

Constitution for The Christian Motorcyclists Association New Zealand Incorporated

1. NAME

- 1.1. The name of the organisation shall be: **Christian Motorcyclists Association New Zealand Incorporated**
- 1.1.1 (or referred in abbreviated forms elsewhere in the document as CMA)

2. ADDRESS

- 2.1. Christian Motorcyclists Association New Zealand Inc, 21 Whitbourne Heights The Gardens, Manurewa, 2105 New Zealand

3. VISION STATEMENT: Changing TheWorld One Heart At A Time

- 3.1. We will accomplish our vision through:
 - 3.1.1. Evangelistic outreach primarily but not exclusively to the motorcycling community.
 - 3.1.2. Run For The Son, where we will partner with ministries of 'world reaching' potential.
 - 3.1.3. Equipping our members in ministry training that aligns itself with biblical truths.
 - 3.1.4. A servant attitude to the world and our members, i.e. there if you need us.
 - 3.1.5. Quality products that aid in evangelistic outreach.
 - 3.1.6. An efficient administration and support team.

4. MISSION STATEMENT: To inspire our leaders and members to be the most organised, advanced, equipped, financially stable organization, full of integrity in the motorcycling community and the kingdom of God.

5. **STATEMENT OF BELIEF:** CMA is interdenominational and evangelistic in nature. We believe in:
 - 5.1. The Holy Bible as the inspired and infallible Word of God.
 - 5.2. One God, eternally existent in three persons; Father, Son and Holy Spirit.
 - 5.3. The virgin birth and deity of Christ, His explicit atoning death, bodily resurrection and ascension.
 - 5.4. Salvation through the blood of Jesus Christ.
 - 5.5. The sanctifying power of the Holy Spirit who enables a believer to live Holy.
 - 5.6. The second coming of Jesus Christ.
 - 5.7 We believe that Marriage was ordained by God at creation as the sacred union of one man and one woman. All sexual relations must therefore be reserved for that union. Christian marriage is a representation of Christ's relationship to His church. We also believe that children are a blessing from the Lord. Thus all human life is sacred and worthy of protection from the moment of conception. Gen 1:26-28; Gen 2:24; Psalm 127 & 128; Psalm 139:13-16; Matt 19:1-10; 1 Cor 6:9-11; Eph 5:22-33; Heb 13:4

6. GOALS

- 6.1. To share every aspect of the Gospel of the Lord Jesus Christ amongst the motorcycling fraternity.
- 6.2. To demonstrate Christ's love by various form of service to the motorcycling fraternity. (e.g. at funerals, rallies, in line with Philippians 2:14-15).
- 6.3. To provide instruction and fellowship for members seeking to build them up to the measure and stature of the fullness of Christ as in Ephesians 4:13.

- 6.4. To uphold the Christian image and the CMA and its activities at all times.
- 6.5. To further and assist the spread of the Gospel of the Lord Jesus Christ and instruction in Christian beliefs by any means and in any manner.
- 6.6. A secondary goal is availability for community service.

7. DEFINITIONS

- 7.1. **CMA** Christian Motorcyclists Association New Zealand Incorporated.
- 7.2. **CMA INTERNATIONAL** The Christian Motorcyclists Association International Coordinator for New Zealand.
- 7.3. **NATIONAL LEADERSHIP** The National Board, Regional Co-ordinators and Area Representatives of the CMA.
- 7.4. **THE NATIONAL BOARD** The National Board is a group whom govern CMA, made up of minimum five, maximum nine CMA members elected by the general CMA membership, which is accountable to the National Board, and under authority of CMA International.
- 7.5. **THE NATIONAL PRESIDENT** The President of CMA is elected by the CMA Membership and is accountable to the same and the National Board and approved by and under the authority of CMA International.
- 7.6. **THE NATIONAL VICE PRESIDENT** The National Vice President as elected by the CMA Membership and accountable to the same and to the National Board, and under the authority of the National President.
- 7.7. **THE REGIONAL CO-ORDINATOR** The Regional Coordinator as elected by the CMA Membership (in the region the position is responsible for) and approved by the National Board. They are accountable to the CMA Membership in their area and come under the authority of the National President.
- 7.8. **AREA REPRESENTATIVE** The Area Rep. as elected by the CMA Membership (in the area the position is responsible for) and approved by the National Leadership. They are accountable to the CMA Membership in their area and come under the authority of the National Leadership.
- 7.9. **THE MEMBERS** Members of the CMA.
- 7.10. **The COLOURS** ® The CMA logo is a registered trademark and is worn by CMA members who have completed the training program as approved by the National Board to identify the wearer as a member of the CMA.
- 7.11. **THE CHAPTER** Chapters are affiliated to the CMA, and consist of a group of six or more CMA Members whom have fulfilled the Forming Chapter requirements as set out in the CMA handbook and have subsequently received their NZ Nationally endorsed Chapter Charter.
- 7.12. **THE CHAPTER COMMITTEE** The Leader of the Chapter and those members of the Chapter who have been elected by the chapter members to join the committee.

- 7.13. **CHAPTER LEADER** The Leader of the Chapter as elected by the chapter members and is under the authority of the National Leadership.
- 7.14. **CHAPTER CHARTER** A written document from CMA National Board conferring certain rights and privileges on a group of CMA Members, outlining the principles, functions, and organization of a chapter for the group to establish a local chapter.
- 7.15. **RUN FOR THE SON** Charity fundraising event, motorcycle ride or rally, where CMA will partner annually with ministries of 'world reaching' potential
- 7.16. **CMA HANDBOOK** A document outlining CMA NZ Policies & Procedures ie Operating Manual

8. THE NATIONAL BOARD

8.1. The National Board Elections

- 8.1.1. Board Members are elected by the general CMA membership during the CMA National AGM
- 8.1.2. CMA Members must be active Full Colour Members for at least two years (or Members before June 2009) and be 18 years old or over before they are eligible for nomination.
- 8.1.3. Leaders of churches may only hold ex-officio office of Chaplain.
- 8.1.4. For nomination of President and Vice President, CMA Members must be Full Colour Members for at least five years (or Members before June 2009).
- 8.1.5. The Vice-President must serve a 3 (three) year term on the CMA National Board before he/she can be nominated / voted into the position of CMA National Vice President
- 8.1.6. The first National Board (2009 founding Board) will be made up of a President, Vice-President and Treasurer with three year term ending 2012; National Road Captain and Webmaster with a two year term ending 2011; Secretary and Membership Representative for a one year term end 2010; after which they must stand down but may, if nominated by another qualified voting member, stand for re-election.
- 8.1.7. From 2010 AGM National Board Office Elections the terms of office for each elected board member will be for three years. At the end of this term the member must stand down but may, if nominated by another qualified voting member, stand for re-election.
- 8.1.8. Any board member may at any time resign from the Board giving two months written notice.
- 8.1.9. The National Leadership can temporarily fill the resulting vacant Board position by appointment of an appropriate person and this appointed person may vote on National Board decisions, with the exception of the National Vice-President fulfilling a vacated National President role. Such an appointment shall only be to the next CMA National Annual General Meeting.
- 8.1.10. For Board Member elections voting shall be by secret ballot.

8.2. National Board Offices

- 8.2.1. The Board Officers will consist of: President, Vice President, Treasurer, Secretary, and up to five other elected Members as needed, with minimum total of five Board Members.
- 8.2.2. Portfolios will be distributed to elected Board Members as agreed by the Board.

- 8.2.3 If CMA gains charitable status, and while it remains with charitable status, a member of the National Board shall cease to hold office if he or she is disqualified from acting as a member of the National Board by virtue of in section sixteen of the Charities Act 2005 (or any statutory re-enactment or modification of that provision);

8.3. Role of National Board Officers

8.3.1. The Chairperson:

- 8.3.1.1. The Board members will elect a person to chair the meetings and determine the period for which he or she is to hold office and the holder of this role is to:
- 8.3.1.2. Convene Meetings;
- 8.3.1.3. Chair Meetings.

8.3.2. The President's role is to:

- 8.3.2.1. Oversee the operation of CMA;
- 8.3.2.2. Ensure that the Rules are followed;
- 8.3.2.3. Give a report on the operation of CMA at each Annual General Meeting.
- 8.3.2.4. Facilitate communication between CMA International and CMA Members.

8.3.3. The Secretary's role is to:

- 8.3.3.1 Send agendas of meetings to all National Board Members at least 7 days before the meeting to the address last notified to the secretary whether postal or email;
- 8.3.3.2 Record the minutes of Meetings;
- 8.3.3.3 Keep the Register of Members;
- 8.3.3.4 Hold CMA records, documents, and books;
- 8.3.3.5 Receive and reply to correspondence as required by the National Board;
- 8.3.3.6 Retain the common seal of CMA;
- 8.3.3.7 Advise the Registrar of Incorporated Societies and/or Charities Commission of any changes to National Board Members:
- 8.3.3.8 Advise the Registrar of Incorporated Societies and/or Charities Commission of any changes or alteration to the Rules.

8.3.4 The Treasurer's role is to:

- 8.3.4.1 Collect and receive all payments made to the CMA. These payments must be banked within seven days after the Treasurer receives them;
- 8.3.4.2 Keep a true and accurate record in CMA's account book, so that the CMA's financial situation can be clearly understood at any point in time;
- 8.3.4.3 Give a financial report and statement of accounts (including an Income and Expenditure Account and Balance Sheet) at each Annual General Meeting, and more often if either the National Board or a majority of CMA decides this in a Meeting.
- 8.3.4.4 Forward the annual financial statements for CMA to the Registrar of Incorporated Societies and/or Charities Commission upon approval by the Members at an Annual General Meeting.

8.4 Role of CMA Board

- 8.4.1 To ensure legal and ethical integrity and maintain accountability of CMA.
- 8.4.2 To ensure CMA International rules, Mission, Vision and Values are upheld.
- 8.4.3 To ensure CMA New Zealand rules, Mission, Vision and Values are upheld and are not in conflict with CMA International rules.
- 8.4.4 To provide financial oversight, ensuring adequate resources for CMA in New Zealand to fulfil its mission in New Zealand.

- 8.4.5 To manage the CMA Funds with integrity.
- 8.4.6 To promote and manage the running of The Run For the Son Charity annual fundraiser.
- 8.4.7 To receive funds raised for The Run For the Son Charity annual fundraiser, and to apportion and distribute the funds to CMA nominated charities.
- 8.4.8 To receive donations from membership and non-membership sources as appropriate.
- 8.4.9 To provide financing to CMA ministry and event needs as they arise.
- 8.4.10 To oversee the purchase or distribution of CMA merchandise products including CMA Colours badges, gospel tracts and other CMA material.
- 8.4.11 To facilitate the increase of CMA membership and formation of new chapters.
- 8.4.12 To carry out disciplinary actions where necessary to protect the integrity of CMA International and New Zealand rules, Mission, Vision and Values.
- 8.4.13 To refer any matter it considers appropriate to the CMA International Co-ordinator for adjudication. The decision of the CMA International Co-ordinator in a matter so referred shall be binding on CMA.
- 8.4.14 To oversee the financial integrity of the Chapter Funds.
- 8.4.15 To activate office positions as the need arises, namely Regional Coordinators and Area Representatives. (The General members retain the mandate to elect an appropriate person to fulfil this position.)
- 8.4.16 Will facilitate the AGM each year.

8.5 Powers And Duties Of The National Board

- 8.5.1 No Board meeting may be held unless more than half the Board Members attend.
- 8.5.2 No Board meeting may be held unless the President or Vice-President is in attendance.
- 8.5.3 A minimum of quarterly Board meetings shall be held.
- 8.5.4 Proper minutes of all Board meetings are to be maintained.
- 8.5.5 A two thirds majority vote of Board members present at any scheduled Board meeting will constitute approval for all actions.
- 8.5.6 The Board will report to general membership on an annual basis at the AGM.
- 8.5.7 The financial year shall run 01 April to 31 March each year and accounts are to be available within three months of close of year, with associated year-end reports to CMA Membership at the AGM and for official IRD reporting.
- 8.5.8 Solicit, accept and collect all monies due to the CMA National Fund from members and others.
- 8.5.9 To incur expenditure on behalf of CMA.
- 8.5.10 Effect disbursement in respect of such expenditure.
- 8.5.11 May acquire fixed and moveable property and to enter into lease and rental agreements.
- 8.5.12 Will dispose of fixed and moveable property, as necessary.
- 8.5.13 Will open CMA banking accounts, operate National Funds account and monitor all other CMA accounts.
- 8.5.14 May establish sub committees and/or persons, and to co-opt members to such committees, and/or roles.
- 8.5.15 Will conduct other activities necessary to carry out the objectives of CMA.
- 8.5.16 Will keep current register of all Members, which shall contain the names, the postal addresses and telephone numbers of all Members and the dates which they became members.
- 8.5.17 Will encourage and enable the training of leaders to enable them to advance the vision, mission and goals of this ministry.

9 THE CONTROL AND INVESTMENT OF CMA FUNDS

9.1 The Treasurer will maintain all financial records and attend to legal reporting requirements.

9.2 Banks Accounts:

- 9.2.1 One main account for CMA National Funds, administered by the National Board, accessed by limited signatories on the National Board.
- 9.2.2 Sub account specific for “Run For The Son” Charity fundraiser.
- 9.2.3 National Board may hold a Debit card / Credit Card for purpose of online or international purchases.
- 9.2.4 Sub accounts will be opened for Chapters operating under Charter, by the National Treasurer, and will be administered by the Chapter Treasurer under the authority of the National Board and accessed by the National President, National Treasurer, Chapter Leader and Chapter Treasurer.
- 9.2.5 CMA will not borrow money nor go into debt.
- 9.2.6 National Funds may be invested in bank term deposits from time to time.
- 9.2.7 Any intended single purchase over \$1000 by the National Board must have written approval of the majority of the Board Members, except when purchasing CMA merchandise that is directly related to pre-orders.
- 9.2.8 Any intended single purchase at Chapter level over \$500 must have written approval from the majority of the Chapter committee.
- 9.2.9 Any intended donation to be given to another person or organisation other than CMA National, at Chapter level must have written approval from the majority of the Chapter committee.

9.3 Use of Money and other assets of CMA

- 9.3.1 CMA may only use money and other assets if it is for the purpose of CMA, and that use has been approved by either the National Board or by majority vote of CMA members,
- 9.3.2. CMA may not use money and other assets for the sole personal or individual benefit of any Member.
- 9.3.3. CMA may make donations to any group or individual for the purpose of the advancement of Christianity in New Zealand.
- 9.3.4. CMA may make donations to any individual for the purpose of promoting Christian beliefs and charitable work engaged in by that individual within New Zealand

9.4. Financial Support – CMA as a whole.

- 9.4.1 Annual Membership Fees as determined by the National Board
- 9.4.2. Donations may be solicited from CMA Members for the CMA National Fund from time to time.
- 9.4.3. Fundraising for specific projects may be entered into from time to time.
- 9.4.4. Grants may be applied for from community sources.
- 9.4.5. Profits from sale of CMA regalia and merchandise.
- 9.4.6 A Percentage of money raised from each “Run For The Son” Charity fundraiser will be used for supporting CMA ministry outreaches. Refer CMA Handbook.

9.5. Common Seal

- 9.5.2. CMA shall have a common seal and the National Board must provide for the safe custody of the Seal. Every instrument to which the Seal is affixed must be signed by either the President or Vice-President and by one other Board member.

10. ANNUAL GENERAL & SPECIAL GENERAL MEETINGS

10.1 AGM

- 10.1.1 Shall be conducted Annually between April and June, usually in June
- 10.1.2 Twenty Eight days notice of intent to hold the AGM is required in writing
- 10.1.3 Remit of items for the agenda of the AGM are to be passed in writing to the National Secretary no later than fourteen days before the AGM

- 10.1.4 Chairperson: the Board members will elect a person to chair the meetings and determine the period for which he or she is to hold office.
- 10.1.5 Minutes will be kept of all proceedings at AGM and Special General Meetings.
- 10.1.6 The number of members required to make a quorum, is a minimum of eleven
- 10.1.7 The business of the AGM is:
 - 10.1.7.1 Confirmation of the previous AGM/Special meeting minutes
 - 10.1.7.2 President's report
 - 10.1.7.3 Presentation of accounts by the Treasurer
 - 10.1.7.4 Reports by other Board portfolio holder
 - 10.1.7.5 Election of Board Members
 - 10.1.7.6 Motions to be considered
 - 10.1.7.7 Approve remits to change the Constitution.
 - 10.1.7.8 General business.
 - 10.1.7.9 Approval of plans for the balance of the current and next year.

10.2 **Special meeting**

- 10.2.1 May be called by the National President or Board Chairperson upon receiving a request in writing from two or more members of the National Leadership stating the purpose for which the meeting is required.
- 10.2.2 Fourteen days notice of intent to hold a Special General Meeting is required in writing.

10.3 **Notice of meeting**

- 10.3.1 Notice of meeting can be advised in the form of email or as directed by the National Board

10.4 **Voting**

- 10.4.1 Voting can be by voice, show of hands, poll or secret ballot dependant upon the nature of the decision.
- 10.4.2 In the case of equality of votes, the Chairperson of the meeting shall be entitled to a second or casting vote.
- 10.4.3 Voting rights: Only CMA members who have been members for at least six months may vote at any CMA meeting, or for any election of positions

11 **MEMBERSHIP**

11.1 **Stages of Membership**

11.1.1 **Candidate Members:**

- 11.1.1.1 Persons who desire to join the ministry of CMA.
- 11.1.1.2 Have sought God's guidance about participation in CMA.
- 11.1.1.3 Visited CMA Chapter meetings where possible.
- 11.1.1.4 Signed their written agreement to the Constitution.
- 11.1.1.5 Signed their written agreement with the Statement of Belief.
- 11.1.1.6 Complete an Application Form.
- 11.1.1.7 Attend CMA rides regularly where possible.
- 11.1.1.8 Agree to the Standards for Membership as detailed in 11.2

- 11.1.2 **Full Colour Members:** CMA Members entitled to wear Full Colours, as detailed under COLOURS, who have completed:

11.1.2.1 Completed the appropriate stage training program as approved by the National Leadership.

11.1.3 **CMA Youth Members:** Children thirteen years to seventeen years old entitled to wear Youth Colours once having completed a CMA Youth Ministry Team Course.

11.1.4 **CMA Kids:** Children twelve years old and under entitled to wear CMA Kids emblem, under the supervision of their Full Colour CMA Member parents, who have completed the DVD Set For Kids “Living for the Son”

11.1.5 **CMA Honorary Members:** Entitled to wear full colours, given at the discretion of the National Board and with no voting rights.

11.2 Standards for CMA Membership

11.2.1 Be Born Again (have accepted Jesus Christ as Lord and Saviour) and have assurance of salvation.

11.2.2 Be in good standing with and a functioning member of a local Church.

11.2.3 Live a Christian lifestyle in accordance with the Holy Bible.

11.2.4 Be able to share their testimony of God’s saving grace in their life.

11.2.5 Be willing and available to support the activities of the Chapter and CMA in meeting the goals set out in clause six.

11.2.6 Be prepared to give financial support ie sponsorships, contributions, membership fees etc.

11.2.7 Complete the appropriate stage of training program as approved by the National Leadership. (see Clause 11.3)

11.2.8 Complete a riding skills course if a Rider, and with the pillion if they regularly ride together.

11.2.9 The current New Zealand Road Code must be obeyed at all times.

11.2.10 A CMA Member shall not consume alcohol or smoke whilst wearing CMA regalia or attending an official event (CMA & Non CMA)

11.3 CMA Membership Training Program

11.3.1 Full Colours Stage

11.3.1.1 Ministry Team Training

11.3.1.2 Completed a riding safety skills course if a Rider, and if a regular pillion.

11.3.2 Optional ongoing training

11.3.2.1 Advanced Ministry training programs as made available from time to time.

11.4 Election to Membership

11.4.1 Acceptance of an application for CMA Membership will require the consent of the Chapter Leadership or National Leadership where an area has no Chapter. Membership and continuation thereof remains to be granted at the discretion of the National leadership and is a privilege not a right.

11.4.2 Honorary Membership to be given at the discretion of the National Board

11.4.3 Chapter Membership and CMA Youth Membership is to be granted by the Chapter Leader and Chapter Committee.

11.4.4 Any member may introduce a membership candidate.

11.5 Disciplinary Measures

11.5.1 The following scriptures are a guide when dealing with disciplinary measures refer to The Bible: Matthew 18:15-20; Hebrews 13:17; 2Thessalonians 3:6, 13-15; Titus 3:9-11 and Galatians 6:1. Discipline is not for destruction but primarily for restoration and protection of the Church. Disciplinary measures, as described in the above scriptures, will be taken where behaviour negatively influence the testimony of CMA and will not be permitted: The following are examples:-

- 11.5.1.1 Unruly or immoral conduct at either Chapter or individual levels.
- 11.5.1.2 Illegal, dangerous or discourteous riding of motorcycles or driving of vehicles.
- 11.5.1.3 Consumption of alcohol whilst wearing CMA regalia or attending an official event. (CMA and NON CMA) by any Full Colour or Honorary Member.
- 11.5.1.4 Smoking of any nature, whilst wearing CMA regalia or attending an official event (CMA and NON CMA) by any Full Colour or Honorary Member.
- 11.5.1.5 Living together with their partner outside of wedlock even on brief occasions. It is stressed that according to the Holy Bible marriage is a sanctified partnership and that sanctity is to be upheld.

11.5.2 If member is unresponsive to discipline as described in the above scriptures, a Chapter Leader or National Leader will request the errant member or members to appear before the National Leadership for a disciplinary hearing. The member/s may not refuse such an appearance, but will be entitled to appear and give an account of himself or herself with a support person.

11.5.3 From time to time the nature of the misconduct may be so clearly inappropriate, that it may require the errant members' membership to be revoked as of immediate effect. This decision will be entirely at the Board's discretion and the decision would be by a majority vote.

11.6 Termination

- 11.6.1 A Member may terminate membership by giving written notice to the secretary giving reasons for terminating membership.
- 11.6.2 Termination of membership could follow after disciplinary action due to failure to continue to meet the standards of membership as set out in clause 11.2 but subject to the discretion of the leadership.
- 11.6.3 Failing a suitable repentant response to discipline measures taken in response to instances outlined in 11.5.1 & 11.5.2 according to Proverbs 28:13, the National Leadership may terminate the membership of the person or persons concerned.
- 11.6.4 Upon termination of membership the member must return the CMA colours, scrolls, all CMA badges and membership card.

11.7 Limitation of Liability

- 11.7.1 Members' liabilities to the Chapter and CMA shall be restricted to the amounts of unpaid fees due in respect of the financial year in which termination takes place.
- 11.7.2 CMA New Zealand takes no responsibility and or liability for any transactions by any chapter or member unless written authorization is given by the National Board.
- 11.7.3 Ride and Event Indemnity: Members agree to abide by rules and regulations governing any rides or events and hold blameless any officer or member of the CMA or associated parties for any injury or accident the Member may incur whilst in attendance.

11.8 CMA Fees

- 11.8.1 An annual membership fee is payable to the Local Chapter. Such fee will be determined by CMA National Board from time to time.

12 THE CHAPTER

12.1 The Chapter

- 12.1.1** A group of six CMA Members whom have fulfilled the Forming Chapter requirements as set out in the CMA handbook.
- 12.1.2** and Chapters are affiliated to the CMA,
- 12.1.3** and have been given the authority, by way of the NZ Nationally endorsed CHAPTER CHARTER, to use the name of “CMA”,
- 12.1.4** and operate under the banner of “Christian Motorcyclists Association New Zealand Incorporated” ,
- 12.1.5** and can be dissolved by CMA National Board, as a Chapter’s existence is by authorization, not as a right.

12.2 The Chapter Committee

- 12.2.1** The Committee shall comprise of a minimum three and maximum eight members, and include offices of the Chapter Leader, an Assistant Leader *Secretary, *Treasurer, and Road Captain, and may include other offices where applicable. (*The offices of Secretary and Treasurer may be combined if needed)
- 12.2.2** Any chapter committee member may at any time, with one month’s written notice, resign from the Chapter committee.
- 12.2.3** The committee shall meet when deemed necessary by the Chapter Leader but at least every quarter.
- 12.2.4** Proper minutes of all meetings are to be maintained. Quarterly chapter reports from these minutes to be submitted to CMA National.
- 12.2.5** A majority vote of Active Chapter Members present at any scheduled meeting will constitute approval for all actions.
- 12.2.6** Terms of office will be for one year, at which time the member must stand down, but may, if nominated by another qualified voting member, stand for re-election.
- 12.2.7** Members must be active Members for at least six months before they are eligible for nominations and voting.
- 12.2.8** In the case of a new Chapter, the first Committee shall be appointed with the assistance of the National Leadership.
- 12.2.9** Leaders of churches may only hold an ex-officio office of Chaplain.

12.3 Role of Chapter Officers

12.3.1 The Chapter Leader’s role is to:

- 12.3.1.1** Convene Meetings;
- 12.3.1.2** Chair Meetings, deciding who may speak and when;
- 12.3.1.3** Facilitate communication between National Leadership and the Chapter;
- 12.3.1.4** Oversee the operation of the Chapter;
- 12.3.1.5** Ensure that the Rules are followed;
- 12.3.1.6** Give a report on the operation of the Chapter for the Annual General Meeting.

12.3.2 The Secretary’s role is to:

- 12.3.2.1** Send the agenda or notification of Chapter meeting a minimum of seven days before the meeting to all Chapter Officers.
- 12.3.2.2** Record the minutes of Meetings;
- 12.3.2.3** Keep the Register of Members, and forward copy to the National Secretary;
- 12.3.2.4** Hold Chapter’s records, documents, and books;
- 12.3.2.5** Record Chapter social and ride attendance and forward copy to the National Secretary.

12.3.3 The Treasurer’s role is to:

- 12.3.3.1 Collect and receive all payments made to the Chapter. These payments must be banked within seven days after the Treasurer receives them;
- 12.3.3.2 Keep a true and accurate record in the Chapter's account book, so that CMA's financial situation can be clearly understood at any point in time;
- 12.3.3.3 Give a financial report and statement of accounts (including an Income and Expenditure Account and Balance Sheet) quarterly to the National Treasurer or more often if the National Board decides.

12.3.4 The Road Captain's role is to:

- 12.3.4.1 Determine routes and lead rides for chapter rides and functions or in their absence to delegate the relevant task;
- 12.3.4.2 Set the rules to encourage everyone to have safe riding habits;
- 12.3.4.3 Record ride attendance if the Chapter Secretary is not present at the ride.

12.4 Powers And Duties Of The Chapter Committee

- 12.4.1 Solicit, accept and collect all monies due to the Chapter and CMA from members and others.
- 12.4.2 Invite and consider applications for CMA membership and/or Chapter membership.
- 12.4.3 Incur expenditure on behalf of the Chapter.
- 12.4.4 Effect disbursement in respect of such expenditure.
- 12.4.5 May acquire moveable property and to enter into hire agreements.
- 12.4.6 To operate Chapter banking accounts.
- 12.4.7 Keep proper books of financial accounts, with monthly bank statement and financial summary quarterly reports to CMA National Board.
- 12.4.8 The financial year shall run 1 April to 31 March each year and accounts are to be available within two months of close of year, with association year end reports to CMA National Board.
- 12.4.9 Establish sub committees and to co-opt members to such committees.
- 12.4.10 Conduct other activities necessary to carry out the affairs of the chapter.
- 12.4.11 Chapters will pay over to the National Fund a percentage of the CMA membership annual fees. That percentage will be set and reviewed by CMA Board from time to time.
- 12.4.12 Encourage and enable the training of members to enable them to advance the vision, mission and goals of this ministry.

12.5 Financial Support - Chapter

- 12.5.1 Donations may be solicited from CMA Members for their local Chapter from time to time.
- 12.5.2 Fundraising for specific project may be entered into by Chapters, however all Chapter fundraising efforts shall obtain permission from National Leadership.
- 12.5.3 The retained portion of the annual Membership fees not handed over to CMA National Fund in accordance with 12.4.11.

12.6 Chapter Meetings

- 12.6.1 Meetings shall take place on a regular monthly basis except when they may interfere with other legitimate Chapter or CMA National events in which case the meetings may be cancelled.
- 12.6.2 The Chapters Meetings may cease during the Christmas Holidays to resume thereafter.
- 12.6.3 Meetings should start with a short devotion, and have activities that are wholesome and inviting to ALL motorcyclists. It will not be a church service in any shape or form. These meetings would exclude other outreaches, rallies and other biking activities.
- 12.6.4 Colours are encouraged to be worn at chapter meetings.

13 ROAD SAFETY RULES

- 13.1 The current NZ Road code must be obeyed at all times.
- 13.2 Safety riding equipment is to be used – helmet, gloves, jackets, etc.
- 13.3 Jandals, or sandals are not to be worn by either the rider or the pillion.
- 13.4 Staggered formation riding will be adopted, when appropriate.
- 13.5 Refer to CMA Ride Guide and CMA Handbook regarding safe riding practices.

14 COLOURS

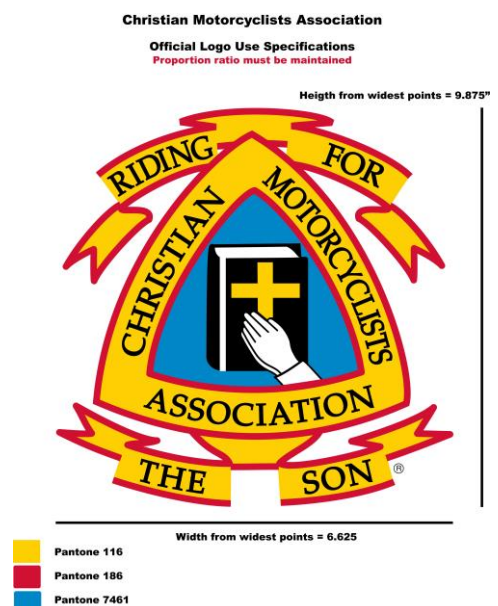
- 14.1 The official CMA Logo (trademark) worn as a badge on riding gear to identify you as a member of the CMA.
- 14.2 Members may wear CMA Colours as prescribed by CMA from time to time.
- 14.3 Colours must be worn at chapter meetings, runs, and outreaches and to all official functions where possible.

14.4 Arrangement of Colours

- 14.4.1. The small CMA Logo is to be worn on the Left Front of a waistcoat or riding jacket and the NZ Flag is to be worn on the Right Front of the garment. The Full Size logo is to be worn on the back of the garment.
- 14.4.2. Nothing is to be placed above the Country Flag or 3 inch CMA Patch.
- 14.4.3 Any Patches or Pins should not take CMA out of a neutral stance.
- 14.4.4 A CMA Youth Colours is a full sized CMA logo worn on the back of a waistcoat or riding jacket with the Youth Movement scroll above the logo.
- 14.4.5 Colours for Children 12 years old and under is a “CMA Kids” emblem, worn on the back of a waistcoat or riding jacket.

14.5 Definition of CMA Logo

- 14.5.1 Triangle Shape: Father, Son and Holy Spirit
- 14.5.2 Praying Hands: The way God would have CMA grow.
- 14.5.3 Cross: The message and statement of faith (I Corinthians 2:2).
- 14.5.4 Bible: God’s direction for CMA.
- 14.5.5 Blue Colour: The way of the cross leads home (to Heaven).
- 14.5.6 Yellow Colour: The crowns and rewards that will be for the faithful Christian.
- 14.5.7 Red Outline: The blood that makes everything it encloses effective.



15 RUN FOR THE SON

- 15.1** Charity fundraising event, motorcycle ride or rally where CMA will partner annually with ministries of ‘world reaching’ potential.
- 15.2** Money raised to be split not less than 60% donated to partner charities in Christian Mission work and not more than 40% retained for CMA to use to advance the ministry of CMA in New Zealand.
- 15.3** Run For The Son money will be used for supporting CMA ministry outreaches.
- 15.4** None of the Run For The Son money is used to fund day to day operating expenses of CMA National.

16 AMENDMENTS

- 16.1** Amendments to the CMA National Constitutional Rules will comply with Section Six of the Incorporated Societies Act 1908.
- 16.2** All proposed amendments are to be submitted to CMA National through the National Leaders and will not to be put to the Membership vote until approved by CMA National, and where appropriate CMA International.
- 16.3** The CMA may alter or replace these Rules at a CMA society meeting by a resolution passed by a two thirds majority of those members present and voting.
- 16.4** When a Rule change is approved by an Annual General Meeting or a Special General Meeting the National Board shall cause to be filed with the Register of Incorporated Societies and the Charities Commission advice of the Rule change in the required form. No Rule change shall take effect until this is done.

17 DISSOLUTION

- 17.1** In the event of Chapter dissolution the Chapter Committee is responsible for winding up the affairs of the chapter.
- 17.2** The Chapter Committee will liquidate all assets and will settle all liabilities and will donate any surplus to the CMA National Fund.
- 17.3** CMA may dissolve the Chapter if in their opinion the Chapter has ceased to fulfil its goals. In that event the National Board may fulfil the duties in dissolving the chapter.
- 17.4** In the event of a complete CMA New Zealand dissolution all assets will be liquidated and all liabilities will be settled and the surplus funds will be equally distributed to the most recent charities to be supported by the “Run For The Son” charity ride in New Zealand.

18 SIGNATORIES

Adopted by Christian Motorcyclists Association New Zealand at a special meeting of CMA Members held on the 19 day of September 2009 at 21 Whitbourne Heights The Gardens, Manurewa, 2105 New Zealand.

Michael Romkes
Annalize Romkes
Grant Chaytor
Dean Conway
Helene Conway

Richard Finley
Angela Finley
Nikki Summerville
Daniel Summerville
Shawn Mollentze

Peter Ihaka
Kaye Ihaka
Chris Smart
Michael Moore
Ludwig Worrall-Bader

For Quick Reference only – not part of the Rules Document.

**Appendix:
Scripture references**

Clause (6.2) Philippians 2:14-15

14 Do all things without complaining and disputing, 15 that you may become blameless and harmless, children of God without fault in the midst of a crooked and perverse generation, among whom you shine as lights in the world.

Clause (6.3) Ephesians 4:13

13until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ.

Clause (11.5.1)

Matthew 18:15-20 (New International Version)

15"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. 16But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' 17If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.

18"I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven.

19"Again, I tell you that if two of you on earth agree about anything you ask for, it will be done for you by my Father in heaven. 20For where two or three come together in my name, there am I with them."

Hebrews 13:17 (New International Version)

17Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.

2 Thessalonians 3:6, 13-15 (New International Version)

6In the name of the Lord Jesus Christ, we command you, brothers, to keep away from every brother who is idle and does not live according to the teaching you received from us.

13And as for you, brothers, never tire of doing what is right.

14If anyone does not obey our instruction in this letter, take special note of him. Do not associate with him, in order that he may feel ashamed. 15Yet do not regard him as an enemy, but warn him as a brother.

Titus 3:9-11 (New International Version)

9But avoid foolish controversies and genealogies and arguments and quarrels about the law, because these are unprofitable and useless. 10Warn a divisive person once, and then warn him a second time. After that, have nothing to do with him. 11You may be sure that such a man is warped and sinful; he is self-condemned.

Galatians 6:1 (New International Version)

1Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted.

Clause (11.6.3) Proverbs 28:13 (New International Version)

13 He who conceals his sins does not prosper,
but whoever confesses and renounces them finds mercy.