

**Harmony Riders Association Inc.**  
PO Box 527  
104 Shetler Road  
Parish, NY 13131

Revised 11/17/2017

**Board of Directors Policy**  
Structure, Guiding Principles, and Duties

**Structure:**

Harmony Riders Board of Directors will be based on a democratic model. This means that the members govern. There is however, an agreed upon balance of power between the members and the officers/board members they elect. This balance is guided in part by the duties described in this document. The club By Laws, and the policies within, are the governing documents of the club. While Harmony Riders does not recognize “Roberts Rules of Order” as it’s official governing document, the basic principles of a democratic model Board of Directors and basic democratic principles as they apply are used and can be referenced within them.

**Guiding Principles:**

The Board of Directors is primarily the administrative arm of the club and it transacts the business of the club between regular meetings. Members of Harmony Riders rule through a decision making process established by a vote. All permanent club members are equal – with equal rights and responsibilities. Business decided at the regular meetings is vested in the Board of Directors to follow through to completion.

The board of Directors only has the power that governing documents assign to them. Powers not specifically given to the Board of Directors may be reversed by the members.

All business occurring during Board of Directors meetings is openly discussed with the general membership in the form of a report given at regular monthly club meetings. Occasionally, a personal grievance is heard, in which the details are not given to protect the individual’s rights. Board of Directors members are charged with fairly protecting the rights of both individuals and the general membership.

All elected Board of Directors members and club officers should have a working knowledge of the club By Laws and policies within. They should know the expectations of the position and be able to fulfill this commitment. A Board Member who is unable to fulfill this commitment will be reviewed by the Board of Directors who will take action up to and including their removal from the board.

### **Duties:**

The following are basic organizing duties intended to keep a consistent organizational flow from year to year. They are not all inclusive and can be changed or modified following standard procedures of the By Law Committee.

### **General:**

- Elect a Chairman of the Board of Directors yearly
- Hold a minimum of four (4) meetings per year
- All Board members must attend 75% of scheduled Board meetings
- All Board members must attend 7 of 11 general membership meetings
- Secretary shall record minutes
- Secretary shall read previous meeting minutes for approval process
- Approve permanent membership following year probationary period
- Approve member area requests
- Work through the finance committee to establish a yearly budget
- Establish an agenda and prioritize items for completion
- Settle disputes through grievance policy procedures

### **Chairman of the Board:**

- Presides over Board of Directors meetings
- Holds, monitors, and updates the agenda
- Ensures minimum number of meetings held per year
- Schedules meetings as needed to run the business of the club
- Receives, from the Secretary, a copy of the minutes of both the BOD and regular club meetings after approval process
- Report monthly to club all meetings held and business conducted
- Presents, to the membership, a year end accomplishment summary, as well as a list of items to carry over to following year's business