracuse NY 11/4/2011 Revised 11/14/2014 Syracuse, NY, 5/18/2023 Pell City, AL, Revised 4/11/2024 Baltimore, MD.

1:09 Communications Chair

The primary responsibility of the Communications Chair is to be the link between the Red Knights International Web sites, email addresses, and the International Board of the Red Knights. The Communications Chair will be responsible for the contact between the Red Knights International Motorcycle Club and the Web Service provider for matters that are related to web content and design. If the International Board decides to change the format of the websites, it will be the responsibility of the Communications Chair to implement these changes. From time to time, items may be submitted from the membership or the Board that would be advantageous to have on the web pages. The Communications Chair weighs the value of the individual items and accepts or rejects the request. If the request is accepted or rejected, the Communications Chair will contact the person who submitted the item and explain the rejection or acceptance. The Communications Chair will make sure that the material submitted is in the appropriate format. (i.e. PDF, Word, etc.) The Communications Chair will make sure that any new links, that are requested, conform to the guidelines in the SOG. The Communications Chair will check the web pages for accuracy and make sure that all time relevant material is removed after an event.

From time to time, the links page will be checked for accuracy. The Communications Chair will maintain the redknightsmc.com email addresses for the International Board, Associations, and Chapters. This includes creating new email addresses when required and keeping a file of the current email addresses. The Communications Chair is available to assist the International Board, Representatives, and Chapters with any problems that they may have with their email accounts. Revised 11/14/2014 Syracuse, NY Revised 4/18/2017 Baltimore, MD Revised

1:10 Help-A-Knight Committee

The Help-A-Knight Chair reports to the International President and shall be appointed by the International Board at the Fall Board Meeting in each odd year. Approved 6/13/2023 Zoom, Revised 11/17/2023, Baltimore, MD.

1:11 Information Technology Committee (IT)

The duties and powers of the IT committee are ensuring that our organization can use software and hardware to complete their daily tasks and help with future support tools. IT committee job duties include, but are not limited to:

- Resolving IT support requests from Board members
- Providing advice on appropriate hardware and software needs of the organization as a whole.
- Helping in developing new systems and tools for members to use. i.e. Help-A-Knight mobile app, mobile email, and any other systems or apps deemed necessary to move the Club forward into the future.
- R.K. Memorial Hall (e.g. electronic welcome and messaging monitor(s) / features). Ideas/recommendations.
- R.K. Memorial Park (Heaven 1 electronic memorial scroll/kiosk). Ideas/recommendations.
- Answers members' questions regarding RK apps and new chapter email setup.
- Gathering and analyzing data to diagnose problems with the computer and/or app systems
- Changing configurations, settings, and permissions to fix computer issues
- Developing streaming systems for ABM and other items deemed necessary for broadcasts.
- Installing new software and hardware drivers and updating existing ones as needed for organization-owned laptops and systems.
- Developing a laptop and peripherals replacement program.
- Maintaining a database for all hardware and software items, including serial number models and account passwords for software services. These items shall be reported to the International Secretary on a quarterly base.
- Maintain a cloud-based document storage system for all offices of the International Executive Board.
- IT committee will be responsible for assisting other committees with developing modern technologies to help drive the RKIFMC.
- Developing all systems, databases, and QRGs in a manner that is user-friendly for all of our worldwide members.

The website content, Social Media content, and issuing of new RKIFMC emails will remain assigned to the Communications Chair. This committee shall have up to three members assigned by the International Board with the Chair being selected by the three members assigned. The IT committee shall not enter into any contract or make any purchases without the sole permission of the International Board. Added 1/23/2023 by electronic vote.

1:12 General info for all committees.

1. Terms of the committee chairs to move to a two-year time frame as indicated below.
   a. "To be started in the Fall of 2023:"
      i. Help-A-Knight: odd
      ii. Bylaws: odd
      iii. Nominations: odd
      iv. Chaplain: odd
   b. To be started in the Fall of 2024:
      i. Communication: even
      ii. Information Technology: even

iii. Newsletter Editor: even
iv. Grand Tour: even

2. All committee chairs shall produce a Procedural manual for his/her position within the first year if one is not already in existence and if one has already been drafted then it shall be updated as needed outlining the duties of the position and how they are carried out and shall be passed on to his/her successor upon leaving the position. A copy of this manual shall be filed with the International Secretary. All committee chairs shall be held to the same standards as the International Board as set forth by all governing documents General information for all committees. Approved 5/18/2023 Pell City, AL, Revised 9/9/2023 Fussach, Austria.

1:13 By-Law proposal submissions

To submit a By-Law proposal under By-Law 7:01, the proposer shall submit the request with the following information to the By-Law Committee.

1. Name & Chapter Title
2. Chapter
3. By-Law #
4. By-Law (as written)
5. By-Law (as proposed)
    a. Changes made using highlighted colors
        i. Green highlight - add
        ii. Yellow highlight with a line struck through-delete
6. By-Law (clean version)
7. Rationale or logic for change

*See QRG By-law proposal

Added 11/7/2025, Baltimore, MD, Revised 4/18/2026, Baltimore, MD.

Section 2: Governing

2:01 Jurisdiction

This organization shall be governed by and construed in accordance with the laws of the United States of America, and the Commonwealth of Massachusetts. In any legal action relating to this Organization, its Board of Directors, or any Individual International Officer while carrying out his duties, Members (past and present), Chapters (past and present) agrees to the exercise of jurisdiction over it by a state or federal court in Boylston Massachusetts or Worcester County, Massachusetts; and that if Member, Chapter or Vendor brings the action, itshall be instituted in one of the courts specified above. RKIFMC may institute legal action in any appropriate jurisdiction. Revised 11/14/2014 Syracuse, NY

2:02 Rights of Refusal

The International Board has the right to refuse new Membership to any individual for just cause to include, but not limited to, liability or safety reasons. Revised 11/2/2018 Fall Meeting, Baltimore, MD

2:03 Code of Conduct

Purpose:

This code of conduct explains the behavior that is expected of all Members at all levels in the Red Knights International Firefighters Motorcycle Club. Each member is responsible to become familiar with the Code of Conduct, comply with ethical and legal standards of conduct, and to lead by example within the membership.

Scope:

This policy applies to all members of the Red Knights regardless of membership type or position held. The Red Knights and its members must always comply with all applicable laws and regulations. The Red Knights will not condone the activities of members who achieve results through violation of the law or unethical dealings.

The Red Knights do not permit any activity that fails to stand the closest possible public scrutiny. Members must ensure that their actions cannot be interpreted as being in any way, in contravention of the laws and regulations governing the Red Knights operations. Members uncertain about the application or interpretation of any requirements should refer the matter to their Chapter President,-Representative, Regional Director, or the International Executive Board. Revised 11/8/2025, Baltimore, MD.

General Member Conduct:

The Red Knights expects its members to conduct themselves in a friendly and businesslike manner. Members should not engage in fighting, sexual or religious harassment, or conduct themselves in a way that could be construed as such. For example, keeping or posting inappropriate materials at Red Knights club meeting places or events, or the keeping or accessing of inappropriate materials on computers owned by the Red Knights. The Red Knights have no tolerance for inappropriate and/or discriminatory behavior and disciplinary actions will betaken when appropriate.

Flag and National Anthems Etiquette:

All members shall follow their country flag/anthem protocol. No member shall disrespect his/her own, or anyother countries' flag or anthem.

Conflicts of Interest:

All members will conduct themselves honestly, and in accordance with the best interest of the Red Knights always. All members share a serious responsibility for the Red Knights for good public relations, especially atthe community level. Their readiness to help with religious, charitable, educational, and civic activities bringscredit to the Red Knights and is encouraged. A separate document titled Board of Directors Conflict of Interest Policy and Disclosure Form is listed separately in Section 6 of the International SOGs.

Gifts, and Favors:

Members must not accept gifts or personal favors that could in any way influence, or appear to influence, business decisions in favor of any person or organization with whom or with which the Red Knights has, or islikely to have, business dealings.

Red Knights Funds and other Assets:

When a Member's position requires the spending of Red Knights funds or incurring any reimbursable personalexpenses, that individual must use good judgment on the Red Knights behalf to ensure that good value is received for every expenditure and that all expenditures are authorized and in compliance with such guidelinesspelled out in the Red Knights By-Laws and SOG's. Red Knights funds and all other assets of the Red Knightsare purposed for the Red Knights only and not for personal benefits. This includes the personal use of Red Knights assets, such as computers.

Red Knights Records and Communications:

Accurate and reliable records of many kinds are necessary to meet the Red Knights legal and financial obligations and to manage the affairs of the Red Knights. The Red Knights books and records must reflect in an accurate and timely manner all business transactions. The member responsible for accounting and recordkeeping must disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements at all levels including International Executive, Regional, Associations, and Chapters. Members must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

1. False expense, attendance, production, financial, or similar reports or statements.
2. False advertising, deceptive marketing practices, or other misleading representations.

Revised 11/8/2025, Baltimore, MD.

Prompt Communications:

In all matters, relevant to members, suppliers, government authorities, the public and others in the Red Knights,all members must make every effort to achieve complete, accurate, and timely communications, responding promptly and courteously to all proper requests for information and to all complaints.

Privacy and Confidentiality:

When handling financial and personal information about members or others with whom the Red Knights hasdealings, observe the following principles:

1. Collect, use, and retain only the personal information necessary for the Red Knights business. Whenever possible, obtain any relevant information directly from the person concerned. Use only reputable and reliablesources to supplement this information.
2. Retain information only if necessary or as required by law. Protect the physical security of this information.
3. Limit internal access to personal information to those with a legitimate business reason for seeking the information. Use only personal information for the purposes for which it was originally obtained. Obtain the consent of the person concerned before externally disclosing any personal information, unless legal process orcontractual obligations provide otherwise.

Electioneering:

No International Board Member or Committee Member shall actively be involved in electioneering for any candidate running for election to the International Board on any media platform. Forms of electioneering include posting, sharing, or commenting on any social media platforms, using either personal or professional accounts. This includes passive electioneering; referring to the wearing of any election material, material posted to or shared across any social media platforms, email platforms, and showing support for a particular candidate over any other(s). No Board or Committee Member shall use their position, or assets due to their position, to assist themselves or any other Member running for any elected position. Members shall be able to use any platform available to promote themselves running for a position only by using their personal emails or accounts. Added 11/6/2020 Fall Meeting, Revised 10/27/2022 Baltimore, MD, Revised 4/25/2025 Baltimore, MD.

Disciplinary Actions:

Failure to comply with any part of the Code of Conduct's guidelines may result in appropriate disciplinary action. The party responsible for non-compliance may be subject to repercussions that vary in regard to the severity of the violation. Approved by email vote 5/8/2017.

2:04 Investigation Committee

The Red Knights International Firefighters Motorcycle Club Investigation Committee is tasked with the investigation, hearing, and if found in violation, ruling of discipline. The discipline shall be either suspension or removal of Member(s) or Chapter or both. Creation of the Investigation Committee shall be done at the time the charges are brought against a Member(s) or Chapter or both. The Investigation Committee shall have three (3) Members selected from a pool of willing Representatives. The Representative of the accused shall not qualify. The Investigation Committee shall maintain communications with the International President on a bi-weekly basis during the process. Approved 4/25/2019 Baltimore, MD, Revised 4/11/2024 Baltimore, MD, Revised 11/8/2025, Baltimore, MD.

2:05 Social Media Policy for the International Board

Reason:

This policy is being written to provide the Executive Board guidance when dealing with social media and the Red Knights. The Board acknowledges that everyone has the right to express their own thoughts and ideas via social media, the Board however must maintain a collective stance in the governance of the Club. TheRed Knights International Firefighters Motorcycle Club Inc. Executive Board acknowledges that social media can be a powerful tool in promoting the Club electronically, it also acknowledges that it can be harmful due to misinformation.

Policy:

In the event of questions being raised by the Membership via a social media platform the ExecutiveBoard are limited to providing answers via official channels only. Approved 5/8/2018 Boylston, MA.

Section 3: Colors Uniform

3:01 Rockers

As of 1 January 2005, due to certain issues, no chapter of the RKIFMC will be able to purchase from the International Quartermaster or acquire on their own, bottom rockers for their Red Knights club vest with the name of their state/province spelled out. In any area where the wearing of a bottom rocker may cause harm to our members or cause unjust conflict with other motorcycle clubs, the not wearing of the lower rocker on the vest is approved. Approved by e-mail vote 1/17/2005 Revised 11/14/2014 Syracuse, NY.

3:02 Lower Rockers outside the US/Canada

The RKIFMC will the use full country name and assigned number designations for those areas outside North America unless otherwise authorized by the International Board. For North America, chapter designations will remain the State or Provincial name in the two-letter postal abbreviated form, “Chapter” in English, and the assigned designated number. With the first official notice from the International Treasurer, the Chapter will choose whether they want to use roman numerals or Arabic numbers. No matter which choice is made, whether Roman or Arabic, no inappropriate numbers will be allowed (i.e. XXX), to avoid international issues. Rockers issued prior to Oct. 27, 2022, which do not comply with SOG 3:02 may continue to be worn. Approved by the Board on November 19, 2005, at Board meeting in Syracuse, N.Y. Revised 11/14/2014 Syracuse, NY Revised 5/8/2018 Boylston, MA Revised 11/1/2018 Fall Meeting in Baltimore, MD Revised Zoom Fall Meeting 10/30/202, Revised 10/27/2022 Baltimore, MD.

3:03 Executive Board Uniform

Class A

The official Class A uniform for all board members will be a long-sleeved white uniform shirt, black tie, red vest, black pants with ½” red strip/braid down the outside seam of each leg. Black shoes (with black socks) or boots are to be worn with both Class A and B uniforms. The Class A shirt shall have the shoulder

braid attached to the left side around the sleeve and the braid shall be red and black in color, collar brass should be attached to the collar stays, RKMC in Gold (color). Outer garments may be worn as needed.

Class B

The official Class B uniform for all board members will be a short-sleeved white uniform shirt, black tie (optional), red vest, black pants with a ½" red strip/braid down the outside seam of each leg. Black shoes (with black socks) or boots are to be worn with both Class B uniforms. Collar brass should be attached to the collar stays, RKMC in Gold (color). Outer garments may be worn as needed.

Class C

The official Class C uniform will be a short-sleeved polo/button-up shirt with R.K.I.F.M.C. and the board member's position embroidered on the left breast. The official Class C uniform may be worn at any other meeting/event where the Class A or B uniform is not required. Each board member shall acquire their own (grey, red, black) uniform. Vests optional, red being the preferred color. Outerwear garments may be worn as needed.

The official Class A uniform will be worn when performing Heaven One Protocol.
The official Class A uniform will be worn for the annual gala ceremonies of the International Convention.
The official Class B uniform will be worn for the Annual Business Meeting of the Corporation, or at any meeting/event/presentations at the direction of the International President or where an individual Board member feels it is required. Approved by the Board on November 19, 2005, at Board meeting in Syracuse, N.Y SOG Approved, 4/7/2006, Syracuse, NY Revised Syracuse, NY 11/8/2012, Revised 11/14/2014 Syracuse, NY, Revised 8/17/2022 Johnstown, PA, Revised 4/24/2025, Baltimore, MD.

3:04 Wearing of colors at non RKIFMC events

The wearing of the Red Knight International Firefighters Motorcycle Club colors at non RKIFMC events is approved when the members are taking part or supporting in a lawful event sponsored by other clubs/organizations. RKIFMC members should follow the rules/guidelines of the sponsoring club/organizations and shall not bring any disrespect to the Red Knights International Firefighters Motorcycle Club. Approved 4/14/2007 Revised 11/14/2014 Syracuse, NY

3:05 Wearing of the Colors

Each member will be allowed to wear the Club uniform and patches whenever he/she is riding or at other times but will not do anything to DISCREDIT it. No abuse of alcoholic beverages or drugs while riding a motorcycle and wearing any Red Knights clothing or apparel that will identify that person as a member of the Red Knights will be tolerated. For the purposes of By-Law 1:05, rockers must, commencing Dec. 15th, 2024, be ordered from Red Knights Regalia. The front of the vest may have name tags and/or rank insignias of the person wearing the vest. No Member shall wear any diamond-shaped patch, the "MC" cube, the swastika, or side rockers over four (4) inches. All other markings are to be in good taste and consistent with the image of the Red Knights. Some suggested Dos and Don'ts from the Motorcycle World.

1. Colors will be treated with respect at all times.
2. Only adult members shall wear the colors.
3. Colors are to be worn on the outermost garment.
4. At no time shall the Colors touch the ground.
5. Colors will never be placed in a "face down" position.
6. Colors will never be yielded to a non-member.
7. Colors are not to be worn when working in a bar/tavern (as this may cause problems with other clubs because it tends to identify the bar/tavern as a club holding). Revised 11/14/2014 Syracuse, NY Revised 4/18/2017 Baltimore, MD, Amended 11/16/2024 Baltimore, MD.

3:06 Wearing of Logo

The International Logo may be silk screen or embroidered on the back of a jacket, tee shirt, sweatshirt, sweater or jacket. The design first must be approved, and a trademark license agreement obtained. The official three- piece patch of the Red Knights International Firefighters Motorcycle Club may not be worn on anything but theback of the vest. Revised 11/14/2014 Syracuse, NY

Section 4: Corporate Seal, Headquarters

4:01 Trademark Review and Renewal

Review and renewal of Trademark License Agreements shall be conducted by the Executive Board at their meeting prior to the Annual meeting of the Corporation. Revised 11/14/2014 Syracuse, NY

4:02 Equipment License Agreement

All members of the Red Knights International Firefighters Motorcycle Club Inc. that have in their possession Equipment and/or software that the Owner (RKIFMC) has legal title and exclusive proprietary interest in shall fill out and sign an Equipment License Agreement. Such agreement shall be kept on file with the International Secretary. On return of such equipment, the return date shall be logged on the last page of the original Equipment License Agreement and witnessed by the signature of the International Secretary. A photocopy of this document shall be given to the member as proof of return of such equipment to the Owner (RKIFMC). The International Secretary shall file the original document. Approved 11/11/2006 Syracuse, NY Revised 11/14/2014 Syracuse,NY

4:03 Trade Mark License Agreement for Chapters, Associations, and Representatives

All Chapters, Associations, or Representatives wishing to use the Corporation's logo or name on any product whatsoever shall submit a Trademark License Agreement application to the International Secretary. This request shall come from the President, VP, Secretary, Treasurer, or the Quartermaster acting on behalf of the Chapter, Associations, or Representatives. On approval of the application, the International Secretary will issue a Trademark License Agreement to the Chapter, Associations, or Representatives. Each and every product or item that a chapter wishes to use the name or logo of the Corporation on shall have its own separate license agreement. All products manufactured after January 1, 2005, shall be required to use the current artwork. Those items manufactured before that date shall be grandfathered but will still be required to be licensed and to have the current artwork when the item is reordered. The current artwork is available from the International Secretary. All Trademark License Agreements shall continue in force and effect for ten (10) years unless sooner terminated. All agreements shall be reviewed annually at the International Executive Board meeting held just prior to the Annual Business meeting of the Corporation and shall be extended for a period of one year on a majority vote of the Executive Board. Approved 11/11/2006, Revised 4/14/ 2012 Syracuse, NY, Revised 11/14/2014 Syracuse, NY, Revised 8/17/2022 Johnstown, PA Revised 11/16/2023 Baltimore, MD, Revised 11/8/2025, Baltimore, MD.

4:04 Trademark License Agreements for Vendors

Under an agreement with outside vendors, if approved for a Trademark License Agreement, they agree to remit 5% of the gross sales of those items and a report on how many they have produced and sold to the International Treasurer. This remittance and sales report will be due by July 1st of each year. Failure to do so will result in the immediate cancellation of their Trademark License agreement. Revised 11/14/2014 Syracuse, NY, Amended 11/15/2024 Baltimore, MD.

4:05 Who may use the Red Knight's name(s) and logo?

Membership in the Red Knights International Motorcycle Club Inc. ® (hereafter, known as the Red Knights®) gives a member permission to wear the club patches and identify themselves as a Red Knights only. The use of the images and names of the Red Knights on office materials, webpages, clothing, and all other items that an organizational entity or vendor may produce, is not automatically granted with membership. The names and images of the Red Knights are registered with the US, Canada, United Kingdom, New Zealand, Australia, and European Union patent offices and the Red Knights reserves the use of those names and images to entities who have filed the proper application for use and have been granted permission of use. Such licenses are on file with the International Secretary of the Red Knights. If a Chapter, other organizational entity, or vendor wishes to use the images and names of the Red Knights, that Chapter, entity, or vendor must obtain permission from the Red Knights by using the Trademark License Application as described on the Merchandise page of the Red Knights webpage. (http://www.redknightsmc.org/merchandise.htm) Chapters and other organizational entities who use webpages, of which they have complete creative control, may apply for the Business Trademark License. Individual members may not use the Red Knights names or logos in the name of their "personal based" page, the URL of the "personal based" page, or the banner or background of their "personal based" pages such as Myspace or Facebook.

Example:

"Any state Red Knight 1 http://www.myspace.com/anystateredknight1" is not acceptable.

While "John Smith Any state 1 http://www.myspace.com/29403331" would be acceptable.

Individual members may identify themselves as Red Knights in their personal description. Individual members may use the Red Knights name in any discussions and may show Red Knight images in pictures. Even if an Association or Chapter has the correct paperwork, if the Association or Chapter does not control the links on a page, permission to use the Red Knights names and images may be rescinded. If it is determined by, the International Board or an appointee of the International Board, that a violation of the use of said Red Knights names and images has been committed, legal action may be commenced. The Red Knights is a family-oriented club and any material that is found to be offensive, even if it was granted a Trademark License Agreement, will not be tolerated or accepted. If any such material is found and that entity has already been granted a Trademark License Agreement, the Trademark License Agreement for such offensive material will be revoked.

The following names must have a license for anyone to use:

- Red Knights International Firefighters Motorcycle Club
- Red Knights Motorcycle Club
- Red Knights
- RKMC
- Our logo

Approved August 19, 2009 Board meeting, Fort Lauderdale, FL Revised 4/9/2010 Board meeting, Syracuse, NY Revised 11/14/2014 Syracuse, NY, Revised 8/14/2024 Leipzig Germany, Amended 11/15/2024 Baltimore, MD.

4:06 Selling of RKIFMC® Trademarked Items

RKMC general merchandise, RKMC Chapter-specific, and Chapter-specific ~~i~~items that have been approved through the RKMC Trademark License Agreement process may be sold by the Chapter/Association to members. Chapters/Associations may sell items at events, place them on the International Website, or place them on the Chapter/Association website. Only Chapter-specific items may be sold to the general public. Chapters/Associations or individuals will neither advertise nor place items for sale on any public auction/selling site (ie. eBay, Craigslist, Amazon). If a Chapter/Association has an approved TMLA, but the Chapter/Association does not control the links on a page, permission to use the Red Knights names and images may be rescinded. As per the RKMC Trademark License Agreement: "The applied for goods must be approved

by the Executive Board prior to any production incorporating the Red Knights International Firefighters Motorcycle Club, Inc. intellectual property, including patents, trademarks, and copyrights. The applicant agrees to accept the license subject at the sole pleasure of the Executive Board of the Red Knights International Firefighters Motorcycle Club, Inc." If it is determined by the International Board, that a violation of the use of said Red Knights names and images have been committed, legal action may be commenced. Approved Syracuse, NY, 11/9/2012. Revised 11/14/2014, Syracuse, NY, Revised 4/24/2025, Baltimore, MD.

Section 5: Membership

5:01 Waiving of dues

At the discretion of the Executive dues may be waived for any chapter Member that has been recalled to active military duty and deployed. Those chapters that have members that have been recalled may apply in writing to the International Treasure to have those dues waived for the year that they are on active duty out of country. This policy would also apply to chapters that are in an area of a natural disaster such as flood, hurricane, wildfire, etc. where the chapter members have suffered major losses. The Executive Board will remove the one-time application fee for any new chapter or MAL that is serving in any branch of the services overseas. Revise 11/19/2005 Board Meeting, Syracuse, N.Y. Revised 11/14/2014 Syracuse, NY

5:02 New Chapter Membership and Record Keeping

1. The Executive Secretary shall maintain a numbered recording system on all Chapter applications sent out ensuring that unauthorized applications are not processed. The International Treasurer, upon receiving applications that are not code numbered; will contact the International Secretary before beginning processing toascertain that they are authorized applications. The numbered recording system will consist of the year, the application number, and the Region, 2014-001-R1.
2. The Executive Secretary shall maintain an up-to-date existing chapter and new application grid for the purpose of location.
3. Upon receiving a request for a Chapter application, the International Secretary shall research the location to see if there is an existing Chapter in the area. If so, then he/she will advise theapplicant to first contact the existing Chapter for membership.
4. The International will work to maintain a 25-mile radius between Chapters.
5. If the applicant still requests to start a new Chapter, the Executive Secretary shall contact the Regional Director who will contact the existing Chapter of a new Chapter application in this area. Asking if the chapterwould have any objections to the new chapter forming in less than the 25 Mile radius. If the existing chapter does so object, then the International will advise the applying group that it is not in the best interest of the RedKnights Organization to establish another chapter within that area.
6. When an application is sent out to the applicant, the Regional Director will be notified of the location and the name and address of the applicant.
7. If the application has not been processed within 45 days, the Executive Secretary will notify the Regional Director to conduct a follow up with the applicant.
8. When advised by the International Treasurer that an application has been received and a new Chapter approved, the Executive Secretary shall notify the Regional Director of the new Chapter and forward the Chapter membership list. The Executive Secretary will send out a new Chapter startup kit to the Chapter President.
9. The Executive Secretary shall maintain a file of all applications sent. This can be used for future reference to coordinate Chapter request.
10. At least 4 of the Active Members listed on a Chapter Application must reside within either (a) the municipal limits of the city/town listed on the application, or (b) within 10 miles of said limit. The Board

shall determine whether or not an exception to this section may be granted. Approved 11/13/2004 Board Meeting, Syracuse, N.Y. Revise 11/19/2005 Board Meeting, Syracuse, N.Y. Revised 11/14/2014 Syracuse, NY, Revised 4/18/2026, Baltimore, MD.

5:03 Junior Red Knight Membership

Junior membership is available for all dependent children of Active and/or Associate Members under the age of sixteen (16) years of age. A 4-inch Club Patch may be worn on a vest with a small rocker that says "Junior Member" over the Club Patch. The Club Patch and rocker shall be ordered from the RKR Regalia, Ltd. Quartermaster. A 10-inch patch shall not be worn by a junior member. The adult Active or Associate Member shall accept full responsibility for the safety and actions of the Junior Member while on a chapter event. There shall be no dues collected for Junior Membership by the International and chapters shall be allowed to list such junior members on their rosters until age 16. At age 16 junior membership must be switched to a different membership category and pay dues. Junior Member may be added to the back of a tee shirt for these members. (This was approved by the Board at the Board meeting held on June 9, 2005, at Lake George, N.Y.) Revised 8/20/2008 Syracuse, NY Revised 4/19/2013 Syracuse, NY 4/7/2006 Sandusky, Ohio Revised Syracuse NY 11/10/2012 Revised 11/14/2014 Syracuse, NY, Revised 11/16/2023 Baltimore, MD.

5:04 New Member Application

All individuals wishing to join a Chartered Chapter must complete the Membership Application form available from the International (ASSIGN or webpage for example) prior to being considered for membership. This form must be completed in full, dated, and signed by the applicant and Chapter President. A copy of the completed form must be sent to the International Treasurer for record keeping if the applicant has been successfully voted into the Chapter, with the original retained by the Chapter. Approved 8/20/2025, Peoria, IL, Revised 8/19/2026 Melbourne, Australia.

Section 6: Executive Board

6:01 Vice President

Shall be the contact person for the Members at Large. He shall be responsible for the mailing of all M.A.L. membership renewal notices. All yearly notices of renewals or dues that are due would be sent out by the Vice President with information on how to pay their dues online using either a credit card or a pay pal account. Payment will also be accepted by checks for renewals and will be sent directly to the International Treasurer. The International Treasurer will forward the updated rosters to the Vice President. The Vice President would still handle all new members' applications and advised that all monies paid by check be sent to the International Treasurer or new applications once approved will also be able to pay online. He shall be the contact person responsible for all overseas Chapters. Revised 06/09/2005 Lake George, NY Revised 8/20/2008 Sandusky, Ohio Revised 11/14/2014 Syracuse, NY

6:02 Secretary

1. Shall maintain a numbered recording system on all Chapter applications sent out ensuring that unauthorized applications are not processed.
2. Shall maintain the Standard Operating Guidelines Manual which shall have information as to how the Executive Board, deals with certain situations so that in the future the Board will be consistent in its dealings.
3. Shall maintain an up-to-date list of all members that passed away, showing their names, Chapters, and date of passing, with special notation if it is a line of duty death. This database will be known as RKMC Chapter Heaven 1
4. Shall be responsible for the collection and filing of all trademark or logo applications and licenseagreements as covered by the trademark Registration. Revised 11/14/2014 Syracuse, NY.

6:03 Treasurer

1. Shall file with I.R.S. within (90) ninety days of the end of our financial year all appropriate tax returns required.
2. Shall file with the Commonwealth of Massachusetts a M.G.I. Ch 180 Corporation Annual report within (60) days of our Annual Meeting and no later than November 1st of the year the meeting takes place.
3. Shall file quarterly financial reports with the Executive Board and make available a yearly financial report for the membership.
4. The Treasurer shall keep a record of all funds given to Chapter or Associations for the purpose of promoting the Red Knights Organization stating how much was given, when, and for what purpose. He shall then file a report on each occasion of a grant being given out with the International Secretary.
5. The International Treasurer upon receiving applications that are not code numbered will contact the International Secretary before he/she begins processing it to ascertain that they are authorized applications.
6. The International Treasurer shall present for review by the International Board at its Fall Board meeting a proposed Operating budget for their input and consideration for the next calendar year. Revise 11/11/2006, Syracuse, NY. Revised 8/20/2008, Sandusky, Ohio Revised 03/20/2009 Syracuse, NY Revised 11/14/2014 Syracuse, NY, Revised 4/12/2024 Baltimore, MD.

6:04 Quartermaster

All orders from Chapters to the RKR Regalia, Ltd. Quartermaster for patches shall come from a Chapter Quartermaster or a Chapter Officer. No orders shall be accepted from individuals for patches other than MALs. Representatives may order their respective Rep patches. Revised 4/19/2013 Syracuse, NY, Revised 11/14/2014 Syracuse, NY, Revised 4/12/2024 Baltimore, MD. Revised 11/8/2025, Baltimore, MD.

6:05 Rotation of chairing Regional Directors for the Perry Carter Award starting with Region 2 in 2014

Will serve as chairperson of the Red Knight of the Year award committee. The committee will consist of the previous 2 years past recipients and the Regional Director of the current year's rotation. Revised 11/14/2014 Syracuse, NY.

6:06 Notice to Chapters of Executive Board members in an area

When the International Board is holding a board meeting in an area where there is a Chapter, the Secretary will notify the Chapter President to inform them of the meeting and advise them if they have anything to discuss with the board that time will be set aside or if they just want to come by and meet the board members. Revise 11/19/2005 Board Meeting, Syracuse, N.Y Revise 04//8/2006 Board Meeting, Syracuse, N.Y. Revised 11/14/2014 Syracuse,NY.

6:07 Regional Directors

It is the duty of the Regional Directors to keep the Representatives and chapters in their regions up to date on the business of the International. This may be done by a regional newsletter, letters, e-mails, or phone calls. Revised 11/14/2014 Syracuse, NY, Revised 11/8/2025, Baltimore, MD.

6:08 International Board Attendance at meetings

Any Board member who has more than one unexcused absent per year shall be required to resign and the Board will fill the term until the next Annual Business Meeting. Each Board member must contact the International President if he is not going to attend a meeting in order to be excused. Revised 11/14/2014 Syracuse, NY.

6:09 Record Keeping by Executive Board members

All Red Knight International records and databases will be kept on the Red Knight laptop provided to each Board Member. Under no circumstances shall such records or data bases be deleted without the knowledge and

written consent of the International President. If such permission is given the International President will file a report with the International Executive for filing by the International Secretary. This is so that in the event that aBoard member can no longer fulfill the duties of his/her office or is not reelected, that all records of this office will be forwarded to the person filling this position. Each Board member will back up the records and data of his office monthly. The International Secretary, Treasurer, and Quartermaster shall back up their records weeklyusing a CD or Flash Drive. Revised 11/14/2014 Syracuse, NY.

6:10 Conflict of interest on the International Board

No Red Knights International Board Members will engage in any conflicts of interest while being elected to or serving on the International Board. No International Board Members shall be in any binding relationships. To include any contractual personal, financially binding, or professional relationships. No International board member may take part in any discussion or make any decision on a matter which has a direct financial impact on them.

1. Duty to disclose. Each member of the Red Knights International Motorcycle Club is obligated to disclose any known or potential conflicts of interest as soon as they arise, not limited to the International board. Failure to do so could result in disciplinary action outlined in section 2:03 Code of Conduct.
2. Investigating potential conflicts. When a possible conflict of interest arises, the International board will collect all of the pertinent information and may question any concerned parties. If the board determines that a conflict exists, steps will be taken to address the conflict. If no conflict exists, the inquiry may be documented but no further action will be taken. Approved 10/27/2022 Baltimore MD.

Section 7: Advertising Rates

7:01 Following are the rates for Outside Vendors for advertising with the Red Knights.

Newsletter: $ 200.00 for a full-page ad
$ 125.00 for a ½ page ad
$ 75.00 for a ¼ page ad
Web Site $ 150.00 for one year
$ 100.00 for six months
Any Red Knight member or chapter that wishes to advertise their service or company in the International Newsletter or Web Site is given a 25% discount off the listed rates for Outside Vendors advertising as publishedin our S.O.G. All requests for advertising should go to the International Secretary. Approved 11/13/2004 Board Meeting, Syracuse, N.Y. Revise 1/17/2005 by e-mail vote Revised 11/14/2014 Syracuse, NY

Section 8: Associations and Representatives

8:01 Starting an Association

Purpose:

To work with the Regional Director and the International Board to support and unify existing Chapters and Members-at-Large within the area, gain new members and develop new Chapters and to keep members informed on issues and events. Upon the request of 20% of chapters within an area, the Representative or Regional Director shall notify all chapters and members-at-large within the representative's jurisdiction and call for a meeting open to all members in good standing, with at least 30 days' notice, to discuss the benefits of an association, plan the election of officers and vote on the formation of an Association. Minutes of the meeting will be forwarded to all chapter presidents and Members-at-Large of the proposed

association's jurisdiction requesting acknowledgment of the vote and a response regarding interest in the formation of such association. A sixty-six percent (66%) positive response shall be required to move forward. A new meeting will be planned 90 days out following SOG 8.02, Elections. The executive board of the association shall include President, Vice President, Secretary, Treasurer and Chapter/MAL representative. A Road Captain may sit as an additional member. The Representative may be a dual position member (President/Representative, Treasurer/Representative, etc.). Only members and Chapters in good standing with the International are eligible to serve, vote, or join. SOGs for the Association, if developed, must not conflict with the International By-Laws, Guidelines, or Rules & Regulations. No member or Chapter shall be required to join. An annual report shall be submitted to the Regional Director not less than 30 days prior to the International Annual Business Meeting. See SOG 10:04 for any available Association funding. An application for a Charter will be requested from the International Secretary.

MEMBERSHIP:

The membership of the Association shall be made up of members of the Red Knights International who live within the boundaries of the area in question. Members must be in good standing with their Home Chapter and the International. Red Knight members who live outside the state of their home chapter may become an Association member and be eligible to vote and/or hold an elected office in the state of their home chapter. Chapter membership in the Association is not mandatory. Inclusion to or exclusion from the Association shall be by vote of each chapter's membership. The Association shall accept any Chapter at a later date that votes to be part of the Association.

BENEFITS:

The benefits of the Association will be to see a gain in membership and to unify the members. There are many ways to accomplish this, and the following are offered as suggestions.

1. Design an Association patch and/or motorcycle flag
2. Design an Association Banner, to be used at rallies, conventions, or trade shows
3. Design a Tee or Golf shirt (Remember that any Design must be approved by the International and trademarked with the International Secretary)
4. Develop an Association website
5. Develop a newsletter to keep members informed (at least 3 to 4 times a year)
6. Hold an Association sponsored Conference, Poker Run, Overnight Get-A-Way, or other outing yearly (at least one or two a year). Allow the chapters to bid on holding these in their areas.
7. Develop a Red Knight of the year program
8. Develop a flyer or a tri-fold handout to advertise your Association.

REPORTING:

A semi-annual report of the Association's activities shall be filed with the Regional Director.

FUNDING:

The Association may choose to have dues paid by the Chapters. Other ways to fund the Association may include 50/50 drawings, silent auctions at Association events, or a statewide fundraising activity.

OTHER:

Contact other areas that have an Association to see what has worked for them.

Remember that you are working to develop an Association where members can have FUN, SOCIALIZE and enjoy the FELLOWSHIP of other Red Knight members. Approved 11/13/2004 Board Meeting, Syracuse, N.Y Revised 03/20/2009 Syracuse, NY Revised 11/14/2014 Syracuse, NY Revised 4/17/2015, Syracuse, NY, Revised 12/13/2023 Zoom, Revised 4/13/2024 Baltimore, MD, Revised 11/8/2025, Baltimore, MD, Revised 4/18/2026, Baltimore, MD.

8:02 Elections of Representatives

The Regional Director may appoint one, until such time the area elects a representative. All elections or

appointments of Representatives shall be under the direction of the Regional Director. Each area shall hold an election to elect their Representative. Notice of this election shall be sent to all Chapters in good standing at least 60 days before the election. Only Active Members in good standing of the Red Knights Organization may be eligible for the position of Representative. Any person wanting to run for the position of Representative shall notify the Regional Director of his/her intent 45 days before the election. It shall be the responsibility of the Regional Director to verify that all candidates meet the requirements. The Regional Director should notify all chapters in the area of the list of candidates 30 days before the election. Only Chapter Presidents or their designees that are in good standing with the International at the time of the election are eligible to vote. Each chapter shall have one vote. Members at Large shall vote separately and one vote shall be cast by the Regional Director for the candidate with the majority vote of the Members at Large. The term of Representative shall be for a period of two years. The Regional Director shall notify the International Executive Board of the results of the election of Representative. If the area fails to elect a representative the Regional Director may appoint one until such time the area elects a representative. The Representative shall be held to the same standards as the International Board set forth by all governing documents. Approved 11/13/2004 Board Meeting, Syracuse, N.Y. Revised 11/11/2006, Board Meeting, Syracuse, NY. Revised 11/14/2014 Syracuse, NY, Revised 4/17/2015, Syracuse, NY, 5/18/2023 Pell City, AL, Revised 4/12/2024 Baltimore, MD, Revised 11/8/2025, Baltimore, MD.

8:03 Application for an Association Charter

The Association representative would request an Association Charter Application through the Regional Director, who would request that one be sent to the Association from the Executive Secretary. The application shall be sent to the Representative with notice given to the Regional Director. The application is to be completed by the Representative and returned to the Executive Secretary. When the application is approved, the Executive Board will be advised, a Charter and number for the Association will be issued. The Charter will be sent to the Regional Director so that he may make a presentation to the new Association. This can be done by letter or in person if the Director chooses to do so. (If the Regional Director chooses to do so in person, it will be on a volunteer base. No costs associated with this shall be borne by the International.) As with the charters for the Chapters, a vote by the Executive Board is waived for charters for Associations. Revise 11/19/2005 Board Meeting, Syracuse, N.Y, Revised 11/8/2025, Baltimore, MD.

Section 9: Executive Board Expenses 9:01 Travel expenses

9:01 Travel expenses

The executive shall have the discretionary ability to expend the necessary funds required to conduct the business of the corporation at a minimum of three executive meetings per year as well as the Annual Business Meeting long as funds are available. This to include other travel Authorized by the Board of Directors with the following guidelines:

Travel costs - $0.50 per mile

Hotel Accommodations - $ 150.00 per night (maximum)

Daily allotment $ 50.00 per day with receipts OR up to $30 per day without receipts

All air travel by advance booking at lowest rate available. Travel cost for any individual trip will be limited to the lesser of ground and air travel. Travel expenses may be reimbursed prior to the travel date of any board member. In such case the request shall be made with and approved by the International President. Additionally, travel costs will be limited to the lesser of the cost from the member's place of residence and the location from which they are travelling to/from. The Executive Board's convention registration fee to attend the Convention Board Meeting and the Annual Convention will be submitted and paid by the International Treasurer no later than 90 days before the Annual Convention to the hosting chapter/association. In the event that a Board member is unable to attend the Convention Board meeting and the Annual Convention, the Board member will reimburse the International the cost of his convention

fee within thirty (30) days or advised the International Treasurer to withhold the amount from the Board member's next expense check unless the convention registration fee is returned back to the International by the convention host committee. This is to assist the International Board in attending the Convention Board Meeting and the Annual Business meeting without causing them a hardship. All other expenses are to follow the guidelines in section 9:01 of the International SOG Manual. All board members will be required to attend the Convention Board Meeting and the Annual Business meeting. If they cannot, they must notify the International President as to the reasons they will be absent at least seven (7) days prior to the Convention Board Meeting. Revised 11/14/2014 Syracuse, NY, 10/29/2022 Baltimore, MD.

9:01A Regional meeting and/or Regional Rally Expenses.

ATTENDING REGIONAL MEETING AND/OR REGIONAL RALLY

This is to assist the Regional Directors in meeting with the Representatives and Chapter Presidents in their regions and/or attending a regional rally without causing them a financial hardship. Each Regional Director should hold a meeting of the Representatives in their regions yearly before the Annual Business meeting. A report of this meeting will be submitted to the International Secretary, to be included in the convention report to the membership. Chapter Presidents should be invited to attend also. If a region is currently holding a regional rally, the Regional Director should be in attendance. In the event that he/she cannot attend, they shall notify the International Secretary so that another Board member can attend. If the region is not already holding a regional rally, an attempt to start a rally should be made. Whenever possible, the rally should be combined with other RKMC events, such as a state association rally or a local chapter fundraiser. Expenses to attend these meetings would follow the outline in SOG Section 9:01. Expenses for attending will be paid for one Regional Meeting/Rally per year per director. Revised 11/14/2014 Syracuse, NY, Revised 11/8/2025, Baltimore, MD.

9:02 Compensation for Secretary and Treasurer

As approved by a vote of the membership in Worcester, Massachusetts on August 18, 2007, the positions of International Secretary and International Treasurer shall be paid a yearly honorarium as determined by the Executive Board and approved by the membership.

This honorarium shall be paid monthly, on the first day of each month starting with the 1st of September 2007.The amounts to be paid shall be reviewed annually at the Spring Executive meeting and shall be presented to the membership at the annual convention for ratification. The amount approved for 2007-2008 shall be $15,000.00 for each position. At the end of the year, the International Treasurer will issue an IRS form 1099 MISC to the Secretary and the Treasurer, who will be responsible for their own taxes. Revised 11/14/2014 Syracuse,NY

Section 10: Funding

10:01 Organizational Promotions Grants

Each year the International Treasurer shall set aside $1600.00 to be made available to the chapters and Associations to help them in the promotion of the Organization. The funds will be allotted on first application bases, on a matching dollar basis up to $ 200.00 per application, until the yearly allowance is depleted. The money is to be used for registration fees, equipment or printed material that will help promote our organization with the aim of attracting new members or chapters. 11/14/2014 Syracuse, NY, Revised 10/29/2022 Baltimore, MD.

10:02 Funding for events at Chapter, State or Regional Level

The International Treasurer shall set up a fund of $8000.00 yearly for the purpose of assisting in the providing a central gathering function for Red Knight members in different regions until which time the funds are depleted.

All applications for funding are to be made through the Regional Director/Vice President that is responsible for the region/chapters the funding is being applied for. This is to be paid at a rate of $1000.00 per region on a first come basis till funds are used up for the year. If the event makes a profit, the funds are to be paid back to the International so the other events in the region can be helped. Monies from this event may be awarded in amounts up to $500.00 for the first two years of an annual event. As the event grows, the amount awarded may increase to $750.00 for events with the previous year's attendance at 200 members and up to $1000.00 with attendance over 250 with a maximum of $1000.00 being awarded. Requirements are that these functions must be a multi-chapter event. The Regional Director shall request the funding in writing to the International Treasurer sixty days before the event. They shall give the dates, location, number of members expected to attend and the reason for the request of funding, and any other information that they find pertinent to the request.Examples of what the money will be used for are to offset the cost of the food, hall rental, Etc. All events that grants are issued for must be insured with the Red Knights International Firefighters Motorcycle Club being listed on the Certificate of Insurance, where area laws allow for insurance of events (otherwise, liability waiverswill be required. If the event is hosted by a chapter and they received funding from the International, the insurance is paid for by the International and is above the $1000.00 each Regional Director. If the Regional Director approves the funding than the International will pay for the cost of the insurance in additional to the funding. Attendance figures will be calculated by the number of members that have signed the insurance waiverform at those events which must be turned into the International Secretary within 30 days of the conclusion of the event. When approval is given, the International Treasurer shall issue a check in the amount approved made out to the hosting chapter or Association and mail it to them with notification going to the Regional Director.

The International Treasurer will notify the International Board of all grants awarded. The International Treasurer shall maintain a database of all requests. After the function, the Chapter, Association, or Region requesting the funding shall file a report with the Regional Director who shall forward a copy of the report to the International Treasurer on the details of the function using form 10:02A. Failure to file the required reports after the event for which the grant was issued with the International Treasurer or to return the insurance waiver forms to the International Secretary within the prescribed time frame shall result in two-year period of the Chapters, or Association not being eligible for any events or promotional grants funding. The penalty will apply only to the hosting group of the event which received the grant. Revised 11/14/2014 Syracuse, NY, Revised 11/8/2025, Baltimore, MD.

10:03 Memorial Maintenance Fund

The International's share of the annual Convention 50-50 drawing, along with the profit from the Heaven One patch sales, will be deposited in the general account with the amount raise being recorded by the International Treasurer. These funds are to be turned over to the Memorial Committee upon request for the upkeep and improvement of the Memorial and its grounds. These expenses will also include the annual updating of the names of those members that have passed away in the previous twelve months. The names will be updated each year in September after the International Annual Convention or within thirty days of the closing of that year's convention.

1. Along with the information above, you will be advised of the amount of both checks to be written (one for deposit waiver and the other for the cost of the insurance itself.), whom to write them out to, and where to send them. Revised 11/14/2014 Syracuse, NY.

10:04 Withdrawn 04/18/2026

10:05 Funding for International Convention

The International treasurer will forward to the hosting chapter funds by January 15th of the year of that convention as determined by the formula passed at the August 2007 convention. The funding will be based on $1.00 per member in good standing as of December 31st of the year prior to thatin which the convention will be held. The funding will be applied only to reduce the cost of convention registration to the membership as reported to International in the hosting chapters report submitted two years before the convention date. Registration cost shall only reflect the cost of The Annual awards meal, one BBQ,the farewell Breakfast, and one convention pin. All other costs shall be optional to the attendee. Revised 11/14/2014 Syracuse, NY.

Section 11: Insurance

11:01 Executive Liability Insurance

The International Board will maintain an Executive Protection LiabilityInsurance Policy for all International Executive Board members and committees. The International Secretary will be the contact person between the Insurance Company and theInternational Board. Each member of the Executive Board will receive a copy of the policy. Revised 11/14/2014 Syracuse, NY.

11:02 Insurance for Events

Associations and Chapters can apply to the International requesting that insurance coverage be provided for special fund-raising events to aid a Red Knights Member. This is to be a onetime request per member. Revised 11/14/2014 Syracuse, NY.

11:02A Red Knight Sanctioned Events

The International will pay for the insurance to cover any RKIFMC sanctioned event hosted by the International, Associations that is a multi-chapter event. The International will pay for one event per year for the Associations or for a multi-chapter event in an area where there is not an Association. In the case where there is not an Association, the insurance will only be paid for a period of two years. The hosting Association shall request the insurance from the International Secretary. Local Chapters can request insurance for benefits or events sponsored by the chapter. The cost of the Insurance will be paid by the Chapter(s) making the request. Revised 11/14/2014 Syracuse, NY, Revised 11/8/2025, Baltimore, MD.

11:03 Insurance Requirements for Events

A Chapter Officer from the Chapter sponsoring the event shall request and pay for the insurance from the International Secretary at least 30 days before the event. A waiver deposit of $50.00 must be sent to the International Secretary before any insurance will be ordered. See 11:03A below for additional information. The Secretary must receive the name of the location where the event is being held, the total number of miles for the ride, and the total number of anticipated people attending before the request can be given a price quote. A group splitting off to go on their own ride that is not sponsored, organized or controlled by the insured won't be covered under the policy. In addition, only those club events that are reported to and approved by the Insurance company are covered. The club could add some language to flyers and/or sign-in sheets that note the club's insurance is only extended to the club's organized ride route. "Any members wanting to deviate from the designated route are at their own risk." The insurance company will note on the certificate the coverage applies to the event per the route on file. The only variations allowed by the Insurance Company are detours that the Chapter became aware of immediately preceding the run. Any Chapter or Association outside of North America will be responsible for their own insurance for events if needed. Revised 11/14/2014 Syracuse, NY, Revised 11/14/2022 Email Vote.

11:03A Additional information for insurance request.

The requirements for obtaining insurance are as follows:

a. A written turn-by-turn route and map from Google Maps, Map Quest, or a similar program detailing the ride with the request for insurance coverage.
b. Detailed itinerary of ALL event activities taking place before, during, and after the event (incl. vendors, inflatables, music, games etc.).
c. Copy of any contracts entered into (if any).
d. Exact names of other organizations requesting to be covered.
e. Website and promotional flyers that will be used to advertise the event.
f. The minimum age requirements for participation in each "wheels moving" event.
g. If the event will have any stops/locations serving alcohol, please provide us with the controls that will be in place regarding alcohol consumption and the controls that no participants will be drinking and driving during the "wheels moving" portion of the event. As well as the controls that will be in place to ensure that no one who has been overserved will be driving.
    a. We cannot offer insurance for any event where your Chapter is selling alcohol to those attending. There also must be monitoring of alcohol intake by professional servers and/or by the responsible Chapter anytime motor vehicles are involved in the event.
h. Along with the information above, you will be advised of the amount of both checks to be written (one for deposit waiver and the other for the cost of the insurance itself.), whom to write them out to, and where to send them.

11:04 Waiver Charge

Due to the requirement from our insurance company that ALL waivers must be returned and maintained for a period of seven years and since there is a problem in getting the chapters to return the waivers after their event, a $50.00 waiver will be charged. The $50.00 waiver charge will be returned to the chapter after the waivers are returned to the Executive Secretary. Any chapter failing to return the waiver forms to the international secretary within 30 days of their scheduled event shall forfeit the $50.00 deposit they have placed on the waivers. They will also have to deposit $100.00 the next time they apply for insurance. Should the Chapter fail to return the waiver forms within the allotted 30 days a second time this action will disqualify them from insurance coverage for two years. Revised 11/14/2014 Syracuse, NY.

Section 12: Chapters

12:01 Chapter SOGs

Repealed by Motion 2024-040. Zoom Meeting 8/24/2024

12:02 Grievance Procedure

This procedure shall give direction to a MEMBER and or a CHAPTER wishing to file a grievance. The difference is a grievance against a CHAPTER or MAL can skip directly to the State/Providence/Country as per paragraph, #5.

A grievance is defined as the alleged violation of a specific provision of the By-Laws or SOG's.

1. A MEMBER believing he/she has cause for complaint shall discuss the problem with the accused member's Chapter officers along with a proposed solution and attempt to resolve the complaint. The Chapter officers shall give the member a verbal answer not less than 15 days after the verbal presentation of the complaint to them.

2. If the complaint is not resolved after the verbal consultation, the grievance shall be reduced to writing, signed by the aggrieved member within 15 days of the answer requesting a meeting to be held between the grievant, and the chapter membership.

3. A special meeting must be announced to ALL the members of that Chapter in a written letter from the chapter officers and must be announced at least thirty days in advance. The reason(s) for the special meeting must be spelled out in the announcement and absolutely NO other business can be discussed at that special meeting.

4. A minimum of fifty-one percent (51%) of the entire membership must be in attendance at the meeting to conduct business as announced for the special meeting. A minimum of two-thirds (2/3) of the members present is required to pass any motion made at this meeting. The presiding officer shall have 15 days from the date of the Special meeting to respond to the grievant in writing with the decision.

5. Should the complaint remain unresolved, or should the grievance be submitted against a Chapter or MAL, the grievant MEMBER OR CHAPTER may submit the grievance along with the proposed solution to the accused member's Representative within 15 days of the response. The Representative shall conduct an interview with all parties involved using the time necessary i.e.: By phone, electronic means, or meetings. The Representative can discuss the issues with the Regional Director if he/she wishes to. He/she shall have 15 days after completing the interviews to respond to the grievant in writing with the recommendation. If there is no Representative, the grievance will move to the Regional Director for decision.

6. If the complaint is not resolved, the grievant may submit the complaint to the Regional Director within 15 days of the response. The Regional Director has 15 days to respond to the grievant in writing with the recommendation.

7. If the complaint is not resolved, the last filing may be submitted to the International Board of Directors. The filing must be done within 15 days of the response from the Regional Director. At the time of filing, ALL documents and findings related to the grievance must be submitted to the International Secretary by Registered Mail or Email with read receipts. The Board reserves the right to hold a hearing if it is found necessary after reviewing the documents. The Board shall issue its ruling within 60 days of receiving the grievance. The decision, which shall be binding on all parties, shall be in writing to all parties involved. There shall be no right of appeal from the decision. Failure of the grievant to follow the time limits shall constitute abandonment of the grievance and the settlement based on the last response of the Officer, Representative, or Regional Director (Governing body). Failure of the Governing body to follow the time limits shall move the grievance to the next step and expose the failing Governing body to a grievance. If a Member has a grievance with a member, they may file it with the chapter. If the grievance is with the chapter, they may file the grievance with the Representative. If the grievance is with the Representative, they may file it with the Regional Director. If the grievance is with the Association, they may file it with the Regional Director. Rev3, 11-8-12 Revised 11/14/2014 Syracuse, NY; revised 10/20/2015 Baltimore, MD, Revised 11/18/2023 Baltimore, MD, Revised 11/8/2025, Baltimore, MD..

12:03 Friends of Red Knights (FORK)

This program is to allow chapters to have a way to identify and award special friends who support the local chapter in its activities and rides. An official tee shirt may be worn by these non-members only and only on chapter rides, fundraisers and other chapter activities. Failure to follow these guidelines will result in the tee shirt being returned to the chapters. Each chapter that wants to have Friends of Red Knights in their chapter shall apply for the official artwork from the International Secretary. This request is to be made by the Chapter President. Instructions as to whom and when these shirts may be worn are to be sent to each chapter when they apply for the design. The design for the tee shirts will have on the back of the tee shirt our center patch logo with a top rocker that says, "Friends Of". On the front left chest, it will say "Friends of Red Knights" and the chapter name and number (these will be abbreviated like the lower rocker on the back of the vest). The color of the tee shirt shall be up to each Chapter. It will be the chapter's responsibility to have the tee shirts made and to control the distribution and wearing of them. Each Chapter will maintain a database of whom these tee shirts aresold to. The shirts are to be sold to Adult Friends of Red Knights only. Approved 2/12/2006 E-mail voting Revised 4/7/2006 Syracuse, NY Revised 4/19/2013 Syracuse, NY Revised 11/14/2014 Syracuse, NY.

12:04 E-mail address of Record

The primary Chapter email address of record shall be the assigned chapter REDKNIGHTSMC.COM address. The mailing address and e-mail address of the Chapter President and Chapter Secretary will be secondary. The Chapter Secretary shall maintain a current roster on file with the International. All communications from the International shall be forwarded to the proper Officer(s) or member. Communication to the International Executive Board shall be sent to the International Regional Directorfor distribution. Revised 11/14/2014 Syracuse, NY.

12:05 Dues rates

The International annual dues run from January 1 of each year to December 31 of the same year and that the renewal rates shall be as listed below.

12:05A Active and Associate Member's dues

All Active and Associate member's dues will be $17.00 (seventeen dollars) per member.

12:05B Social and Honorary Member's dues

All Social and Honorary member's dues shall be $11.00 (eleven dollars).

12:05C Junior Members

There will be no charge for Junior members under the age of 16.

12:05D Members-at-Large Dues and Application fees

Member At Large (MAL) membership dues will run the same period as Chapter Members and their dues will be $19.00 for a renewing Active Member and $14.00 for a renewing Social Member. The new Member at Large application fee will be $10.00 plus the dues payable. New Chapter applications and Members of new Chapters. The rate for new members will be $20.00 per all classifications. New chapter applications will be $35.00. Approved by membership at ABM August 2007, Revised April 14, 2012, Revised 5/8/2018, Revised 4/12/2024 Baltimore, MD.

12:05E Late payment fees

After January 1 a $50.00 late payment fee may be assessed for late chapter renewals and a $15 late payment fee may be assessed for late MAL renewals.

12:05F Late Fees Waived

Chapters that have had the late payment fee of $50.00 waived will also be required to pay that fee unless payment if received in full prior to August 1st of the current year. Revised 11/14/2014 Syracuse, NY.

12:06 Restricted Service

Restricted Service is imposed on a Chapter, Member, or Member at Large when that chapter or person is either in arrears for their International dues, owes a balance on account to International, is placed on suspension by the International Board, or does not have an approved Chapter Business Trademark License Agreement (TMLA). Restricted service means that the Chapter, Member, or MAL is not considered in good standing with International and therefore:

1. Will not be placed on the list of eligible voters for electronic voting of International Executive Officers. This list will be based on Chapter, Member, or Member-at-Large status 90 days prior to the Annual Corporation Meeting.
2. Will not be a voting delegate at the Annual Convention.
3. Will not have a vote or say in any general discussion that may take place at any Red Knight meeting or event.
4. May not hold or run for any office at the Chapter / State / Provincial / Regional or International level of the Red Knights organization.
5. Will not be issued TMLAs other than a Chapter Business TMLA.
6. May not order or purchase any goods from the RKR Regalia, Ltd. Quartermaster.
7. Are not allowed to wear the colors of the Red Knights.
8. Will not be eligible for Heaven One protocols. Revised 4/22/2022 Spring Meeting, Baltimore, MD, Revised 4/12/2024 Baltimore, MD, 8/14/2024 Leipzig Germany.

12:06A Limited Service

Limited Service is defined as the Chapter being unable to order merchandise from Red Knights Regalia, obtain a TMLA, or participate in International voting. Limited Service is imposed on a Chapter when that Chapter is inarrears on quarterly roster updates. Roster updates of any/no change are required prior to April 1st, July 1st, andOctober 1st and are to be sent to the International Treasurer from the official Chapter email address. Roster updates should be submitted from the official Chapter email address immediately upon the joining of any new Member. Funeral/Heaven 1 protocols will only be enacted for a Member whose International dues have been paid and they are on the most current submitted roster at the time of the Member's passing. Added 5/8/2018 Boylston, MA.

12:07 Reinstatement to Good Standing

In order to be reinstated to good standing on items that involve monetary issues, the Chapter, Member or MAL must contact the International Treasurer to arrange for the payment and removal of any debits or the payment of any outstanding dues, to a maximum of two years dues, owed to International. Outstanding dues may be paid by the Chapter or the individual to be decided at the Chapter level. If placed on suspension by the International Board the Chapter, Member or MAL must contact their Regional Director or the International Secretary to find out the disposition of their suspension. Revised 4/19/2013 Syracuse, NY Revised 11/14/2014 Syracuse, NY Revised 5/8/2018 Boylston, MA Revised 4/15/2021 Baltimore, MD Revised 4/22/2022 Spring Meeting, Baltimore, MD.

12:08 Declaration of a home chapter by a member

To be in good standing, any member who belongs to more than one chapter must declare a home chapter with the International Treasurer to be recorded in the roster in lieu of an email address. A home chapter declaration will be used in the matter of awards, disciplinary action, elections, and Heaven One protocol. A home chapter declaration shall be used

for election purposes that relate to any level within the Red Knights above the chapter level and includes nominating a candidate, being a candidate, and casting a vote. The home chapter designation of Junior Members and Social Members shall be the same as the home chapter of their sponsor. Added 8/17/2022 Johnstown, PA, Revised 8/20/2022 Johnstown, PA, Revised 10/29/2022 Baltimore, MD, Revised 11/8/2025, Baltimore, MD.

Section 13: Red Knight Awards

13:01 RKMC of the Year, Goal of the Award

It is the goal of the Red Knights International Firefighter Motorcycle Club to identify and honor a member each year as the Red Knight of the Year. This award will be known as the "Perry Carter Award," honoring Perry for his endless work and dedication to the Red Knights Motorcycle Club. Only an Active Member in good standing with the International may be eligible for this award. This is to include the Members at Large. Any member may nominate any Member at Large. This nomination would follow the same path as listed below. Current members of the International Board are not eligible for the Perry Carter Award. Each Chapter may nominate a member for the Red Knight of the Year. The nomination would be sent to the Representative and then to the Regional Director. Each Regional Director would then forward their nominee to the Chairperson for this award. The committee will consist of the Regional Directors and the past two recipients. The chairperson will be a Regional Director, on a rotating basis, commencing with region 1in 2013. Members who are nominated should have been present at 50% of the Red Knights Motorcycle Club chapter events during the year. The member nominated should have visited at least one other Chapter during the year. The member nominated should have attended at least one International Annual Convention in the past. The Member nominated should represent and signify the Red Knight's standard in their dealings with the publicand the International's members. The deadline for receiving the nomination shall be prior to March 1st of each year. The final decision will be made at the Spring Board meeting each year. All members of this committee will be notified of the names and information that have been submitted to receive this award. They are to reviewthose names and information on why they were nominated and submit their choice in order of first, second and third to the Committee Chairperson, no later than 14 days before the Spring International Board Meeting. Once the Committee has made its decision, the Committee Chair will advise the International President. The recipientof this award shall receive recognition and their registration fee for the year they are receiving the award to be paid by the RKIFMC. The recipient shall receive a 4" upper arch patch. The International president shall send a letter to the Chapter President of the member's chapter who wins this award notifying him of the winner. At the International Annual Convention, the International President shall have all of the members from the winner's chapter come up for the presentation. Approved 11/13/2004 at Board Meeting, Syracuse, N.Y. Revise 11/19/2005 at Board Meeting, Syracuse, N.Y. Revised 8/09/2006 at Board Meeting, NYC Revise 4/19/2013 Board Meeting Syracuse, NY Revise 4/25/2013 Board Meeting Syracuse, NY Revised 11/14/2014 Syracuse, NY, Revised 4/12/2024 Baltimore, MD, Revised 11/8/2025, Baltimore, MD.

13:02 RKIFMC Outstanding Contribution Award

The R.K.I.F.M.C. service award may be awarded to any member who has provided outstanding contribution to better the Red Knights. This award will only be awarded by the International Board and will be recognized at the Annual Convention. Any member may recommend to the International Board another Member's Outstanding Contributions for the OCA. A certificate and patch will be issued to the person receiving the award. The patch willbe a three (3) inch International logo with the words "Outstanding Contribution to the Red Knights International Firefighters Motorcycle Club" around the outside. Approved August 19, 2009, Revised 4/14/ 2012 Revised11/14/2014 Syracuse, NY Board meeting, Fort Lauderdale, FL Revised 4/15/2021 Spring Meeting, Zoom.

13:03 International President Award and International Merit Award(s)

The International President Award may be awarded by the International President at his option to any member or chapter of the Red Knights International Firefighters Motorcycle Club who has contributed to better the Red Knights yearly. The style of the award will be at the discretion of the International President. The International President will also have the opportune yearly to award merit awards to members of the International for their contribution to better the Red Knights. This award is to be a framed certificate. This award is to be presented by an International Officer at a chapter event. If an International Officer is not available to present the award, the Representative may take his place. Expenses will follow the guidelines in SOG Section 9:01. Approved 8/15/2012 Gettysburg, Pa. Revised 11/14/2014 Syracuse, NY,Revised 11/8/2025, Baltimore, MD.

13:04 International Award Patches

The following International Awards will receive a 4" upper arch patch

- Life Saving (International)
  - This award is given to a member who, while representing the Red Knights, is confirmed of saving thelife of another person. The member may identify him/herself as a Fire/EMS person while fulfilling theacts, but this award may only be given for a member who is on a ride or at a function and while representing the Red Knights, Either by Vest, Shirt, or other apparel, and confirmed by a third party tohave played a vital role in the saving of another's Life.
- Life Member(International)
  - Given when the BOD grants life membership
  - Detailed description can be found under 2:01 of the International By-Laws
- The following International Awards will receive a 3" patch
  - Outstanding Contribution Award
  - To be awarded at the Annual Convention Banquet
  - Grand Tour Master(international)
  - Detailed description can be found in Grand Tour Procedural Manual

  Syracuse, NY Approved 11/9/2012 Revised 11/14/2014 Syracuse, NY

Section 14: Meeting Minutes

14:01 Meeting Minutes

The business year for International shall be January 1st to December 31Pst of each year. This agrees with the financial year dates that are used by the International Treasurer. The International Secretary will keep minutes of the Spring Board meeting, the Annual Business Meeting (Convention), the Fall Board meeting, and any other Executive Board meeting that is called. The International Secretary will keep records of any E-mail voting thatis done by the International Board. All voting by the International Board shall be by a recorded vote of the name of the member voting and the vote cast. Approved 11/13/2004 Board Meeting, Syracuse, N.Y. Revised 03/20/2009 Syracuse,NY Revised 11/14/2014 Syracuse, NY.

14:02 International Board Officer Reports

Each member of the International Board shall submit a Convention Report to be completed Sixty (60) days prior to the Club's Annual Meeting and an End of the Year Report to be completed by January 10th. The reports should include all activities of the Board member or committee during the year. These reports are to be emailed to the Secretary and to the Communications Chair for posting on the website. Revised 11/14/2014 Syracuse, NY, Revised 4/17/2015, Syracuse, NY, Revised 4/18/2017 Baltimore, MD, Revised 12/29/2023 Zoom.

Section 15: Voting

15:01 E-Mail Voting by the International Board

Any member of the Board may put forth a motion for consideration by the International Board. The motion shall be in writing and submitted to the International Secretary who will format it, then forward it to the President. If the President, based on Roberts Rules of Order, considers the motion invalid, he will contact the author of the motion to explain his position. If valid, the Secretary will then send the motion out in the proper format to the Board. At that point a 24-hour clock starts, during that time any amendment may be proposed to the one making the motion which is then resent by the Secretary. After the initial 24-hour period has expired, a second to the motion will be entertained. If there is an amendment offered after the motion is seconded, the motion will be considered dead. Once the motion has been seconded, the Secretary will submit the motion to theInternational Board and the 72-hour clock will start for discussion and consideration. At the end of the 72-hour period of discussion, a vote will be called for. Officers will have 48 hours to email their vote to the InternationalSecretary. Early votes will be accepted during the discussion phase if the International Board Member will not be available during the scheduled voting time. The Motion is lost unless a quorum of votes is received, and a majority of those votes are in the affirmative. The International Secretary will place a copy of the motion and the vote record in the Motion Ledger. All e-mail voting records will be presented at the next board meeting and will be maintained by the International Secretary. The International Secretary will submit to the Webmaster and/or newsletter editor any proposal that is voted on by the Executive Board that needs to go to the Members by way of the Newsletter or website. Each proposal will be numbered, with the year (2009-000). Approved 11/13/2004 Board Meeting, Syracuse, N.Y. Revised 06/09/2005 Revised 03/20/2009 Syracuse, NY Revised 11/16/2013 Syracuse NY, Revised 4/24/2014 Syracuse, NY Revised 11/14/2014 Syracuse, NY Revised 12/6/2018 Electronic Motion Revised 4/16/2021Baltimore, MD.

15:02 Registering to Vote at Annual Business Meeting

The Chapter's voting delegate shall sign in before voting at the Annual Business Meeting (ABM). The delegate will receive a wristband showing him/her as the voting delegate. If the Chapter delegate at the Annual Business Meeting is a member other than the Chapter President or Vice President, they shall have a letter and/or an email notification from the Chapter's Red Knight email account designating them as the Chapter Delegate for voting purposes. A Chapter delegate should only carry advisement on the wishes of the chapter's intentions. The Chapter delegate must be permitted to vote in the Chapter's best interest as they see fit based upon debate and/or amendments as presented on the assembly floor before the moving of the question. A Chapter may not delegate voting rights to anyone who is not a member of that chapter. A roll call of all chapters in attendance at the ABM will be taken to determine the number of eligible delegates qualified to vote on International business. A Sergeant at Arms will be appointed by the International President, who will maintain the roster of voters who leave and re-enter the ABM. This information will be given to the International President before each call for a vote. Revised 11/14/2014 Syracuse, NY, Revised 11/17/2023 Baltimore, MD, Revised 4/12/2024 Baltimore, MD, Revised 11/8/2025, Baltimore, MD.

15:03 Chapters in Arrears of Dues

All Chapters must have their dues paid current by 6:00 PM on the Friday before the Annual Business Meeting in order to be eligible to vote at the Annual Business meeting. Revised 11/14/2014 Syracuse, NY.

Section 16: Funeral Protocol

Funeral/Heaven One protocols will only be enacted for a Member on the most current submitted roster at the time of the Member's passing. Added to define terms 5/8/2018 Boylston, Ma Revised 4/15/2021 Baltimore, MD.

16:01 Notification of Death of a Member

The International Chaplain will coordinate, per the family wishes, the presence of an International representative to attend calling hours, wake, memorial service, or funeral service, and the presentation of the Red Knights International Flag and Angel Remembrance Coin. The flag and coin, when requested, will be brought to the ceremonies by the attending International representative or shall be sent to the Chapter President or funeral home. The International Chaplain shall also notify the Regional Director or closest International Board Member of the information regarding the passing of a Member. Per established travel guidelines, travel costs for attendance and participation will be reimbursed. In the event of a line of duty death, a card will be sent to the family and flowers sent to the funeral home or, if requested, a donation in the past Members name may be made equal to the cost of the flowers on behalf of the Red Knights Organization. The Chaplain will send a sympathy card to Members or family Members in accordance with the Chaplain procedure manual. Approved 11/13/2004 Board Meeting, Syracuse, N.Y. Revised 11/14/2014 Syracuse, NY Revised 4/15/2021 Baltimore, MD, Revised 8/17/2022 Johnstown, PA, Revised 11/8/2025, Baltimore, MD.

16:02 Representatives for RKMC Member Funeral

A budget of $10,000.00 is set so that an International representative may attend the funeral of any Red Knight member. The representative shall be from the region of the deceased member when possible. If more than one member is to attend, prior approval of the majority of the Executive Board is required for reimbursement of expenses as listed in Section 9:01 of the SOG manual. Revised 11/14/2014 Syracuse, NY Revised 4/15/2021 Baltimore, MD, Revised 11/8/2025, Baltimore, MD.

16:03 Uniform for Funeral or Wake

The dress uniform for all International Executive Board members attending the funeral or wake of a passing RKMC member will be black pants with red stripe, a white shirt (button down, short or long sleeve-your choice), black tie with long sleeve shirt and red leather vest with colors, black shoes/boots. Outerwear garments may be worn as needed. In the event that a Representative attends the funeral or wake on behalf of the International Board, the uniform will be black or dark blue pants, a white shirt (button down, short or long sleeve-your choice), black tie with long sleeve shirt and leather vest with colors, black shoes/boots. Outerwear garments may be worn as needed. Approved 09/09/2011 Board Meeting, Ocean City, MD, Revised 8/17/2022 Johnstown, PA, Baltimore, MD.

16:04 Flag and Angel Coin Presentation

The Red Knight International Firefighters Motorcycle Club's flag shall be made available for all Red Knight members (in good standing at the time of their passing) for presentation at calling hours, showing, wake, memorial, and/or funeral services. Such honors will be presented by the attending International Red Knight Board Member or selected representative. At the request of the family, the Red Knight flag may be displayed or used as a casket drape at calling hours, a wake, and/or funeral services. In this case, honors will be presented to the surviving spouse or family member at the cemetery. If a Representative attends, the Regional Director will send the pre-folded flag, angel coin, and suggested presentation verbiage to the selected representative. When presenting the Red Knights Flag, it is suggested that the following be said, "On Behalf of the President of the Red Knights International Firefighters Motorcycle Club, the International Board, and the nearly 10,000 members around the world, and especially (deceased Chapter's name) I present this flag to you as a small token of (deceased's name) service to this organization". An Angel Coin will be presented to the surviving spouse/partner of the passing Member. This will be presented by the attending Board Member. If a Representative attends in place of an International Board Member, the Angel Coin will be sent with the flag to him/her. When presenting the Angel Coin, it is suggested that the following be said, "This Angel coin

represents (deceased's name) as your Guardian Angel and will be riding on your shoulder watching over you forever".

(a) In the event that a chapter wishes to offer honors to a past or present member who does not qualify for Heaven 1 Protocol, they may purchase a flag and/or a Memorial Foundation coin from the International Quartermaster. Approved 09/09/2011 Board Meeting, Ocean City, MD Revised 11/14/2014 Syracuse, NY Revised 4/15/2021 Baltimore, MD, Revised 8/17/2022 Johnstown, PA, Revised 8/20/2025 Peoria, IL, Revised 11/8/2025, Baltimore, MD.

16:05 Red Knights Funeral Protocol

The International Chaplain shall be informed of a Member's death by the official Member death notification on the RKIFMC website. The Chaplain should check travel distances to the closest International Board Members. The International representatives for funerals shall be designated by the International Chaplain following the guidelines in the International Chaplain Procedure Manual. If more than one International representative attends a funeral, only one will be eligible to submit for reimbursement, unless approved by the majority of the International Board, to pay additional expenses. Expenses will follow Section 9:01 of the SOG manual. If no one is available to attend, or notification was not completed in a timely manner, the International Chaplain shall arrange for Red Knights honors to be sent to the Chapter President with recommendations on presenting the Red Knights honors. The Chapter President will be contacted and have an RKMC flag and coin sent to him/her with instructions on presentation to the next of kin. Revised 11/14/2014 Syracuse, NY Revised 4/15/2021 Baltimore, MD, Revised 8/17/2022 Johnstown, PA, Revised 11/8/2025, Baltimore, MD, Revised 8/19/2026 Melbourne, Australia.

16:06 Song

The song "Fireman's Prayer' by Charlie Ball, as sung by Plainfolk be made the RKIFMC official song.

16:07 Memorial Patch and 4-inch Bottom Rocker

The Red Knights Memorial Patch honoring our deceased members may be worn on the vest or jacket. This patch is available from the RKR Regalia, Ltd. Quartermaster. The profit from the sale of this patch shall be a source of funding for future maintenance of the Red Knight Memorial. The Red Knights Memorial Patch may be sold to non-RKMC members.

Heaven One Memorial Rockers honoring a member shall be red backing, black border, and grey letters. International Founding Fathers rockers shall be red backing, gold border, and gold lettering. Chapters wishing to pay tribute to a person who is not eligible for Heaven One honors may order these patches. They shall be gray backing, black border, and red letters, with these only being worn beneath all other 4-inch Heaven One Name Bottom Rockers. Revised 3/8/2012, Revised 4/19/2013, Revised 11/14/2014 Syracuse, NY Revised 4/16/2021 Baltimore, MD, Revised 8/14/2024 Leipzig, Germany, Revised 4/18/2026, Baltimore, MD.

16:08 Memorial Plaque

A plaque with the deceased Members name shall be placed on the monument at Red Knights Memorial Park. The inscription on the plaque will include the Member's name (from the notification form), the Chapter location (two letter postal abbreviation for states and provinces, three letter Olympic abbreviation for countries outside North America) followed by the Chapter number. The International Chaplain shall make sure notification is made to the proper Member in charge of getting the Memorial plaques made and installed. Added 11/12/2020 by electronic vote Revised 4/15/2021 Baltimore, MD, Revised 8/17/2022 Johnstown, PA.

Section 17: Flags/Banners

17:01 Responsibility and Guidelines for loaning of banner

The International Secretary, under the guidelines of Section 3:17 of the International By-Laws, shall be responsible for maintaining all National Flags and RKIFMC banners. The International Secretary shall set up

and maintain a database for the purpose of tracking whom these items are loaned to. The database shall list the Item(s) loaned, to whom, date loaned, date returned, condition, and location shipped to. All banners are to be numbered and that number will be recorded in the database. The President of the Chapter or Association will request the loan of the banner(s) from the International Secretary. This is to be done by e-mail. All Banners and Flags may be loaned to any Chapter or Association for a period of three weeks. If it is needed longer than three weeks, please contact the International Secretary to request a longer period. If there is not a waiting list for the banner, the request will be granted. The Member receiving the banner shall inspect it and the container in which it is mailed for any damage on receiving it. Upon finding any damage, the person will notify the International Secretary, take photos of the damage and forward them to the International Secretary so that a claim may be made for the damages. The Association or Chapter borrowing a flag or banner will be responsible for its replacement if it is lost or damaged while in their procession. When returning the banners and/or flags, they are to be insured against damage or loss by the shipper. The cost of shipping these items from International shall be paid for out of the International Secretary's advertising funds. The return shipping and insurance cost shall be the responsibility of the requesting entity. Failure to return the banner/flag in the time frame allowed may result in the Association or Chapter not being allowed to have use of these items again. Approved 08/10/2005 Board Meeting, Toronto, Canada Revise 11/19/2005 Board Meeting, Syracuse, N.Y. Revise 11/7/2006 Board Meeting, Syracuse, N.Y. Revised 11/14/2014 Syracuse, Ferndale MD 10/29/2022, Revised 10/29/2022 Baltimore, MD.

17:02 Flags, Anthems, and Banners at Annual Convention

The International Secretary will have the flags of all countries that we have members at the Annual Convention. These flags will be displayed at the General Business Meeting and at the Banquet on Saturday. The National Anthem of the country hosting the Annual Convention will be played at the Banquet on Saturday night, followed by the reading of all other countries present alphabetically. The International Secretary will have the International Red Knights Banners at the Annual Convention to be used as needed by the host Association or Chapter. Approved 11/19/2005 Board Meeting, Syracuse, N.Y. Revised 11/14/2014 Syracuse, NY, Revised 4/11/2023 Baltimore, MD.

Section 18: International 50/50 drawing

18:01 Guidelines 50/50 drawing

If the International decides to hold a 50/50 drawing at a RKMC sanctioned event, the proceeds will be given to the host chapter's charity of choice, excluding the International Annual convention. The 50/50 raffle at the Annual Convention will go to the Red Knights Memorial as a source of funding for future maintenance of the memorial. Revise 11/19/2005 Board Meeting, Syracuse, N.Y. Revised 11/14/2014 Syracuse, NY.

REVISION DATES:

Revised 11/19/2005 Board Meeting, Syracuse, NY.
Revised 02/12/2006.
Revised 04/08/2006 Board Meeting, Syracuse, NY.
Revised 08/09/2006 Board Meeting, NYC
Revised 11/11/2006 Board Meeting, Syracuse, NY.
Revised 04/17/2007 Board Meeting, Syracuse, NY.
Revised 08/26/2007 Board Meeting, Boylston, MA.
Revised 09/06/2007.
Revised 11/09/2007 Board Meeting, Syracuse, NY.
Revised 1/19/2008.
Revised 8/20/2008 Board Meeting, Sandusky, Oh.
Revised 3/20/2009 Board Meeting, Syracuse, NY.
Revised 8/19/2009 Board Meeting Ft. Lauderdale, FL.
Revised 10/16/2009 Board Meeting, Syracuse, NY
Revised 4/9/2010 Board Meeting, Syracuse, NY.
Revised 8/21/2010 Annual Business Meeting, NY.
Revised 4/9/2011 Board Meeting, Syracuse, NY.
Revised 4/27/2011.
Revised 9/10 2011 Annual Business Meeting MD.
Revised 2/13/2012.
Revised 3/9/2012 Board Meeting, Syracuse, NY.
Revised 4/13/2012 Board Meeting, NY.
Revised 4/13/2012 Board Meeting, NY.
Revised 8/8/2012 Annual Business Meeting, PA.
Revised 11/10/2012 Business Meeting, NY.
Revised 4/18/2013 Business Meeting, NY.
Revised 8/17/2013 Annual Business Meeting, VT.
Revised 12/18/2013 Business Meeting, NY.
Revised 2/15/2014.
Revised 4/25/2014 Business Meeting, NY.
Revised 11/14/2014 Business Meeting, NY.
Revised 4/17/2015 Business Meeting.
Revised 4/18/2017 Board Meeting, Baltimore, MD.
Revised 8/17/2017 Summer Meeting.

Revised 5/8/2018 Board Meeting, Boylston, MA.
Revised 11/4/2018 Fall Meeting, Baltimore, MD.
Revised 12/6/2018 Fall Meeting, MD.
Revised 8/14/2019 Business Meeting, NH.
Revised 11/7/2020 Fall Meeting, Boylston, MA.
Revised 4/16/2021 Spring Meeting, Baltimore, MD.
Revised 9/17/2021 Summer Meeting Zoom.
Revised 10/30/2021 Fall Meeting Zoom.
Revised 4/22/2022 Spring Meeting, Baltimore, MD.
Revised 8/17/2022 Summer Meeting, Johnstown, PA.
Revised 10/29/2022 Fall Meeting, Baltimore, MD.
Revised 1/23/2023 Electronic Vote.
Revised 5/18/2023 Spring Meeting, Pell City, AL.
Revised 9/9/2023 Summer Meeting, Fussach Austria.
Revised 11/18/2023 Fall Meeting, Baltimore, MD.
Revised 4/13/2024 Spring Meeting, Baltimore, MD.
Revised 8/14/2024 Summer Meeting, Leipzig, Germany.
Revised 8/24/2024 8/24/2024 Zoom Meeting.
Revised 4/26/2025 Spring Board Meeting, Baltimore, MD.
Revised 8/21/2025 Summer Board Meeting, Peoria, IL.
Revised 11/8/2025 Fall Board Meeting, Baltimore, MD.
Revised 4/18/2026 Summer Board Meeting, Baltimore, MD.