



Combat Veterans International Constitution

This Constitution was enacted by the membership, to ensure and protect the founding principles of this great organization, and provide for the common good of its membership.

This document supersedes any previous documents, bylaws, SOP's and/or policies at the National, State, Regional and Chapter levels of the organization.

Article I. Mission Statement

As Combat Veterans we proudly ride in honor and respect of all Prisoners of War, Missing in Action, and those brothers and sisters who were killed in combat supporting our country, in past, present, and future military actions. Our mission shall be: To support all Veterans, especially Combat Veterans, to the best of our ability, regardless of race, religion, age, sex, or country of origin. To fit into the areas where we live: As a non-confrontational/non-territorial motorcycle organization, showing respect for all human kind.

Article II. Organizational Structure

National Executive Council (NEC)

The NEC will be comprised of five officers, elected from the membership at large: President; Vice President; Sergeant at Arms; Secretary; and, Treasurer. The NEC is responsible for the growth of the organization and will provide guidance for the organization. The NEC members shall be the representatives of Combat Veterans International (CVI) at all functions and events as appropriate. The NEC will ensure compliance with all applicable state, federal and local requirements governing non-profit organizations so as to maintain the 501c status of the organization. IRS Code Sec 501(C) is incorporated herein by reference as though set forth in full.

Regional Council

Regional areas within the United States will have Regional Councils, which are responsible for growth of CVI and will provide guidance and direction to the CVI chapters within their region. These councils will be the governing body within their respective geographical regions. The NEC will define Regional Areas and each region will form a council from the individual

chapters within that region. International councils and International representation will be addressed as appropriate.

Chapters

Chapters are individual groups within CVI which make up the majority of the membership. All chapters will maintain five elected offices: President; Vice President; Sergeant at Arms; Secretary; and Treasurer. Each chapter shall abide by the CVI SOP's, Constitution, its regional council, and the NEC. Each chapter shall be held responsible for any liability it incurs.

Article III. State, province or territorial specific article

The NEC is responsible for compliance with any federal, provincial, state or local laws or regulations that pertain to gambling, raffles, poker runs etc, and will ensure compliance with any provisions required to maintain CVI's non-profit status.

Article IV. Annual Meeting

CVI shall hold an annual meeting during the third weekend of July each year. All members in good standing shall be eligible to vote on such business as comes before this meeting. At any annual meeting, a quorum will consist of the voting members present.

Article V. Revisions

This Constitution may be revised by a three-fourths vote of the members entitled to vote at the Annual Meeting. Any member in good standing may submit a proposed revision for consideration. All proposals shall be submitted to the member's Chapter and forwarded to the Regional Council only upon an affirmative vote by that Chapter. Regional Councils shall forward all proposals to the NEC no later than April 1st. Notice of proposed changes shall be mailed by the NEC to eligible members not less than forty-five days before the meeting, along with a ballot to indicate acceptance or rejection.

Article VI. Dissolution of the organization

1. In the event that CVI as an organization ceases to exist, all assets of the organization shall be transferred to another non-profit veteran's organization as determined by a vote of the last remaining members.
2. In the event that a chapter or regional council within the organization ceases to exist, all assets of the chapter or regional council will be transferred to the NEC for disposition.



Combat Veterans International

Standard Operating Procedures (SOP)

This document contains the Standard Operating Procedures for Combat Veterans International (CVI), which are the rules by which CVI will operate. This document is meant to supplement, not replace, the CVI Constitution.

((Added July 2016)) No amendment shall be made to the SOP which would cause C.V.I. to cease to qualify as an exempt corporation under Section 501 (c) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.

- (a) An amendment that affects the voting rights of directors or members requires ratification by a three-quarters vote of the board of directors at a Board meeting and ratification by a three-quarters vote of the membership at a National meeting.
- (b) That all amendments be consistent with the Articles of Incorporation.

((Added July 2016)) Anything not expressly covered by this document will be left to the decision and interpretation of the NEC, designated Regional Council or governing authority. The NEC is the final authority for any decision made at a lower level.

If you have questions, or have trouble understanding the Constitution or the SOP, please bring them to the attention of your Chapter Officers, your Regional Council, or a member of the National Executive Committee (NEC).

Article I. Objectives of CVI

The objective of CVI, its Chapters, and its members is to become involved in their local communities and activities not only for recruitment but to improve the relationship between the communities and veterans. Some of the many things that are regularly done by Chapters of CVI are:

1. Public appearances and participation in local events, parades, etc.
2. Food Drives
3. Involvement with military traditions and civic events
4. Public awareness and education including outreach to schools and cooperation with other veteran organizations.
5. Fund raisers for local activities and charities

Article II. National Events

National run

1. There is a National Run and Annual Membership Meeting once a year. It is most important to attend and everyone should be able to plan at least part of their vacation to be able to participate.
2. When a Chapter is assigned to host the run and meeting, that Chapter will secure an area for the event to be held, provide details on accommodation availability, organize events for Friday and Saturday, and supply an adequate room for the meeting. They should also ensure that there is information available on food, refreshments, local attractions, rides and other facilities.

3. In order to relieve the financial burden on individual chapters, the run and meeting will be coordinated and funded by the NEC through the Chapters. Each Chapter will be responsible for providing funds based on the percentage of the total CVI membership that is in the Chapter. The Chapter rosters submitted for the current fiscal year will be used for this calculation. The total amount of the funding will be determined by the NEC based on the estimated cost of putting on the run. The amount of the funding each Chapter is responsible for will be communicated to the Chapters no later than 45 days prior to the National Meeting. Chapters are free to determine the source of this funding. The funds will be payable to the National Treasurer prior to or at the meeting. Any money left over will be applied to the following year's run.

CVI Birthday Party

CVI's official birthday is March 3. Each year on the first weekend of March, each Regional Council and Chapter should make every effort to hold some sort of celebration with the other Chapters in their area.

Article III. Chain Of Command

Officers in this Organization should be voted in for their experience, understanding, and leadership abilities. The education gained through their service with CVI and the way they interact within the motorcycle world is of the utmost importance. Officers are voted in by the membership and deserve the respect that comes with the position. You may not like the person filling the position, but you WILL respect the Office.

The Chain of Command is important to understand and to be able to use. It is the way we resolve any kind of issue that may come up. The idea is to seek an answer or solution at the lowest possible level.

The Chain of Command at the National and Chapter levels is:

1. President
2. Vice President
3. Sergeant At Arms
4. Secretary
5. Treasurer

The Chain of Command of the Regional Councils is:

1. Council Chairman
2. Council Secretary
3. Council Treasurer

Article IV. National Executive Council

1. The NEC will meet at the call of the President.
2. Each elected NEC position will have a five year term and one position shall be open for election each year on a rotational basis.
3. NEC members will be elected by a vote of the membership at the National Meeting.
4. Any member of CVI who is in good standing and has been a full patch holder for at least two years may choose to run for an open position. Members shall submit their candidacy to the NEC no later than April 1st. Application will indicate the office desired and should include a brief biography and reason for running which will be included with the ballot. If elected to the NEC, that member will no longer be part of their parent Chapter while serving as a National Officer. Upon completion of their term, they will return to their parent Chapter.
5. The NEC is responsible for maintaining the 501c status of CVI, and ensuring that CVI is meeting all State and Federal requirements for non-profit organizations, including annual reports and tax

information. The NEC will represent CVI and will function as the head of the organization when corresponding with other organizations, Clubs and MCs.

6. The function of each individual officer of the NEC will be to implement all State and Federal laws/requirements governing non-profit organizations and their terms of office.
7. NEC may appoint (non-elected) positions, such as, but not limited to, Membership Chairman, Webmaster and Road captain.
8. A ballot listing the candidates for National Office shall be sent to all members in good standing not less than forty-five days before the Annual Meeting.
9. A ballot listing the candidates for National Office will be sent to all members in good standing not less than forty-five days before the Annual Meeting.

Duties and responsibilities of the National Officers:

The National President is the Chief Executive Officer of the Organization. It is his responsibility to oversee the general operations of the Organization. The President's leadership should provide direction to the Organization and, in consultation with his National Executive Council, Regional Councils and the Chapters, should determine issues relating to expansion and the future of the Organization. His specific duties include:

1. Responding to issues involving the CVI business and organization.
2. Leading the NEC and portraying the overall vision of the Organization.
3. Ensuring that the NEC and the various Regional Councils respond in a timely manner to issues affecting the Organization.
4. Representing the Organization in a positive manner by acting as the primary ambassador to the General Public, to outside organizations, and to the motorcycle world.

The National Vice President is the chief assistant and advisor to the President. His primary duty is to act as President in the absence or incapacity of the President. His duties include:

1. Serving on the National Executive Council in a decision making capacity for issues relating to the National Organization.
2. Overseeing and advising the functions of all Standing Committees

The National Sergeant at Arms' primary duties are to support and protect the National President. As disciplinarian of the organization, his job is to maintain order in National meetings and in the Organization as circumstances dictate and will act as directed by the National Executive Council in specific instances. The duties include:

1. Providing input and advice to members and Chapters in resolving or forestalling negative situations. Relating experiences that have preceded the situation and how they were resolved.
2. Educating members and Chapters on the Constitution, SOP, protocol, and relationships with other organizations, Clubs and MCs.
3. Acting as a mediator for all parties present, with objectivity and understanding.
4. Being available for all members without prejudice or prejudgment.
5. Meeting with other organizations, Clubs and MCs when necessary and conducting business in a professional manner to pave the way for CVI.
6. Foreseeing problems and situations and deal with them before they become a distraction to the Organization.

The National Secretary is responsible for:

1. Keeping and maintaining minutes of all NEC meetings and copies of all Regional Council and Chapter minutes.
2. Posting draft minutes of the most recent meeting and approved minutes of prior meetings on the secure message board within fifteen days of each meeting.
3. Creating an agenda before each meeting.

4. Maintaining an up to date and accurate copy of the Constitution and SOP.
5. Providing an updated copy of the current governing documents to each Chapter, Regional Council and member of the NEC within two weeks of the Annual National meeting.
6. Maintaining an accurate and complete roster of the membership of the organization.
7. Assisting the officers of the organization in composing and creating correspondence as necessary, as well as maintaining a record of all correspondence with outside organizations.
8. Assisting all other secretaries in the organization in the performance of their duties.

The National Treasurer's primary duty is to maintain the financial records of the organization. The duties of the Treasurer shall include:

1. Maintaining an accurate financial record and making it available to officers and members upon request.
2. Writing checks to pay the bills and obligations of the organization in a timely manner.
3. Keeping current on all IRS and state regulations and tax law and ensuring that the organization complies with all relevant laws.
4. Ensuring that the individual Chapters maintain accurate financial records as necessary.

Article V. Regional Councils

1. The NEC shall determine when a Regional Council will be created and define their region.
2. Each Regional Council will provide guidance and discipline to the Chapters within its regional area.
3. Regional Councils shall meet at the call of their Chairman.
4. Each council will provide minutes of all meetings to the NEC.
5. Council members are not elected officers, will remain a member of their respective Chapter, and can continue to hold any office within their Chapter.
6. Composition of Councils
 - a) Each Council shall be comprised of no more than twelve members and no less than the number of chapters in that region.
 - b) Members shall be selected for a two year term. Six members shall be selected on October 1st of each year. Unexpected vacancies may be filled at any time and that replacement member shall serve the remainder of the existing term.
 - c) Applicants shall be nominated by a majority vote of their Chapter and, when nominated, shall submit a resume to the current council along with a letter of nomination from the Chapter President. Nominations should be delivered no later than 30 days prior to the selection meeting.
 - d) Additions to the councils shall be selected by a majority vote of the current council, and based on received resumes.
 - e) No Chapter should have more than one member on the Council unless open positions are unable to be filled from Chapters who do not have a member on the council.
 - f) Members who are unable to attend a meeting called by the Chairman may be represented by their Chapter President or Vice President.

Article VI. Individual Chapters

The chapter officers will speak on behalf of their Chapter and will provide the Chapter with guidance and leadership. They will relay any information that is provided by the NEC and the Regional Council to their Chapter. Chapters will hold monthly business meetings as addressed in Article IX. Chapters may appoint (non-elected) positions as needed, such as, but not limited to, Road Captain and Product Sales.

Chapter Financials

1. A bank account must be maintained by each chapter.
2. Any single expense or group of expenses that will not exceed \$250.00 can be approved by the officers of that chapter. Any amount greater than \$250.00 must be approved by a vote of the members. All expenditures must be documented in the treasurer's report.
3. Each chapter's treasury account must maintain a minimum balance of \$250.00 at all times.
4. There shall be two signatures on all checks written using any organizational bank accounts.
5. No officer or member of this organization is to be held personally responsible for the debts or liabilities or obligations incurred by this organization.

The duties of the Chapter Officers shall include:

Chapter President

The Chapter President is the elected leader for each individual Chapter and will represent the individual membership within that Chapter. The Chapter President will assure that that Chapter membership follows and understands the Constitution, SOP, and founding principles of CVI. The duties include:

1. Reporting to the Regional Council and the NEC on a quarterly basis as to the health and activities of that Chapter.
2. Conveying issues from the NEC and the Regional Council to the Chapter.
3. Conveying any issues and all matters voted on by the members of that Chapter to the Regional Council and the NEC, by providing a written copy of the monthly meeting minutes.
4. Representing the Chapter and its members to the NEC and the Regional Council.
5. Acting as a direct voice for the Chapter membership.
6. Representing the Organization in a positive manner acting as the primary ambassador to the General Public, to local outside organizations, and to the motorcycle world.

Chapter Vice President

The Chapter Vice President will support the President and will act on his behalf whenever necessary. The duties include:

1. Chairing the Chapter Membership Committee.
2. Ensuring that the sponsors and Rockers are being properly trained.
3. Ensuring that the CVI Constitution, SOP and the founding principles of CVI are followed and taught to the Chapter membership.

Chapter Sergeant At Arms

The Chapter Sgt-at-Arms will support the President and will ensure that the Chapter conducts business in accordance with the CVI Constitution, SOP and the founding principles of CVI and shall ensure that all members of the Chapter are upholding the CVI Mission Statement. The duties include:

1. Maintaining discipline within the Chapter.
2. Maintaining order at all meetings and assure compliance with Robert's Rules of Order.
3. Supporting the President, Regional Council and NEC in any decisions, once made.
4. Supporting Combat Veterans International in a positive manner to the best of their abilities.
5. Working with the Chapter Treasurer to conduct the annual audit.

Chapter Secretary

The Chapter Secretary will support the president and document all that transpires during all meetings. The duties include:

1. Sending a copy of the Chapter's Treasurer's report, business meeting minutes, and a current membership roster to the NEC and the Chapter's Regional Council on a quarterly basis. This may either be done in person, by U.S. Mail or by email as a PDF file.

Chapter Treasurer

The Chapter Treasurer's primary duty is to maintain the financial records of the Chapter. The duties include:

1. Maintaining an accurate financial record and making it available to officers and members upon request.
2. Writing checks to pay the bills and obligations of the Chapter in a timely manner.
3. Keeping up to date on current IRS and state regulations and tax law to ensure that the Chapter complies with all relevant laws.
4. Ensuring that the Chapter maintains accurate financial records as necessary.

New Chapters ((Changed July 2016))

1. Any qualified persons wishing to form a new Chapter will meet with the RC for their area a minimum of three times to discuss the goals and vision of the Organization, and why they want to start a Chapter. Any member of CVI will have the right to attend these meetings. The NEC shall perform all duties in any area for which there is no assigned RC.
2. New Chapters will be established by majority agreement of the NEC. No Chapter will be established without consultation and endorsement of the RC that has been assigned to that region.
3. Once a prospective Chapter has three interested combat veterans, they will be provided with copies of the Constitution and SOP, and will need to submit a charter application and other required documentation identified in the application. The RC will provide membership applications and all related documents for each founding member of the proposed Chapter to the NEC with their endorsement of a Charter Application (See addendums)
4. Upon acceptance of the Charter application, each prospective member will be provided with a "Combat Veterans International" rocker and will be expected to create a cut as laid out in the SOP. The prospective Chapter will be required to meet with the RC at least quarterly while in Probationary status.
5. A minimum of five qualified persons will be required in order for any group to be awarded a Chapter charter.
6. Each Chapter WILL adopt the CVI constitution in order to ensure uniformity of operation within the Organization.
7. A minimum of six months after obtaining Probationary Chapter status, and upon the recommendation of the RC, a vote will be held by the NEC to consider granting a Chapter Charter or allowing additional time for the completion of Charter requirements
8. Non patch holders wishing to form a new Chapter will be required to serve out a Probationary term as required for all new members of the organization. These members will not be prohibited from forming a Chapter during their probationary period. Full patches shall be granted only by a unanimous vote of the RC in the absence of patch-holders in the new Chapter.
9. After the first year of existence each Chapter will maintain at least five active members in order to maintain its Charter. Exceptions to this requirement may be granted on a case-by-case basis. Chapters shall submit exception requests to their RC which shall forward a recommendation to the NEC for final decision.

Transfers

1. Members who wish to transfer between Chapters should submit a written request to the original chapter.
2. Once the host chapter votes to approve the transfer, the request must then be approved by a majority vote of the receiving chapter (or NEC in the case of transferring to Member-at-Large).
3. Once both votes are passed the original Chapter's Membership officer will fill out the Transfer section of the membership form (see Addendum?) and send the form to the receiving Chapter. When the transfer is finalized the member's prorated dues will be forwarded to the new Chapter.
4. A copy of the Membership form shall be retained by the original chapter and one will be provided to the National Membership Chairman.
5. Transfers should not be authorized unless a member is in good standing (dues paid, no disciplinary action pending).

Article VII. Individual Members

Individual Member Responsibilities:

1. Respect yourself, your brothers and sisters, the CVI patch, and CVI.
2. Support the organization to the best of your abilities on a personal, Chapter, Regional and National level.
3. Promote Combat Veterans International at all times. Every member of CVI should try to recruit qualified applicants.
4. Assist all veterans in any way you can.
5. Portray a positive public image for CVI.
6. Conduct yourself in a manner which ensures respect for all positions and Officers within CVI, other organizations and public entities. CVI has always had a positive image within the biker community. It takes a lot of work to maintain that image.
7. "You are your brother's keeper".
8. Drinking while wearing your patch is tolerated. All things in moderation. **Conduct that dishonors yourself or CVI will not be tolerated.**
9. Public intoxication, abuse of alcohol, prescription drugs and illicit drugs while wearing your patch will not be tolerated.
10. Being under the influence of alcohol or illicit drugs at meetings or sanctioned rides are not in the best interest of CVI and will not be tolerated.
11. Members shall not wear any support patch for any other organization
12. Members shall not wear any patch that would be disrespectful to a person due to their race, religion, sex, color or country of origin.
13. Members shall wear vests (cuts) which can be constructed from either black or brown leather or black, brown, or blue denim.
14. Members must ride a motorcycle or trike of at least 500cc and capable of maintaining the highest legal speed limit. All members are required to maintain a valid state motorcycle license and current tabs for their vehicle (2 or 3 wheel) as required by state law.
15. As a non-confrontational non-territorial motorcycle organization CVI shall remain neutral in order to continue to ride free and help veterans of all wars.

Probationary "Rocker" Members

Probationary training and sponsorship are two of the most important issues for the survival and well being of CVI. The focus and direction of the Organization are in the hands of the sponsor and probationary members. Sponsors shall ensure that rockers are properly trained in:

1. Our Constitution and SOP, chain of command, and history of CVI
2. Goals and direction of CVI
3. Road signals and safe riding
4. Member responsibilities to CVI
5. The motorcycle club world and protocols

Probationary members shall:

1. study the Constitution and SOP
2. ask questions and get involved
3. attend as many events as possible
4. introduce themselves to patch holders at all events

Probationary members should watch, listen, and learn the CVI way of life. When your sponsor doesn't know the answer he should go to the Chapter officers to get it. If he doesn't, then YOU do it! In this fashion we can deal with issues and problems before they arise. A sponsor will be a full patch holder who is in good standing, is actively involved in CVI, and is knowledgeable about the Constitution, SOP, and protocols.

Full Members

Full members are combat veterans with verified proof of service in a combat zone (such as a conflict ribbon, an expeditionary medal, or some other documentary evidence) who have served a probationary period and been accepted by a vote of the membership as outlined below.

Associate Members

Associate members are those veterans that have not served in combat. Associate Members are considered full members with all the rights, privileges and responsibilities of full members. Associate membership will be limited to not more than ten percent of each chapter. Associate Members will wear the same patch as a full member except they will wear an "Associate Member" conflict patch that can be obtained through National Product Sales.

Membership Process:

1. Those interested in membership need to attend one of our meetings. The times and days will be listed on the CVI website.
2. When a person wishes to commit to CVI, they must submit an Application for Membership. The application will include a SF180 (directed to the appropriate CVI address) and a copy of their DD214, or equivalent proof of combat service. A copy of the completed application will be provided to the National Membership Chairman. The CVI membership application is provided as an addendum .
3. The meeting at which a person submits their application will be their first official meeting, and they will be considered a Prospective Member. At this time, they will receive a membership kit which will include a copy of The Constitution, SOP, Uncle Tom's Book, and a Chapter roster.
4. They must attend two more consecutive meetings. At the third meeting they will be considered for Probationary Membership.
5. If approved by majority vote of chapter members they will receive a Rocker and will be expected to complete a cut (vest) to be constructed as outlined in this document by the next meeting.
6. A Probationary Member (Rocker) is required to attend all meetings, although advance notice to the Membership Committee or the Officers may constitute an excused absence.
7. Rockers will be assigned a sponsor. The sponsor will be that person's first contact. Rockers are required to meet with their sponsor and/or the Chapter membership committee at least every two weeks. They should also be in contact with their Sponsor at least once a week.
8. The Sponsor will be responsible for the training and education of the Rocker. This training will consist of but is not limited to the CVI Constitution, SOP and History.
9. The sponsor is responsible for the training of the new member assigned to him and held accountable. This is not a job to be taken lightly. It should be taken seriously and performed with extreme pride. Patch holders are responsible to Combat Veterans International to promote and instill pride and respect for our organization in new members. This organization is unique and can only stay that way if WE educate incoming members.

10. A review of each Rocker will be conducted every three months by the sponsor and the Chapter Membership Committee.
11. Rockers must complete 9 months during which time they will be taught to be a member and will be evaluated by the Chapter.
12. Rockers must be presented to the Membership Committee by their sponsor when they are ready for consideration for full membership.
13. Rockers will only be promoted to full membership by a unanimous vote of all full patched members present at a Chapter meeting at which a quorum is present.
14. No hazing or harassing of probationary members shall be tolerated.
15. After 9 months a Rocker may be considered for Full Membership, but may be asked to spend additional time as a Rocker before being considered for membership. Rockers should participate in all CVI functions.
16. Rockers do not have a vote but may be allowed to provide input and discussion at all meetings.
17. No person will be allowed to ride in a CVI formation until they have proven possession of a valid license with motorcycle endorsement and proof of insurance if required by local law.

Member-at-Large

Member at Large is a member who has become separated in distance, or constrained by other factors, which prevents him or her from active participation and reliable attendance at meetings and the functions of their chapter.

1. Members-at-Large status will be recommended by their chapter with a majority vote of the chapter membership and must be ratified by the NEC.
2. Members-at-Large shall be limited to no more than three members from a chapter at any given time.
3. Member-at-Large status may be considered by the NEC upon review and approval of the member's plan to advance the goals of the Organization.
4. Upon approval from the NEC the member shall, on an ongoing basis, be evaluated by the National VP and the National Membership Chair to determine the effectiveness of the work being done by the member at large every six months.
5. A Member-at-Large will report to the NEC and the NEC shall certify to the Chapter as to whether or not the individual is complying with the terms of their release from normal chapter responsibilities.
6. Should a member at large be deemed by the NEC as not in compliance with the terms of his or her agreement, the NEC shall work with the parent chapter to resolve the issue including the possibility of retirement or loss of Members-at-Large status.
7. All Members-at-Large shall remain NOMINAL members of their home chapter. If they are once again able to participate in normal chapter activities, they shall be released from Member-at-Large category in order to rejoin their chapter. Should a member at large rejoin his or her home chapter, prorated dues shall be forwarded to the chapter by the National Treasurer.
8. Members-at-Large dues shall be paid to the NEC for disbursement.
9. The following minimum criteria shall be used in determining eligibility for Members-at-Large status.
 - a) A minimum of four years membership in the Organization.
 - b) A recognizable contribution to the Organization and our goals.
 - c) Be in good standing, which is defined as:
 - i. up to date dues
 - ii. no pending disciplinary action

Support crew

Support crew will consist of no more than five individuals within a particular chapter, who qualify for full patched membership but who do not or are unable to ride a motorcycle.

Friends of CVI

Are individuals who support CVI and the members of CVI, but are not eligible for membership within CVI. To become a Friend of CVI, a person must submit a written letter to that chapter, requesting to become a Friend of CVI.

1. Each Friend of CVI must be sponsored by a fully patched member of that chapter. Each patched member may only sponsor one Friend of CVI at any given time.
2. Friends of CVI do not have to be veterans, but they are held to the same standards as any other member of CVI.
3. A Friend of CVI is not a member and does not have voting rights. Friends of CVI cannot fill any elected positions and may not be appointed to any position or committees within CVI.
4. Friends of CVI are required to wear a Cut identical to that of a member with the approved "Friends of" back patch and are not allowed to add any type of conflict patch (or similar patch) on top of the "Friends of" patch. Additionally each Friend of CVI will wear a strip patch which reads (Friend of) above the chapter designator.
5. Friends of CVI must be documented on the chapter roster with their name, the name of their sponsor and the date they received the "Friends of" patch.
6. The sponsor of each Friend of CVI is responsible for that person's conduct while they are representing the organization, and the member may be subject to disciplinary actions for any violations committed by that "Friend of" CVI. If a sponsor leaves CVI, the Friend of CVI which they sponsored must obtain another available sponsor, or they must return their "Friends of" patch to that chapter. If a sponsor changes chapters or assumes a national office, any "Friend of" CVI which they sponsored, will remain with that member or apply to the chapter for a new sponsor.

Article VIII. Discipline

1. Disciplinary hearings should be conducted in closed meetings with the appropriate officers and the parties involved.
2. A written copy of any disciplinary action must be delivered to the member in person to avoid any miscommunication.
3. All disciplinary actions should be handled at the lowest possible level.
4. Failure to address violations may be addressed by the next appropriate body (council or NEC).

Disciplinary actions

1. Verbal Warning. A verbal warning can come from the Chapter officers, a decision of the council, or any NEC officer.
2. Written warning. Any action which violates the constitution, SOP or decision passed down from a Chapter officer, that Chapter's council or NEC officer may be addressed with a written warning. A written warning can come from any Chapter officer of that member's Chapter, a decision of the council, or any NEC officer. A written warning should be presented to the member by a Chapter officer (typically the Sgt-at-Arms) in person.
3. Probation of a member. Any action which violates the constitution, SOP or decision passed down from a Chapter officer, that Chapter's council or national officer may be addressed with up to six months probation. During that time, the member will not have voting rights and will be considered in a disciplinary status. During that time, if the member fails to correct the violation, or fails to change the behavior that caused the violation, then that member's patch may be pulled for cause.
4. Removal of members patch. In the event of any gross violation of CVI Constitution or SOPs, a member's patch may be temporarily pulled by his Chapter's President, Vice President or Sgt-at-Arms, or any ranking Officer, in order to preserve the public image of CVI. Loss of membership (permanent removal of patch) shall only occur by majority vote of the parent Chapter following a full investigation and appropriate disciplinary hearings.

5. All disciplinary actions shall be documented by the Chapter Secretary and maintained in the Chapter Membership files.
6. Removal of an officer for cause. Any action of any officer of any office, which violates the constitution, SOPs or decisions passed down from a Chapter officer, that Chapter's council, or national officer may be addressed by removing that officer for cause. Removal of an officer for cause may be done by a vote of that Chapter's membership, a decision by that Chapter's council, or a vote of the NEC. Although that member would no longer be an officer, removal for cause does not necessarily mean that member would lose their patch.
7. Suspension of a Chapter's charter. Regional councils and the NEC shall have the authority to suspend a Chapter's charter in the event of blatant violations of the Constitution or SOP. Warnings may be issued prior to suspending a Chapters charter, but are not required. Suspension of a Chapter's charter places that Chapter into a disciplinary status, during which time it must conduct business under the supervision of the council. Once the discrepancies are corrected, that Chapter's charter may be reinstated. If the Chapter fails to correct the discrepancies or the violation after its charter has been suspended, that Chapter may be abolished completely.

Disciplinary investigations of individuals

1. Members shall attempt to settle their differences at the lowest possible level prior to submitting the complaint to the Chapter officers.
2. Chapter officers will investigate all written complaints or charges that it receives from its members.
3. Chapter officers shall conduct a hearing for each complaint. Both the offending party and any reporting members may provide witnesses or evidence to make their case. Hearings will be private and will not be held at a public meeting. The Chapter officers may take until the next regularly scheduled Chapter meeting to come to a decision. Any decisions made as a result of the hearing are final unless overturned by a majority vote of the Chapter membership. If the Chapter cannot come to a decision, the complaint will be forwarded to that Chapter's council for a decision.
4. The Chapter must present a report of the hearing and any disciplinary action to their Regional Council.
5. In the event that a Chapter is unable to deal with a disciplinary issue, the Chapter may forward the complaint to the Chapter's Council. The council shall conduct a hearing for each complaint. Hearings shall be held under the same rules as Chapter Disciplinary Hearings. If the council is unable to deal with a disciplinary issue, the Council may forward the complaint to the NEC. Any decisions made by the council or NEC are final. If the offending party's membership is revoked, that member will turn in their patch prior to leaving the meeting or when the decision is given to the member.

Disciplinary investigations of Chapters

1. If a Chapter violates the constitution, SOP or decision passed down from that Chapter's council or the NEC, the appropriate Regional Council will be responsible for disciplinary action, and the process for investigation and discipline will be the same as that outlined above for individual members. Chapters may request NEC review of disciplinary action for reconsideration. NEC's acceptance of the appeal is discretionary.

Disciplinary investigations of RC Members

1. In the event that a complaint or charge is made concerning a council member and is related to their Council duties, the complaint will be forwarded to that council for investigation, otherwise it will be dealt with by the member's Chapter. If the council is unable to deal with a disciplinary issue, the complaint will be forwarded to the NEC for a decision.
2. All decisions of the council regarding council members shall be reviewed by the NEC and may be sent back to the council for further review if it is determined that insufficient action was taken.

Disciplinary investigations of NEC Members

1. In the event that an NEC member is the subject of a complaint, disciplinary issues will be dealt with first by the NEC and reviewed by the appropriate Regional Council representing that member's home Chapter and may be sent back to the NEC for further review if it is determined that insufficient action was taken.

Article IX. Retirement and Resignation

Members may resign from the organization at any time. Members who resign from the organization shall return their patches to the parent Chapter within 10 days of their date of separation. **Back patches are and always will be property of CVI.**

Members in good standing who resign from the organization may request a refund of 20.00 U.S. dollars for the back patch. Refunds must be requested in writing within thirty days of the date of separation and shall be paid by the NEC within thirty days of receipt. Members who are expelled from the organization may not receive a refund from the organization.

Retirement from the Organization should reflect the contribution that the member in question has made to the Organization. Retirement is an honor that is granted by the Chapter membership, not an entitlement that comes with membership. Each Chapter is of course free to adopt their own criteria, but Chapters should discuss this in advance of the issue arising and set their criteria as part of their Chapter Operating Manual. The following minimum criteria shall be used in determining whether Retirement shall be granted to an individual making such a request.

1. A minimum of four years membership in the Organization.
2. A recognizable contribution to the Organization and our goals.
3. Be in good standing, which is defined as:
 - a) up to date dues
 - b) no pending disciplinary action

((Change #1 July 2013)) A member will only retire by a unanimous vote. A retired member will add a "retired" patch below their Chapter designation patch. Retired members may only wear their cuts when invited to do so by a patched member, or when attending a CVI ride or event. A member who is retired is still a full patched member of CVI but is not allowed to vote and does not pay dues.

((Change #2 July 2013)) In order to maintain Retired status, a Retired member shall attend at least two official CVI events, either business or social, per calendar year. Events may be with any CVI chapter but each retired member should contact the officers of his home chapter on a regular basis to keep his status updated. Any Retired member unable to meet these requirements shall be required to resign from the Organization.

Return to the Organization

((Changed July 2016)) If a member leaves the organization while in good standing, they may return to their parent Chapter at any time by a unanimous vote of all full patched members present during a Chapter meeting at which a quorum is present. All returning members must serve a minimum probationary period that is subject to be extended by a unanimous vote of the Chapter members. A returning member (Retired or Resigned) must return initially to their parent chapter or if the member desires to return to the organization with a different Chapter, they must request a transfer from their parent Chapter.

Retired members will be allowed to wear a full patch, but will be in a probationary status for a minimum of 180 days. During this probationary status, the member cannot hold any elected officer positions but does have voting rights.

Members who resigned from the organization, when accepted by a unanimous vote of a Chapter as outlined above, will wear a rocker and serve a nine month prospective membership as required for new members.

Moving outside of area

Any member who moves outside of the area of an existing Chapter shall have one year to:

1. meet the minimum requirements to establish a new Chapter;
2. request retirement or Member-at-Large status from his or her original Chapter; or resign.

Article X. Meetings

1. Each Chapter will conduct a monthly meeting. The date, time and place of the meetings will be posted on the CVI Website (<http://combatveterans.com>) for the public to see.
2. All meetings will be documented and meeting minutes will list any and all action items that were conducted at the meeting, as well as the results of any votes taken.
3. All meetings will be conducted in accordance with Roberts Rules of Order.
4. The time and place for the next scheduled monthly meeting will be decided before the end of the meeting and will be included in the Minutes.
5. The secretary will submit an agenda prior to the beginning of the meeting.
6. Roll call will be taken at every meeting. Any member that misses a meeting without being excused may be subject to disciplinary action.
7. Copies of the minutes, roll call, and agenda shall be kept as a part of the Chapter's records. These records must be kept as long as the Chapter exists.

Article XI. Voting

1. Each full patch member in good standing may vote on Chapter business. No person who is not a full patch member in good standing has a vote on any issue in CVI. National officers do not have a vote at the Chapter level. If a member cannot be present, they may submit their vote by written proxy. One patch, one vote.
2. Proxy votes will address a single specific action item and direct a specific vote on that item.
3. Only regional council members may vote at council meetings. If a council member cannot be present, they may submit their vote by written proxy.
4. Only NEC members may vote at NEC meetings. If an NEC member cannot be present, they may submit their vote by written proxy.
5. All CVI members may vote at national meetings (annually) or when a vote of the entire membership is necessary. To ensure that only members of CVI will be voting on CVI business, a member can only vote on CVI matters if they are listed on the CVI roster held by the National Membership Chairman. It is the responsibility of the Chapter officers to ensure that the national membership chairman has an up to date roster showing the status of each member. If a person is not on the CVI roster, their membership status cannot be verified. In those cases, that person will not be allowed to vote until they have been added to the national and Chapter rosters. Any member that cannot be present may submit their vote by written proxy. Each member has only one vote.

Article XII. Dues

1. Dues for each member of CVI are set to a minimum of \$130.00 per member per year, payable to the member's Chapter (or NEC when applicable). Each Chapter will remit \$30.00 to the NEC and \$20.00 to the Chapter's council for each member who is active on October 1st of each year. Each Chapter may set their own dues to a higher amount. Each Chapter's dues will be determined by a vote of that Chapter's members.
2. Chapters in a region without a council will place the dues which would normally be paid to that council in a separate account established and maintained by the National Treasurer for such time as a council is created for that region.

3. Dues will be payable on October 1st for the upcoming year although individual Chapters may allow quarterly payments at the discretion of the Chapter. Dues for the council and NEC are due in full for all Chapters by November 1st of that same year. Dues shall be accompanied by a current membership roster. Should a member's dues become delinquent, they will lose voting rights until the dues are current. If a member becomes a year delinquent, they may be subject to disciplinary action (including loss of membership)
4. When a new member is patched, their first year of dues will be prorated from the date of acceptance to the membership. That member is immediately responsible for that portion of the dues.
5. If a member leaves the Organization and, if the member's dues are paid, a prorated remainder shall be refunded if requested by the member in writing within thirty days of the date of their resignation or retirement.

Article XIII. Vests

1. Construction

Vests (cuts) are to be made from either black or brown leather or black, brown, or blue denim.
2. Layout
 - a. Each CVI back patch, rocker or Friends of patch will be sewn onto the back of the vest (cut) and will be centered from side to side. The patch will be 4 inches down from the outside edge of the top of the vest.
 - b. No patch will be sewn onto the back panel of the vest that is higher than the bottom boundary of the CVI back patch or Friends of patch. When wearing a rocker, no higher than the area which a full patch would cover.
 - c. No patch (other than the conflict patch) may be worn over the CVI back patch. The conflict patch will be sewn centered above the "56" and below the words "Combat Veterans".
 - d. On the back panel in the lower right hand corner, each member shall wear the applicable State, Province, or Territory that may apply.
 - e. The lower left corner of the back panel shall be reserved for a memorial patch related to the member's area of conflict.
 - f. An American Flag (red, white and blue with gold or white border) or appropriate National flag must be worn on the top of the front left panel. No patch or pin will be worn on the flag or higher than the bottom edge of the flag. Only regulation flags are authorized.
 - g. Medals, ribbons or embroidered ribbons may be worn below the flag but are not mandatory. Medals and ribbons are not to be worn at the same time.
 - h. An approved POW-MIA shield patch will be worn (centered, under medals if worn) over the heart, on the left front panel. The POW-MIA patch may be black and gold, or black and white.
 - i. A round branch of service patch will be worn (centered) below the POW-MIA patch on the left front panel. The branch of service patch may simply state the branch of service or may also say retired
 - j. A road name patch will be worn (centered) on the right front panel. The top of the road name patch will be no higher than the bottom seam of the American flag and will be black and gold.
 - k. A Chapter designator patch will be worn (centered) directly under the road name patch on the right front panel. National Officers will wear a National patch in place of the Chapter designator. The patch will be black and gold.
 - l. Friends of CVI will wear a "Friend of" patch above the Chapter designator patch.
 - m. Any member who is filling an elected position shall wear a position patch directly under the Chapter patch. The officer patch will be black and gold.
 - n. A 58,000 patch will be worn (centered) under the officer patch, centered between the officer patch (if applicable) and the bottom of the left front panel. The 58,000 patch will be black and gold.

Any other patch that does not contain offensive material may be worn on either the back, right or left front panels, as long as they are not above the CVI patch, flag or the road name patches.

Road name, Chapter and officer patches will be 1” high by 4” long. Road Name, Chapter and Officer patches and National Flag will be ordered through National Product Sales to ensure uniformity.

Wearing of Cut

1. Cut may be worn at any time while riding your motorcycle. Cut will be worn:
 - a. While riding your motorcycle to, during and from sanctioned CVI runs, meetings and gatherings.
 - b. While attending to organizational business, at business places and while representing the organization during business meetings concerning CVI.
2. Cut will never be worn while operating or riding as a passenger in any vehicle other than a motorcycle or three wheeler. This can be construed as an “act of aggression” and may cause problems for CVI.
3. Cut will never be worn while intoxicated, under the influence of illicit drugs, or while abusing prescription medication.

Members of CVI cannot maintain or hold a membership in any other organization that requires the wearing of “colors”. This includes, but is not limited to motorcycle clubs.

The NEC will work with active duty personnel who are required to use a safety vest per military regulations to approve, on a case by case basis, a solution for their vest as each military commander has final approval regarding safety issues on DOD installations.

Article XIV. Riding Protocol

Large groups of members riding together shall be considered an official CVI event unless otherwise decided in advance. The Organization’s Road Captain, highest ranking officer, or appointed Road Captain is in charge.

There shall be a Pre Ride meeting prior to the ride. At this meeting all safety rules and hand signals shall be reviewed. If Road Guards are to be used then they shall be appointed and the rules for Road Guards reviewed at the meeting. If the Road Captain or the Sgt-at-Arms notices a safety issue with a motorcycle, that person may be asked to repair it before riding with CVI.

The order of riding shall be as follows:

Road Captain
Highest ranking officers
Patch holders
Rockers
“Friends of”
Prospective members
Guests
CVI Designated Sweeper

General Rules:

1. Road Guards should only be used where legal. Only CVI Members should be used as road guards since we are able to train them and evaluate their ability to perform the job in a safe manner.
2. The procedure for reuniting a separated group should be covered during the pre-ride meeting.
3. CVI members should ride in a tight pack, whether side by side or staggered. Loose packs create opportunity for drivers to cut into our formations, as well as looking unprofessional. CVI is judged by motorcycle clubs as they would judge other motorcycle clubs.
4. If a rider has to drop out of the pack for emergency reasons, a full patch holder should be designated by the Sweep to fall back and stay with them.
5. CVI uses the basic ABATE road signs. All members should be trained in group riding during their probationary period.

Members of CVI should not argue in front of other Clubs, MCs or the public in general. If a member has an issue with anything that happened during a ride they should discuss it with the Road Captain privately.

Article XV. Biker Protocol

As a member of CVI, everyone needs to remember that they are bikers. Although CVI is not an MC, its members need to remember that CVI must operate within the biker community. There are several things that need to be considered when dealing with other Clubs and MCs. Some of these items include:

1. Protocol and Respect are primary rules when dealing with members of MCs.
 - a. When formally meeting or being introduced to a patchholder never interrupt or correct a mistake, wait till the introduction is done & politely introduce yourself correctly. Introduce yourself by name, office you hold and the organization you belong too.
 - b. Never interrupt while two patchholders are talking. Wait to be recognized and then introduce yourself.
 - c. Never discuss CVI business with members of other clubs or organizations. If asked, refer them to one of the Officers.
 - d. Be prepared to answer questions about CVI. The proper answer to some of those questions would be:
 - i. CVI is not an MC and is a non-profit veterans' organization.
 - ii. The Patch is not bought, but is earned.
 - iii. All makes and models of motorcycles are welcomed.
 - iv. CVI is a non-territorial, non-confrontational motorcycle organization.
 - v. CVI does not wear support patches of any MC.
 - vi. All combat veterans may become members regardless of race, sex, religion, or country of origin.
 - e. If you know a patch holder in an MC, you should never throw their name, nickname or club name around like they are a great buddy of yours. Many clubs consider that disrespectful to the whole club.
2. Never act or speak disrespectfully about other MCs or organizations in a public setting.
3. CVI will always show respect at any MC or motorcycle organization's functions. If CVI normally attends a particular MC functions, they should show all clubs the same respect.
4. CVI members should always remember that if they are wearing their cut, they are considered by everyone to be representing CVI as a whole. Anything a member of CVI does at a function or run will reflect on CVI as an organization.
5. If someone from an MC asks a member of CVI to remove your colors, you should respectfully decline. Keep in mind, however, that by refusing to remove your colors, you may have to back up that decision. This matter should never be taken lightly.
6. When referring to women who are with an MC, but not members of that club, the term Old Lady is not a negative or derogatory term. It is just a commonly used term. "Property Of" patches are their way of showing support for their man and the club he's in. Women within CVI will never be considered property of any member or wear a "Property of" patch.
7. A prospect can usually be identified by the back patch they are wearing. There are many different ways motorcycle clubs identify prospects.
 - a) They can have the rockers without the main patch.
 - b) They can have a patch saying "PROSPECT".
 - c) They may not wear any patch, because all the Patch holders know who the prospects are.
 - d) Members of CVI will always treat a prospect in the same manner which any other member of that MC would be treated - with respect and courtesy. Many clubs will take offense to someone outside their club using the term prospect.
 - e) Although prospective members of CVI (Rockers) are not "Prospects", they will be viewed as such and at many times, be treated as such by MCs. Most MCs will not acknowledge a "Prospect" of

another organization. All CVI Rockers should take care when interacting with patch holders from other organizations. Any full patched CVI members present should take that Rocker under their wing and instruct them on how to interact with MCs

8. Members of CVI should be aware that problems created in one part of the country by a CVI member or issues in one location have the potential to affect CVI members in other location and states.
9. “Brother” is a term of respect between CVI members. Members of CVI should, however, refrain from calling patch holders from MCs as Bro or Brother Often the terms hold special meaning to patch holders. Unless you know them personally and it has been established to be OK, you should only use the terms with our own Brothers and Sisters within CVI
10. When meeting with MC patch holders, members of CVI shouldn’t touch any part of the patch holder’s back patch. This can be considered seriously disrespectful. Interaction with other organizations, Clubs and MCs is important to achieving CVI’s mission. We are perceived as a Motorcycle Club by many of the clubs and as such we live in the gray area between casual riders and the MCs. Our organization needs to get along with MCs and other organizations in order to operate in a neutral manner around the country.

Article XVI. Financial Responsibility

Each Chapter of Combat Veterans International is an independent financial entity. Financial obligations incurred by, and contracts entered into by CVI or by the Chapters are the sole responsibilities of the involved parties. No Chapter shall be held responsible for the liabilities incurred by CVI, nor shall CVI be held responsible for liabilities incurred by the individual Chapters.

Article XVII. Revisions

This SOP may be revised by a majority vote of the members entitled to vote at the Annual Meeting. Any member in good standing may submit a proposed revision for consideration. All proposals shall be submitted to a member’s Chapter and forwarded to the Regional Council only upon an affirmative vote by that Chapter. Regional Councils shall forward all proposals to the NEC no later than April 1st. Notice of proposed changes shall be mailed by the NEC to eligible members not less than forty-five days before the meeting, along with a ballot to indicate acceptance or rejection.

Article XVIII. Ballots

A single ballot shall include all Constitutional change proposals, all SOP change proposals, and all candidates for election to National Office.

The NEC will appoint a committee to tally ballots. Ballots must be received by the start of the Annual Meeting. Results of all votes shall be announced during that meeting.

Article XIX. Weapons

The carrying of weapons by Members, Rockers and Friends shall be governed by applicable federal, state, province and territorial laws.

Article XX. State, province or territorial specific article

The NEC is responsible for any state or local laws or regulations that pertain to gambling, raffles, poker runs etc. This section may be changed as required by State and Federal law and does not require a vote of the membership.

1. IAW RCW 9.46.0209: any Chapter in the state of Washington holding a raffle which is intended to take in more than \$5,000.00 gross proceeds shall have at least fifteen full, active voting members.