



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, Standard Operating Procedures (SOPs) 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

1. 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 federal, state, and local requirements governing non-profit organizations so as to maintain the 501(c) status of the organization. Internal Revenue Service (IRS) Code Section 501(c) is incorporated herein by reference as though set forth in full.

2. Regional Council (RC)

Regional areas within the United States will have RCs, which are also responsible for the 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.

3. 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 SOPs, Constitution, its RC, 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 Membership Meeting

CVI shall hold an Annual Membership 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 Membership 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 Membership 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 RC only upon an affirmative vote by that Chapter. RCs 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 RC within the organization ceases to exist, all assets of the Chapter or RC will be transferred to the NEC for disposition.



Combat Veterans International Standard Operating Procedures

This document contains the Standard Operating Procedures (SOP) 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.

No amendment shall be made to the SOP which would cause CVI 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.

- (1) An amendment that affects the voting rights of directors or members requires ratification by a three-quarters vote of the board of directors (NEC) at a Board meeting and ratification by a three-quarters vote of the membership at a Annual Membership Meeting.
- (2) All amendments shall be consistent with the Articles of Incorporation.

Anything not expressly covered by this document will be left to the decision and interpretation of the NEC, designated RC or governing authority. The NEC is the final authority for any decision made at any 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 RC, or a member of the 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 also 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

1. National Run:

- a. 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.
- b. 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.
- c. 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 forty five days prior to the Annual Membership 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.

2. CVI Birthday Party:

CVI's official birthday is March 3rd. Each year on the first weekend of March, each RC 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 RCs 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 Annual Membership 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 ((July 2018)) January 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 501(c) status of CVI, and ensuring that CVI is meeting all Federal and State 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 Motorcycle Clubs (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. The NEC shall, when it deems necessary for the efficient operation of the Organization, issue Policy Letters to provide guidance to the membership on various aspects and operations of the Organization. Letters shall be divided into two groups, policy and advisory. Policy letters shall lay out Organization wide expectations in various areas whereas advisory letters shall provide information to help Chapters operate more efficiently. Policy letters shall be provided to the Chapters and each RC. Chapters and RCs shall have three months from the date of promulgation to provide feedback to the NEC. Unless a majority of Chapters object to the policy in writing to the NEC, it will automatically go into effect at the end of the three months. Policies that are objected to may be rewritten and resubmitted to the Chapters in order to address concerns provided by the Chapters. Any active policy may, upon application of fifty percent of the Chapters, be subject to a vote of the membership for approval or disapproval at an Annual Membership Meeting. Such objections shall follow the same process for SOP change proposals.

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 NEC, RCs, 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 RCs 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 NEC 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 NEC 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 RC 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, RC, and member of the NEC within two weeks of the Annual Membership 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 is responsible for maintaining 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 Internal Revenue Service 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 an RC will be created and will define their region.
2. Each RC will provide guidance and discipline to the Chapters within its regional area.
3. RCs shall meet at the call of their Chairman.
4. Each RC will provide minutes of all meetings to the NEC.
5. RC 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 RCs
 - 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 thirty days prior to the selection meeting.
 - d) Additions to the RCs 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 RC 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 RC to their Chapter. Chapters will hold monthly business meetings as addressed in Article X. 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 must maintain a minimum treasury 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, liabilities, or obligations incurred by this Organization.

The duties of the Chapter Officers shall include:

1. Submitting copies of the Chapter's treasury report, business meeting minutes, and a current membership roster to the NEC and the Chapter's RC on a quarterly basis. This may either be done in person, by U.S. Mail, by email as a PDF file, or uploaded to the CVI Message Board.
2. Conducting an annual audit of the Chapter financial accounts and providing it to the National Treasurer

New Chapters

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.
4. Upon acceptance of the charter application, each prospective member will be provided with a CVI 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 original 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 application 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 CVI 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 except Support Crew are required to maintain a valid state motorcycle license and current tabs for their vehicle (two or three 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 wellbeing 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 have been accepted by a vote of the membership as outlined below.

Combat Veterans: Including activated Reservists and members of the National Guard, are eligible if they served on active duty in a theater of combat operations after activation, and have been discharged under other than dishonorable conditions. Additionally, service members who were involved in combat, but not in a theater of combat operations qualify for full patch membership. Examples include Marine Embassy guards who engaged in an attempt to repel an attack, and Sailors on the USS Cole when bombed on 10/12/2000. These scenarios may require additional supporting documentation. ALL other situations must not only be approved by the initiating Chapter, but sent to the NEC prior to issuance of a full patch or promise of eligibility. All membership eligibility final determinations are subject to NEC approval and oversight.

1. Automatic Qualifications:
 - a. Combat Action Ribbon (awarded to Navy, Marine, and Coast Guard when the Coast Guard or units thereof operate under the control of the Navy)
 - b. Combat Infantry Badge
 - c. Combat Medic Badge
 - d. Combat Action Badge
 - e. Purple Heart
 - f. Medal of Honor
 - g. Coast Guard Cross
 - h. Navy Cross
 - i. Air Force Cross
 - j. Distinguished Service Cross
 - k. SSBN Deterrent Patrol Insignia Navy Jan. 21, 1961 - Open

2. Eligible War Time Periods (as defined by the Department of Veterans Affairs)
 - a. World War II (December 7, 1941 – December 31, 1946)
 - b. Korean Conflict (June 27, 1950 – January 31, 1955)
 - c. Vietnam Era (February 28, 1961 – May 7, 1975 for Veterans who served in the Republic of Vietnam during that period; otherwise August 5, 1964 – May 7, 1975)
 - d. Gulf War (August 2, 1990 – through a future date to be set by law or Presidential Proclamation)
 - e. Eligible theaters (during qualifying time periods listed above)
 - f. WWII - Europe, Africa, Asia
 - g. Korea
 - h. Vietnam, Laos, Cambodia
 - i. Iraq, Kuwait (Gulf War only, excludes OIF), Afghanistan, Philippines

Associate Members

Associate Members are those veterans who 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 an 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 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 and is held accountable for the Rocker. This is not a job to be taken lightly. It should be taken seriously and performed with extreme pride. Patch holders are responsible to CVI 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 nine 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 rockers shall be tolerated.
15. After nine months a Rocker may be considered for full membership, but may be asked to spend additional time as a Rocker before being considered for full 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

A Member-at-Large is a member who has become separated in distance, or constrained by other factors, which prevent him or her from active participation and reliable attendance at meetings and the functions of a Chapter. Specific duties and requirements for members participating in the Member-at-Large program will be determined by the NEC. Requirements for participation will be laid out in a policy letter. Specific duties will be worked out with the member on a case-by-case basis.

1. Member-at-Large status will be recommended by their Chapter by 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. All Members-at-Large will report to the NEC. They will not have a vote at any NEC meeting. They will be able to vote at Annual Membership Meeting in July like every other member.

4. 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 member to resolve the issue, including the possibility of retirement or loss of Member-at-Large status.
5. If they wish to return to a Chapter, upon request of the member and a letter from the gaining Chapter accepting their transfer, they will be released from Member-at-Large status and transferred to the gaining Chapter. Prorated dues shall be forwarded to the chapter by the National Treasurer.
6. Member-at-Large dues shall be paid to the NEC.

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. Responsibilities and requirements for Friends of and their sponsors, including cut layout, will be followed as laid out in an NEC policy letter.

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.

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 (RC or NEC).

Disciplinary actions

1. Verbal Warning. A verbal warning can come from the Chapter officers, a decision of the RC, or any NEC officer.
2. ((Change July 2018)) Written warning. Any action which violates the Constitution, SOP or decision passed down from a Chapter officer, that Chapter's RC, or NEC Officer may be addressed with a written warning. A written warning can come from any officer of that member's governing body or a decision of the Chapter's RC. A written warning should be presented to the member by his or her officer (typically the Sergeant-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 RC, or NEC Officer may be addressed with up to six months of 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 President, Vice President, or Sergeant-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 member's governing body following a full investigation and appropriate disciplinary hearings.
5. All disciplinary actions shall be documented by the member's Secretary and maintained in the 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 RC, or NEC Officer may be addressed by removing that officer for cause. Removal of an officer for cause may be done by a vote of the membership of that body, a decision by the RC, 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. RCs 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 RC for a decision.
4. The Chapter must present a report of the hearing and any disciplinary action to their RC.
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 RC. The RC shall conduct a hearing for each complaint. Hearings shall be held under the same rules as Chapter Disciplinary Hearings. If the RC is unable to deal with a disciplinary issue, the RC may forward the complaint to the NEC. Any decisions made by the RC 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

If a Chapter violates the Constitution, SOP or decision passed down from that Chapter's RC or the NEC, the appropriate RC 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 an RC 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 RC is unable to deal with a disciplinary issue, the complaint will be forwarded to the NEC for a decision.
2. All decisions of the RC regarding council members shall be reviewed by the NEC and may be sent back to that RC for further review if it is determined that insufficient action was taken.

Disciplinary Investigations of NEC Members

In the event that an NEC member is the subject of a complaint, disciplinary issues will be dealt with by the NEC. If the member is an elected National Officer, that member shall have the right to address the membership at the next Annual Membership Meeting to present his or her case to the membership, but the final decision is up to the NEC.

Article IX. Retirement and Resignation

1. Resignation: Members may resign from the Organization at any time.
 - a. Members who resign from the Organization shall return their patches to the parent Chapter within ten days of their date of separation. **Back patches are and always will be property of CVI.**
 - b. 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.
2. Retirement: 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.
 - a. The following minimum criteria shall be used in determining whether retirement shall be granted to an individual making such a request.
 - i. Has served a minimum of four years membership in the Organization.
 - ii. Has made a recognizable contribution to the Organization and our goals.
 - iii. Is in good standing, (defined as up to date in dues and with no pending disciplinary actions).

- b. A member may 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.
- c. 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

1. 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.
2. 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.
3. 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 the 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 or;
2. Request retirement or Member-at-Large status from his or her original Chapter or;
3. 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 at <http://www.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 Robert's 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. Only active, full patched members in good standing have voting privileges on any issue in CVI. NEC 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 RC members may vote at RC meetings. If an RC 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 Annual Membership Meetings 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 RC 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 an RC will place the dues which would normally be paid to that RC in a separate account established and maintained by the National Treasurer for such time as an RC 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 RC 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. Cuts

1. Construction: 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 cut and will be centered from side to side. The patch will be four inches down from the outside edge of the top of the cut.
 - b. No patch will be sewn onto the back panel of the cut 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.
 - o. 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.
 - p. Road name, Chapter and officer patches will be one inch high by four inches long. Road Name, Chapter and Officer patches and National Flag will be ordered through National Product Sales to ensure uniformity.

3. ((July 2018)) Rockers will only wear the required elements of the Flag, Branch of Service, and Chapter Tape on the front of their cuts.
4. Wearing of Cut:
 - a. Cut may be worn at any time while riding your motorcycle.
 - b. Cut will be worn:
 - i. While riding your motorcycle to, during, and from sanctioned CVI runs, meetings, and gatherings.
 - ii. While attending to Organizational business, at business places, and while representing the Organization during business meetings concerning CVI.
 - c. 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.
 - d. 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 MCs.

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 Department of Defense 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. Riding protocol in official CVI events shall be conducted under the general protocol rules as utilized by most clubs and as promulgated in an NEC policy letter.

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. These rules, referred to as "protocol" in the biker community, will be followed by CVI members as laid out in an NEC policy letter. When referenced elsewhere in this SOP, the reference will refer to the policy letter.

Article XVI. Financial Responsibility

Each Chapter of CVI is an independent financial entity. Financial obligations incurred 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

1. This SOP may be revised by a majority vote of the members entitled to vote at the Annual Membership 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 RC only upon an affirmative vote by that Chapter. RCs 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.
2. ((July 2018)) Should two or more Chapters submit changes to the SOP or Constitution that are in conflict with each other, and the submitting Chapters not be able to come to a consensus on the proposals, then the proposals shall be published as competing proposals on the ballot, and voting members may only choose one.
3. ((July 2018)) Should changes to the Constitution or SOP be submitted for approval that violate or are in conflict with another provision of the Constitution or SOP, and not address that conflict in the proposal, the NEC shall refer the proposal back to the Chapter to address the conflict. Should the Chapter not address the conflict, that proposal shall be ruled "Out of order", shall be published on the ballot so designated, and not voted on.

Article XVIII. Ballots

1. A single ballot shall include all Constitutional change proposals, all SOP change proposals, and all candidates for election to National Office.
2. The NEC will appoint a committee to tally ballots. Ballots must be received prior to the start of the Annual Membership Meeting. Results of all votes shall be announced during that meeting.

Article XIX. Weapons

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

Article XX. State, Provincial, or Territorial Specific Article

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

1. In accordance with 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.