

So You Are a New Blue Knight Chapter President



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By Jack N. Kaylor

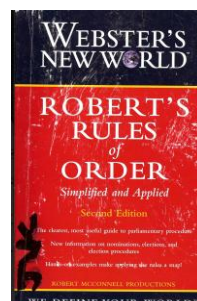
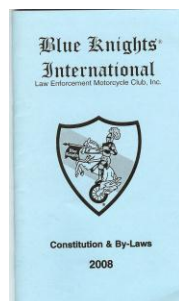
A new chapter forming usually gets a Chapter Starter Kit which instructs the recipient what their duties are and basically introduces the Blue Knight meeting operations as following “Roberts Rules of Order”. Okay some of the older chapters and their newer President’s are probably scratching their heads and saying I just wanted to run the chapter like my predecessor. With your position come some responsibilities that you may not have thought about.

After talking to a few of my fellow Blue Knight brothers and sisters both on the East Coast and the West Coast, the thought came up to devise a pamphlet that the newly elected Chapter Presidents could use as a guide or tool for their board or team to refer to occasionally. What I want to do is to make your job easier, so I have jotted down some ideas that did make my life so much easier. Believe me I have served in my own chapter as President, Vice-President, as a Director and on the Conference Level as a Vice-Chairman for two terms and currently in my last year of a second term as Conference Chairman with the extra bonus of Conference International Representative working on the International level, so have been where you are and I am not afraid to do it again.

Okay, Mr. President, you are now responsible for a Blue Knight Chapter. You are not a Gang Leader, Dictator or the Leader of the Pack; though that tune did go through my head once or twice when riding with my chapter, strike those thoughts from your head now.

Instead, you are now an example to your members and since they voted you in to office they saw some leadership skills. I learned a long time ago in my R.O.T.C. training that a good leader is only as good as the staff that works with them. Mr. President you were elected to office as was your executive board, Vice-President, Secretary, Treasurer and your three or more Chapter Directors. You form the Board of Directors. Each member of this board has specific duties and responsibilities. This is where it makes it easier on you.

As you know every Blue Knight Chapter is governed by the Blue Knights International Constitution and By-Laws. Every chapter answers to these rules. New members receive a condensed copy of the By-laws when they receive their Certification of Membership. Along with a copy of the Roberts Rules of Order, these become your bible, keep them near as both of them are there to help you make a decision and have support in that decision.



There is nothing in the Blue Knights By-laws or Constitution that prohibits chapters from developing their own Chapter By-laws or Procedural Manuals. The difference is that if you call them By-Laws they should be sent to International for scrutiny and approval while procedures need not be reviewed by International as long as the chapter adheres to the International By-laws and does not supercede them. Some chapters have gone the extra mile adding in areas of disciplinary actions and chapter processes.

So now you have the tools of your trade Mr. President. Next we will look at job duties and responsibilities of your team or Board.

SECTION 6.02. CHAPTER OFFICERS

Chapter Officers shall be the President, Vice President, Secretary, Treasurer and Immediate Past President. Other positions may be established and elected as determined by the chapter members in accordance with elections, which are consistent with the Constitution and Bylaws of the International. Only Regular members may hold the offices of President and Vice President of a chapter. Associate members may hold the offices of Secretary and Treasurer provided that there are no Regular members available to hold those positions. A single person may hold both the Secretary and Treasurer's offices. The powers and obligations of Chapter Officers shall be commensurate with the powers and duties of International Officers as outlined in these Bylaws, with respect to Chapter business..

THE PRESIDENT

Your duties are to conduct chapter meetings and may call for special staff meetings for the purpose of emergency chapter business. You are under the direction of your Board of Directors whose main responsibility is to oversee the fiduciary conduct of the chapter. You, as President, are responsible to maintain chapter business in accordance to International By-laws and Constitution. You have no vote on Board of Directors other than as a tie breaker and all actions taken by you must be approved by the Board who represent the membership. The biggest burden is maintaining the everyday operations of the chapter. You have the authority to appoint persons to chapter positions such as Quartermaster, Safety Officer, Web Administrator, Etc. presenting their name to the board who will take a vote to approve or not approve the appointment. That is your job my friend your board does the heavy work and you get the credit.

VICE-PRESIDENT

Your duties are to conduct chapter business in the absence of the Chapter President. The VP also should be a member of all committee's appointed to be a resource of information to the Board of Directors and to report committee progress to General Membership.

Your major responsibility is Recruitment and Retention of chapter members. This is more time consuming but one of the most important jobs of a board member.

International offers several tools and a guide that you can utilize to make this area easier on yourself.

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SECRETARY-TREASURER

I am going to break up this position as it can be held by one member but it much simpler to have two persons in my opinion.

SECRETARY

The Secretary is in charge of all chapter books, documents and papers. The secretary must maintain an alphabetical roster of all current chapter members. (A copy of the member's application should be maintained to include former members of the chapter and such book shall be open for inspection as prescribed by law. The Secretary shall collect all yearly dues from membership and turn the same over to the Treasurer upon demand, taking a receipt therefore. The Secretary is responsible for memorializing the minutes of all chapter General and Staff meetings. These minutes are subject to review by the State and Federal Agencies posted (Note: these minutes must be reviewed by the board and available to the membership for review. Once reviewed, they should be voted on for acceptance as per Robert's Rules of Order. Mr. Secretary you have a very demanding but important job.

TREASURER

The Treasurer has custody of all funds, subject to such regulations as may be imposed by the Board of Directors. The Treasurer may be required to give bond for the faithful performance of his/her duties, in such sum and with such sureties as the Board of Directors may require. The Treasurer shall receive all funds, depositing the same in the name of the Chapter in such bank of trust company as may be designated by the Board of Directors and keep accurate record of all receipts and disbursements. When necessary or proper, the Treasurer may co-sign with the designated individual on behalf of the Chapter checks, notes and other obligations. The Treasurer shall make a full report of the financial status of the Chapter at each Staff meeting, and upon request, at any meeting of the membership. The treasurer shall, in general, perform the entire duties incident to the office of Treasurer, subject to the control of the Board of Directors.

BOARD OF DIRECTORS

SECTION 6.04. BOARD OF DIRECTORS

The business and property of each chapter shall be managed and controlled by a Board of Directors who shall be elected annually or bi-annually by the chapter members to hold office until the next annual meeting of the members or until the election or qualification of their respective successors. The Board of Directors shall consist of Chapter President, Vice President, Secretary, Treasurer, and Immediate Past President, as well as three (3) additional directors, or if the Secretary and Treasurer are held as one office then four (4) additional directors, who must be elected from the Regular membership of the Chapter at the annual, bi-annual or any special meeting. An Associate member may hold the offices of Secretary, Treasurer, and of a Director provided that there are no Regular members

available to hold those positions. The members of the Chapter may establish other positions to be held by elected Chapter members for the conduct of Chapter business.

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Provisions of these Bylaws relating to the conduct of business by the International Board of Directors shall apply to actions of any Chapter Board of Directors so far as applicable.

Mr. President, all this says is that you have a set of 3 or 4 directors in addition to the executive officers that are responsible for the fiduciary and property of the chapter. You need approval of the board to purchase a postage stamp, organize a benefit ride or pay some person for designing and making chapter pins. In other words everything you do is a team effort to continue a consistent and uniform operation of a Blue Knight Chapter, more no less.

Mr. President, see how easy your job is and everything I have described above seems to come under the Direction of the **Board of Directors**. Even you must get the authority of the board to get your projects approved. Basically your staff is going to make you look good or if you choose not to work with a Board you may be placed in the same category of a dictator and that never looks too good.

TOOLS FOR YOUR TOOLBOX

There are a multitude of questions that you are going to be asked or feel that you are responsible for having some knowledge of. Let's look at some of the tools others have used as they may also assist you. I have attached some of these at the end of this pamphlet. I was lucky enough to have had some input from a couple former Chapter Presidents who have gone on to hold conference offices, Jimmy Schneider and Robert Seeley who were instrumental in adding some ideas (tools) to this pamphlet that are designed to support you and your team in conducting Blue Knight business.

TEAM RESPONSIBILITY KIT

TOOL 1: KNOWLEDGE OF CHAPTER RESPONSIBILITIES

As Chapter President you are ultimately responsible for reports to International headquarters. Here is where a good working relationship with your Secretary, your Treasurer and other Board Members comes in handy. I will be listing these responsibilities but you as the Chapter President can delegate some of them to your board and work as a team to get them done.

1. Renewal packet is received at International Office by January 31st.
2. Ensure your Conference is notified of chapter election results and any and all address changes.
3. Ensure charity funds and hours are reported to International Secretary.
4. Recruiting stats should be sent to International Vice-President by May 1.
5. Ensure the chapter makes an annual contribution to the Board of Governors "Special Fund".
6. Establish relations with neighboring chapters and promote and attend their events.

7. Encourage members to attend local conference and or International Conference Conventions.

TOOL 2 CHAPTER MEETINGS (AGENDA BOILER PLATE)

This tool helps you to run a chapter meeting. Nobody is going to teach you how to talk in front of a group. This may be something you will have to draw up from your background in law enforcement. A lot of us past chapter presidents have relied on a Boiler Plate agenda. Your first attachment is a pretty general boiler plate; all you have to do is fill out the names and dates. I have used a very similar form and they do make the meeting flow smoothly. (SEE ATTACHMENT 1)

TOOL 3: RECRUITER INFORMATION

As a Blue Knight, I have found when I am out riding I meet other motorcycle enthusiasts and some are law enforcement individuals that I find myself actually recruiting as a new member. It helps to know a few minor things because you will be asked them. Some of these questions regard dues, local chapter and etc. I found myself doing one heck of a good time recruiting members for the West Coast Conference and even assisting in starting up a chapter in the middle of farmland USA., but that was because I was north of the Southwest Conference Boundary. It helps to have a map of the various Conference areas, so I am including one for you. (SEE ATTACHMENT 2)

TOOL 4: IMPORTANT DATES & TIMETABLES.

1. MEMBERSHIP DUES SCHEDULE

Since you are going to be asked the question, here is where you can go for the answer:

For new members joining during the year, the dues are as follows:

- \$25.00: January, February March.
- \$20.00: April May June.
- \$15.00: July, August, September.
- \$25.00: October, November, December (**Dues includes Oct. Nov. or Dec and entire following year**)
- **LATE RENEWALS ACCEPTED UNTIL SEPTEMBER 30TH : \$25.00.**
- **Chapter Transfer \$3.00 in addition to dues.**

2. BLUE KNIGHTS YEARLY TIMELINE

- **January**
 - 1st First Quarter International Dues Schedule
 - 2nd week (odd years) International Elections (Bangor, ME)
 - 31st Renewal Packet Due to International Office

- **February**
5th BK News Deadline (Spring Issue)
- **March**
31st End of First Quarter.
- **April**
1st Second Quarter International Dues Schedule
15th Chapter files with IRS yearly.
30th Prior Year's Dues Card Expires
- **May**
1st: deadline for BOG Agenda Items, BOG Awards, Blue Knights Awards
5th : BK News Deadline (Summer Issue)
- **June**
1st: Sales Permit Renewal Due to International Office
1st: BK Scholarship Application Deadline.
30th: End of Second Quarter.
- **July**
1st: Third Quarter International Dues Schedule
3rd Week: BK International Convention (Usual Schedule)
- **August**
15th: BK News Deadline (Fall Issue)
- **September**
30th : End of Third Quarter. BK Membership Year Closes.
- **October**
1st: Fourth Quarter International Dues Schedule
2nd Week: BK International Renewal Packets to Chapters.
- **November**
5th: BK News Deadline (Winter Issue)
Even Years International Election Ballots sent to membership
- **December**
31st: End of Fourth Quarter.

One of the more and hopefully less frequent events is the transfer of one of our members to Heaven One. Most of us have attended services for our fellow law enforcement officers killed in the line of duty, and it is a very touching event to all. In the Blue Knights Organization there is a Special Honorary membership for a member of the clergy and in some chapters this position is filled by a minister of some faith. Should a chapter member transfer to Heaven One, and the chapter deem to honor their member this would person would have the ability to conduct or assist during the service. I have attached a couple of Odes that were submitted to me by others that you may find appropriate to utilize if your chapter does not have a Special Honorary Member (Chaplain) and you may think about using.

I hope all of this has not boggled your mind. The Blue Knights is a Law Enforcement Motorcycle Club but it is also a business doing well over 1 Million dollars of business a year toward multiple beneficiaries. The chapter is a vital part of the Blue Knights growth and is expected to adhere to the International By-laws and Constitution. To deviate from these parameters could bring you as chapter president headaches; that is why my suggestion to you is read the little blue pamphlet you received with your membership certificate (By-laws and Constitution) keep it handy as it does have most of the answers to questions you may have. If your answer is still not available you have the full support of your Conference Board and if needed the International Office. SO, you got a lot of help at your finger tips. The other book which is fairly inexpensive is the Robert Rules of Order. My suggestion is to have the chapter purchase these books; one book for every elected officer and board member to be passed to the next person that holds the office. This will give you and the members some idea how to conduct Blue Knight business at meetings.

Good luck in your term of office.

Jack N. Kaylor

Jack N. Kaylor,

President CAVI: 2000-2001

Director /Immediate Past President CAVI: 2002-2003

Vice President CAVI: 2004- 2005

Southwest Conference Vice - Chairman (West): 2004-2008

SWC Chairman/ International Representative: 2008 to 2010

Reelected as Chapter Resident 2010 to Present

Elected International Secretary 2010 to Present

CHAPTER MEETING AGENDA ORDER OF BUSINESS

- Call to Order.
- Salute to the flag.
- Moment of Silence
- Reading of Blue Knights Pledge
- Roll Call of Officers
- Recognition of Guests
- President's Report
 - 1. Summarize Committee Reports
 - 2. International News
 - 3. Conference News
 - 4. Chapter News
 - 5. Rides and Events
- Vice-Presidents Report
 - 1. Recruiting efforts
- Secretary's Report
- Treasurer's Report
- Staff Officer Report's (Safety Officer, Web Master, Etc.)
- Good and Welfare (Birthdays, Anniversaries, etc.)
- Notification of next chapter meeting
- 50/50 raffle drawings
- Meeting Adjournment



THE BLUE KNIGHTS®

*There's a group who love riding motorcycles
Their band is all the same
They serve and protect the public
In '74 they started in Bangor, Maine*

*There were eight law enforcement officers
Who loved to ride their bikes
Now there's thousands in many countries
And some probably even ride trikes*

*Whether small town or big city cop, game warden
State trooper, federal or deputy
They come from every type of service
Every branch of the law enforcement tree*

*They choose a symbol from days of old
An armored, shining knight
They stand for pride, integrity and guts
And against evil, they stand for what is right*

*They're committed to helping those in need
Especially children of this nation
They spend countless hours raising money
For groups like D.A.R.E. and Make-A-Wish Foundation*

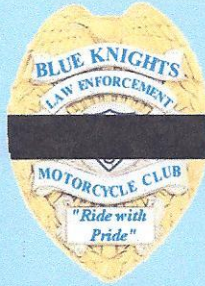
*A special organization they truly are
Whether a Sister or Brother
They exemplify the Lord's own commandment
To serve and love one another*

*When their work on this earth is finished
And their riding days are done
Their membership is transferred
To a new chapter known as Heaven I*

*While on this earth they'll Ride with Pride
For all they will be a shining light
And when they join Heaven I
God will say Thank You and Welcome Home Blue Knight*

-Written April 10th, 2007

By: Pete Davis®



Funeral Ode

When the roar of the engine is no more, as it is time to bid farewell, we say farewell to a comrade, a friend, a brother and more.

We will forever ride in your honor, your name, never will we hide.

Honor is our mission; the law has always been our guide.

A comrade has now passed, gone from our touch, gone from our sight.

But a Blue Knight Member, remembered forever, and forgotten.....Never!

So now my friend, ride free, ride like we always did, Blue Knights style...Ride with Pride.