



2023 SOG Revision Reference 5/18/2023 updates

SOG Section 1 Government

Completed with Motion 2023-006 (Additions and corrections)

(As written in old revision)

Section 1: Government

- 1:01 International Government Officers
- 1:02 Liaison Consultant
- 1:03 Convention Liaison Person (CLP)
- 1:04A International Ambassador (IA)
- 1:04B International Chaplain
- 1:05 Nominating Committee
- 1:06 Nomination Process for the International Board of Directors

Section 19: Communications Chair, Web Page Rules

- 19:01 Duties of the Communications Chair
- 19:02 Duties of the Information Technology (IT) Committee

(New Revision)

Section 1: Government

- 1:01 International Government Officers
- 1:02 Liaison Consultant
- 1:03 Convention Liaison Person (CLP)
- 1:04A International Ambassador (IA)
- 1:04B International Chaplain
- 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.



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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

1:057 Nomination Committee

1:068 Nomination Process for the International Board of Directors

1:09 Communications Chair

1:10 Help-A-Knight Committee

1:11 Information Technology Committee (IT)

1:12 General info for all committees.

1. Terms of the committee chairs to move to a two-year time frame as indicated below.

“To be started in the Fall of 2023:”

Help-A-Knight: odd

Bylaws: odd

Quartermaster: odd

Nominations: odd

Chaplain: odd

To be started in the Fall of 2024:

Communication: even

Information Technology: even

Newsletter Editor: even

Grand Tour: even

Section 19: removed

Rationale:

To have a place to define how the appointment process will work. Giving a timeline and letters to be sent out.

To have all committee information located in one place.

To add a general information section.

SOG Section 8:01 Elections of State/Province Representatives

Completed with Motion 2023-008

(As written in old revision)

8:01 Elections of State/Province Representatives

The Regional Director may appoint one, until such time the State/Province elects a representative.

All elections or appointments of State/Provincial Representatives shall be under the direction of the Regional Director. Each State/Province shall hold an election to elect their Representative.

This election shall be held prior to the Annual Convention of the year in which the election is held. 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 State/Provincial/Region Representative. They must be endorsed by their Regional Director. Any person wanting to run for the position of

State/Provincial/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 State/Province of



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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 State/Provincial 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 State/Provincial Representative. If the State/Province fails to elect a representative the Regional Director may appoint one until such time the State/Province elects a representative. 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

(New Revision)

8:01 Elections of State/Province Representatives

The Regional Director may appoint one, until such time the State/Province elects a representative. All elections or appointments of State/Provincial Representatives shall be under the direction of the Regional Director. Each State/Province shall hold an election to elect their Representative. This election shall be held prior to the Annual Convention of the year in which the election is held. 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 State/Provincial/Region Representative. They must be endorsed by their Regional Director. Any person wanting to run for the position of State/Provincial/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 State/Province 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 State/Provincial 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 State/Provincial Representative. If the State/Province fails to elect a representative the Regional Director may appoint one until such time the State/Province elects a representative. **The State/Provincial/Country 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**

Rationale:

The last statement is to ensure that when appointed to an Investigation committee they are bound by the same Executive session privacy as the Board. Also, this could ensure that electioneering by State Reps or Presidents is held to the same standard as well.



SOG Section 1:12 General info for all committees.

Completed with Motion 2023-009

(New addition)

SOG 1:12 General info for all committees.

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.

Rationale:

The reasoning is to have a smooth transition when a New Committee Chair is appointed. Some positions do not have a manual on how this Committee works. This would ensure that New Committee Chairs can start moving forward faster and the Club doesn't regress.

SOG Section 1:08 Nomination Process for the International Board of Directors

Completed with Motion 2023-014

(As written in old revision)

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 Section 1.05 of the SOG's.
2. All nominations must be made via email 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 Secretary, 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 (legal name as nicknames may not be able to be tracked in the system)
 - ii. Home Chapter
 - iii. Current Office Held
 - b. Nominee:
 - i. Name (legal name as nicknames may not be able to be tracked in the system)
 - 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 Secretary, members of



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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 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 chose not to accept it.

Revised Syracuse NY 11/4/2011 Revised 11/14/2014 Syracuse, NY

(New Revision)

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 Section 1.05 of 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 Secretary, 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 (legal name as nicknames may not be able to be tracked in the system)
 - ii. Home Chapter
 - iii. Current Office Held
 - b. Nominee:



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- i. Name **as it appears in the roster** (legal name as nicknames may not be able to be tracked in the system)
 - 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 Secretary**, 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:
 - c. Determine if the Nominee meets the requirements as set forth in the International Constitution and By-Laws for the Office.
 - d. Notify the Member(s) making the nomination and the Nominee of the status of the review.
 - e. 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.
 - f. 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.**

Rationale:

This correction is based upon past practice with the secretary never having been copied on nomination information and Treasurer assisting in the vetting process.

SOG Section 17:01 Responsibility and Guidelines for loaning of banner

Housekeeping change

17:01 Responsibility and Guidelines for loaning of banner

The International Secretary, under the guidelines of Section 3:187 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



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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.

Rationale:

3:18 refers to the International Treasurer and 3:17 refers to the International Secretary. International Board determined this to be an housekeeping issue.

1:10 Help-A-Knight Committee

Completed with Motion 2023-020

(New addition)

Section 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. Approved 6/13/2023 Zoom.

Rationale:

The Help-A-Knight was never mentioned with in the SOGs as a committee, this simply adds this committee into the governing document under Section 1 Government.