



HOG Northwest Florida Chapter #3863

Policy and Procedure

Adoption of HOG® National Charter

Policy

In accordance with the HOG National Charter, Article XI, The Northwest Florida HOG Chapter #3863 hereby adopts the Charter to serve as policy and procedure. This CHAPTER will uphold this CHARTER in all business operations and activities. Chapter activities and operations shall be conducted in a manner consistent with a family-oriented, non-political, non-religious philosophy.

Chapter #3863 Policies and Operating Procedures will describe distinctives regarding Chapter operations, including, but not limited to: Dues/Chapter Funds, Officer Selection/Installation and Responsibilities, Rider impairment, and Chapter Meetings.

The Northwest Florida Chapter is sponsored by Pensacola Harley-Davidson. Jaynie Sieber serves as the Dealership's Manager of this Chapter.

The Chapter appreciates the support provided by our Sponsor and will always conduct ourselves in a manner that reflects a positive image on Pensacola Harley-Davidson, its owner, managers and staff.

Our Overarching Chapter Policy is to:

Be Safe

Be Alert

Be Aware

Use Common Sense

Be Courteous

Ride a safe ride!

HAVE FUN!

Impairment Policy:

The consumption and use of alcohol is a serious personal responsibility involving the safety of family, riding friends, and the individual HOG member. Alcohol consumption before or during a motorcycling activity is not a safe, responsible behavior. Northwest Florida Chapter#3863 does not allow the use of alcohol or drugs before or during a riding event and does not furnish alcohol at Chapter rides. Riders whose skills are observed or suspected to be impaired by alcohol or drugs before riding cannot join the ride. Riders using alcohol or drugs while riding will be asked to leave the ride. It is the responsibility of each Northwest Florida Chapter member to support the consistent enforcement of this policy.

Operating Procedures

The HOG Chapter Charter is the governing authority over all operating procedures established herein.

This Chapter's name is "Northwest Florida Chapter, Inc..." hereinafter referred to as "Chapter". The Chapter is an incorporated not-for-profit organization under the laws of the State of Florida and is exempt from Federal Income Tax as a social club under section 501 (c) (7).

Florida Tax ID # 592955014

Florida Not for Profit Registration# 80096972601

IRS Doc# N4548

Chapter Officers:

The term of Chapter officers shall be January 1st – December 31st or at the sponsoring dealership's discretion. The length of service for primary officers should not be more the two full consecutive terms in the same position or at the discretion of the sponsoring dealer. Primary Officers may assume the duties of discretionary officers when the positions are not filled.

Primary Officers:

Director, Assistant Director, Treasurer, Secretary

Discretionary Officers:

Head Road Captain, Merchandise Officer, Activities Officer, Editor, Safety Officer, Photographer, Historian, Membership Officer, Webmaster, Ladies of Harley Officer.

The general responsibilities of these officers are outlined in the HOG Chapter Charter.

Our Chapter also includes a HEAD Road Captain Position responsible for coordinating all Chapter ride activities, maintaining the Road Captains' Orientation guide, tracking ride activities, and conducting road captain meetings.

The Chapter's Sponsoring Dealership may add or delete officer positions, personnel, and responsibilities as may be required.

Officer Selection/Installation:

Candidates are solicited from the general membership and approved by the Sponsoring Dealership.

A general timeline for the Director position: Candidate Slate developed by September 20th. Candidates presented to the Sponsoring Dealership by September 30th.

The new Director will present the officer team by October 15th and will present the slate of officers to the Sponsoring Dealership for approval. During the November General Membership meeting, the entire slate will be voted on by members, after which transition activities will commence, including the transfer of Google Workspace and PensacolaHog.com usernames/passwords to ensure a smooth transition by January 1st.

Dues/Chapter Funds:

Current dues are established at \$20 annually, with the membership period running from January 1st – December 31st. Members joining in October-December will have their term extended through the following year. NOTE: Enrollment forms/waivers will need to be re-signed after January 1st of the following year.

Budget:

In November, as a part of the officer transitions, incoming officers, with the assistance of outgoing Primary Officers, will establish a budget for the following year. Once finalized, the budget will be posted on the website and presented to the general membership for discussion/approval. Upon approval, the budget will be presented to the sponsoring dealership for review.

Expenditures:

Chapter members making purchases on a reimbursable basis must receive Director or Treasurer approval prior to purchase.

Primary Officers shall be authorized to spend up to \$500 for a single chapter-related purchase with the approval of Officers, a simple majority of those present.

An expenditure exceeding \$500 must be brought to the general membership for a vote.

Fundraising:

Requests to hold a fundraising event must be brought to the Chapter Officers during a regularly scheduled Officer Meeting for discussion/consideration.

Chapter Meetings:

Officer Meetings will be held on the Tuesday evening before the regular monthly membership meeting unless circumstances dictate a change. All members are invited to participate.

General Membership Meetings: These meetings will be held on the 2nd Saturday of each month at 10:00 a.m. Membership meetings are open to all members and non-members.

Special Meetings: Meetings may be called by any Primary or Discretionary Officer or Sponsoring Dealership as necessary.

Voting:

No matter will be voted on at the General Membership unless presented first at the Officers Meeting. If a matter results in a tie vote and the Officer's Meeting, the Director will have the discretion to break the tie.

Approved:

Jaynie A Sieber
HOG Chapter Manager

7/9/2025
Date