

LAMA BY LAWS

Standard Operating Procedures

**This document was originally compiled and edited by:
Harry Burgos & Manuel Miranda of the L.A.M.A. Orlando Chapter**

**L.A.M.A. MIAMI Chapter
April 2005**

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INTRODUCTION

This document was originally compiled and edited by the Orlando Chapter of the Latin American Motorcycle Association (LAMA) utilizing documents generated by LAMA Headquarters, Chicago, Illinois as well as documents created by the Orlando chapter of LAMA.

The Orlando Standard Operating Procedures are herein compiled and edited by the MIAMI Chapter of LAMA to include additional material and information pertinent to the operations of a LAMA chapter in the Miami, Florida geographical area.

Our motivation for producing this document is to provide our Brothers and Sisters with clear operating guidelines. A copy of this document will be presented to the National LAMA President to be stored within the National Headquarters archives.

As with any Standard Operating Procedure, this document is a “work-in-progress” and is expected to evolve as our chapter grows in the coming years.

National Headquarters

Latin American Motorcycle Association
3519 Fullerton Avenue
Chicago, Illinois 60647
Telephone #: (773) 235-0195
www.latinbikers.com

MISSION STATEMENT

Latin American Motorcycle Association (LAMA) was founded to create and organize safe and exciting activities for its members and for all bikers, such as tours, picnics, motorcycle sport events, etc. We participate in and organize many local community activities; we offer fellowship and community as well as vast quantities of knowledge that might otherwise take you much longer to acquire. We would like to welcome you to our brotherhood.

Membership Information

Joining (A very simple process)

Joining our organization is easy but it is not a quick process. Not everyone is cut out to ride with an association like LAMA; however, if an individual rider is interested in joining our chapter, he or she should do the following:

- attend our scheduled meetings, rides and events
- display an interest and/or desire to be part of our group

When the individual decides to seek chapter membership, he or she will be offered the chance to become a "**Prospect**" of our chapter. Upon completing two (2) months as a "Prospect" the membership committee of our chapter will vote to promote the "Prospect" to "**Probate**." If the new member is promoted to "Probate" he or she will be offered the privilege to wear the LAMA rockers.

The chapter membership committee will vote to promote the individual to "**Full**" membership after the individual has completed two (2) months as a "Probate" member. If the "Probate" member is promoted to "Full" membership, he or she will then be offered the privilege to wear the full LAMA colors and to become a full member of LAMA and of the LAMA Key West chapter.

REMEMBER !

1. LAMA does not give "COLORS" away. An individual must earn the right and privilege to wear the colors.
2. The Key West Chapter does not automatically accept an applicant. To do so would compromise our Brother/Sisterhood.
3. Any member that fails to meet and/or comply with LAMA National By-Laws and/or our Standard Operating Procedures will be immediately stripped of LAMA membership and of LAMA colors.

QUALIFICATIONS

Rules for chapter members of LAMA

1. Complete an application for national membership and send it to the Chicago Headquarters with a forty dollar (\$40.00) check made payable to the Latin American Motorcycle Association, 3519 W. Fullerton Avenue, Chicago, Illinois 60647. The applicant will receive an International membership patch to be worn on the front left side of his or her official leather vest. The date on the application is the official start date of the applicant's LAMA membership dues with the Chicago headquarters. The applicant's national fee must be paid on or before this date every year (annual dues).
2. A chapter member must sponsor the applicant. The application must bear the signature of the sponsor and the chapter president.
3. The applicant must own a legally registered motorcycle of 650cc displacement or larger.
4. The applicant must be presently employed and must show proof thereof.
5. The applicant must possess a valid driver's license bearing a motorcycle endorsement, a valid State License and proof of insurance.
6. The Applicant must agree to attend at least one meeting every month.
7. Once accepted by the chapter, the "Prospect" must wear a "P" patch for a period of six months. The "P" patch must be worn on the back of the official black leather vest. The back of the vest **must not** bear any other decoration (**MANDATORY**).
8. The Applicant must sign an agreement stating he or she will return the LAMA colors to LAMA in the event his or her membership is terminated either by resignation or by LAMA action.
9. The applicant shall acknowledge (within above stated agreement) that no refund of membership fees shall result from the termination of LAMA membership.

Rules for chapter members of DAMAS de LAMA

1. Complete an application for national membership and send it to the Chicago Headquarters with a forty dollar (\$40.00) check payable to the Latin American Motorcycle Association, 3519 W. Fullerton Avenue, Chicago, Illinois 60647. The applicant will receive an International membership patch to be worn on the front left side of his or her official leather vest and a DAMAS DE LAMA patch to be worn the front right side of the vest. The date on the application is the official start date of the applicant's LAMA membership dues with the Chicago headquarters. The applicant's national fee must be paid on or before this date every year (annual dues).
2. The applicant must be sponsored by a chapter member. The application must be signed by the sponsor and the chapter president.
3. The applicant must own a legally registered motorcycle of 650cc displacement or larger.
4. The applicant must be presently employed and must show proof thereof.
5. The applicant must possess a valid driver's license bearing a motorcycle endorsement, a valid State License and proof of insurance.
6. The Applicant must agree to attend at least one meeting every month.
7. Once accepted by the chapter, the "Prospect" must wear a "P" patch for a period of six months. The "P" patch must be worn on the back of the official black leather vest. The back of the vest **must not** bear any other decoration (**MANDATORY**).
8. The Applicant must sign an agreement stating he or she will return the LAMA colors to LAMA in the event his or her membership is terminated either by resignation or by LAMA action.
9. The applicant shall acknowledge (within above stated agreement) that no refund of membership fees shall result from the termination of LAMA membership.

Associate Members

1. An Associate Member is an individual who supports the Latin American Motorcycle Association but cannot commit nor participate in our events, meetings or runs due to other commitments or hardships.
2. The Associate Member has the privilege to participate at no charge at any of our LAMA rallies hosted in the United States or abroad.
3. Associate Members only wear the International patch on the front right side of the official black leather vest.
4. To become an Associate Member: Complete an application for national membership and send it to the Chicago Headquarters with a forty dollar (\$40.00) check made payable to Latin American Motorcycle Association, 3519 W. Fullerton Avenue, Chicago, Illinois 60647. The Associate Member will receive an International membership patch to be worn on the front left side of his or her official leather vest. The date on the application is the official start date of the applicant's LAMA membership dues with the Chicago headquarters. The applicant's national fee must be paid on or before this date every year (annual dues).
5. The applicant will be given the opportunity to apply to become an Associate member by paying the annual dues to the LAMA headquarters in Chicago, Illinois.

Honorary Members

1. Honorary Membership may be extended to selected individuals who are in accord with the purposes of the LAMA Association and who are defined by the Executive Board of our chapter.
2. Honorary Members are entitled to attend meetings, participate in discussions, to serve in committees of the Association and to receive reports submitted to the membership.
3. Honorary Members do not possess voting right in the Association and do not pay dues.
4. An Honorary Membership may be rescinded by the Executive Board, at any time.

Spousal Members

1. Spousal Members are the wives of members wearing Full Colors. The colors belong to LAMA Headquarters, Chicago, Illinois. The full member is responsible to indoctrinate his wife/girlfriend in the LAMA Key West Standard Operating Procedures.
2. Spousal Members can only wear their Colors when accompanied by their sponsor in official LAMA events.
3. Spousal Members do not vote nor are they allowed to participate in Chapter discussions.
4. Spouses do not have to go through the six (6) month probation process but will only be able to obtain and wear the colors after the sponsor completes his or her six (6) month probation.
5. To become a Spousal Member: Complete an application for national membership and send it to the Chicago Headquarters with a eighty-five dollar (\$85.00) check made payable to Latin American Motorcycle Association, 3519 W. Fullerton Avenue, Chicago, Illinois 60647. The fee includes the International membership (IMA) patch (\$40.00) to be worn on the front left side of the official black leather vest. The Spousal Member will also receive the full colors (\$45.00) to be worn, like the sponsor, in the back of the official black leather vest.
6. The date of the application is the official start and anniversary date.
7. Spousal Membership dues must be paid on or before the anniversary date every year to the LAMA Chicago Headquarters.
8. In the event the spouse and member resign their membership or their membership(s) are terminated by LAMA or the Key West Chapter, spousal colors and the member's colors must be returned immediately to the Key West Chapter.

RULES OF CONDUCT

1. Absolutely no fighting is tolerated among the membership. This is considered a very serious offense.
2. Absolutely no illegal activities will be tolerated within our chapter. Illegal activities include (but are not limited to) gambling, use and/or sale of illegal substances or driving while under the influence.
3. All members (men and women) are to be treated with respect and as our equals.
4. Absolutely no "Hot Rodding," burn-outs, popping wheelies, "Hot Dogging," or any type of an unsafe act will be tolerated in by chapter at any time.
5. A chapter member that is deemed to be too intoxicated to handle a vehicle safely will be required to immediately surrender the keys to his or her vehicle to the highest ranking member on sight. The Chapter Sergeant of Arms is empowered to forcefully take possession of the keys in the event the member does not voluntarily surrender them.
6. **REMEMBER:** People may not know you by name but they will remember your colors. Respect your colors!

AMENDMENTS (Head Quarters, Chicago)

- **1980** – No officer can terminate a full member. Once a prospect is promoted to full membership the only way his membership can be terminated is by a simple majority vote of the chapter membership in an official meeting.
- **1981** – Women are to be accepted as full members and accorded the same rights and privileges as male members. The criteria for female membership are the same as for male membership.
- **1983** – Officers of LAMA must be full members. Spouse of members cannot hold office. In case of a husband and wife who are both full members, only one can hold office. Other than that it would be a conflict of interest.
- **1985** – In the event of a mortal accident of a member, LAMA will donate a sum of no less than one thousand dollars (\$1,000.00) to whomever is deemed financially responsible for the funeral arrangements of said member.
- **1996** – The LAMA colors (name and logo) are soely property of the Headquarters Chapter in Chicago, Illinois. The colors are to be accorded the same respect as the flag of a country.
 1. The name and logo of LAMA are permanent. No committee, elected official, chapter or individual can change, mutilate or redesign them.
 2. Colors to qualifying members should only be awarded at official meetings, unless a special event is designated by the chapter president to award the colors. Awarding the colors should be a ceremonial event.

This SOP will be amended as necessary by the Chain of Command

DUES

LAMA is a “not-for-profit” organization; therefore, in order for all members to enjoy future activities (such as picnics, rallies or an out of state tour) a collection of dues among the active members is necessary.

1. Dues shall be ten dollars (\$10.00) a month, payable during the second week of each month.
2. The preferred method of payment of Dues shall be by check or money order made payable to LAMA Key West. Members paying Dues in cash shall receive a cash receipt bearing the amount and date of payment.
3. All dues shall be submitted to the Treasurer of the Key West chapter.
4. Chapter membership shall be terminated for any member failing to pay dues for two consecutive months (60 days).
 - a. Termination of chapter membership means the member will lose all LAMA rights and privileges.
 - b. Termination of chapter membership means the member must immediately return his colors to the chapter President as defined earlier in the SOP.

TOURING (RULES OF THE ROAD)

1. when participating in LAMA “runs,” all members will have a thirty (30) minute grace period before kickstands go up.
2. All members should strive to leave together and return as a team.
3. All driving should be done in staggered twos with the highest ranking officer in front or when road director appoints a member of the team. Road formation shall be performed according to road conditions, traffic and weather conditions.
4. Passing is not permitted when riding in ranks.

Please see the LAMA Key West Road Manual for more Touring Information

Prospects / Probates

Definition

A Prospect / Probate member is an individual who is interested in becoming a full member of a LAMA Chapter. A Prospect / Probate shall be treated with respect afforded to all members of LAMA. All full members of the chapter are directed to guide and motivate Prospect / Probate members in a positive manner. Badgering or ridiculing a Prospect / Probate member will not be considered appropriate behavior. As full members we must consider ourselves as educators to the Prospect / Probate member. The mission of all Full members is to teach the Prospect / Probate member the LAMA Key West Standard Operating Procedures and to demonstrate the lifestyle of bikers.

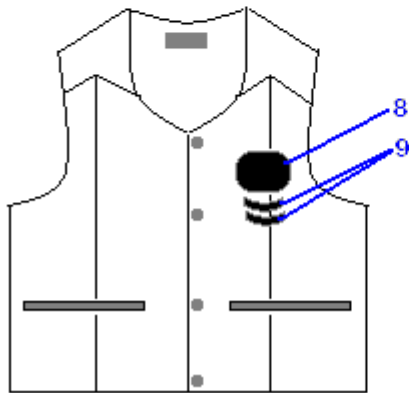
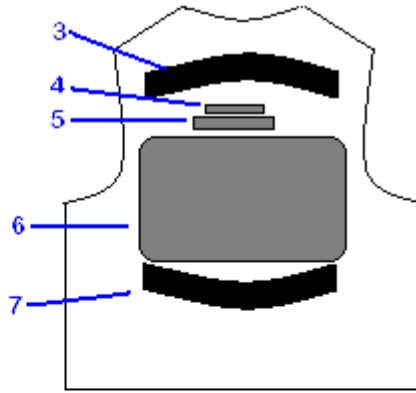
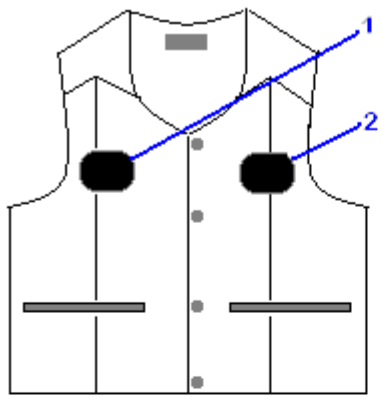
PROSPECT AND PROBATE REQUIREMENTS

1. All Prospects and Probates:
 - a. Must be sponsored by a full member
 - b. Must be willing to participate in all LAMA runs, meeting, gatherings and activities
 - c. Must accept duty assignments
 - d. Must remain current with National and Chapter dues
 - e. Must wear the “P” patch on the back of the official black leather vest. The back of the vest must not bear any other decoration.
 - f. May not participate in any chapter election
 - g. May acquire an extra set of “P” colors for a spouse upon completing an application and paying the proper fee(s) for the Spousal Member.
2. Three months after the Prospect’s application date the chapter may vote to promote the Prospect to Probate. If the Prospect is promoted to Probate by the chapter then he or she shall become a Probate and will be given the privilege of wearing the LAMA Rockers.
3. Three months after the Prospect was promoted to Probate (or six months after the Prospect’s application date) the Chapter shall be asked to vote the Probate member into full membership. If the Probate is promoted to Full membership status the he or she shall be awarded Full Membership and shall be given the privilege of wearing the LAMA colors.

UNIFORM

Our conduct and our uniform distinguishes LAMA Key West in the “eyes” of the general public and in the “eyes” other motorcycle organizations. Our colors are to be treated with respect and must be worn proudly. Here are a few key points to remember:

- The LAMA uniform consists of:
 - A black leather vest with the proper patches and insignias
 - A black tee shirt with LAMA Chapter logo
 - Blue jeans
 - Black leather boots.
- No support pins or patches of any other club (civic or motorcycle) are authorized on the LAMA uniform.
- The authorized LAMA uniform does not bear any patch, emblem or pin that humiliates or discriminates gender, race, religious belief, political view or any motorcycle organization.



- 1. DAMAS de L.A.M.A
- 2. L.A.M.A. International
- 3. LATIN AMERICAN Rocker
- 4. Chapter City
- 5. U.S.A.
- 6. L.A.M.A. Colors
- 7. MOTORCYCLE ASSOC Rocker
- 8. L.A.M.A. International
- 9. Years of Service



Full Member Colors
With Rockers



L.A.M.A. International



DAMAS de L.A.M.A.



Probate
With Rockers



Prospect

TERMINATION OF MEMBERSHIP

There are many actions that may lead to the termination of a Full Colors member. The following are presented as examples and are not meant to be all inclusive:

- Disrespect of our Brotherhood or our Colors
- Disrespect of a family member
- Disrespect of a guest
- Disrespect of another motorcycle organization or any of its membership
- Misconduct while wearing our Colors
- Drug or alcohol abuse
- Failure to adhere to Chapter Standard Operating Procedures

The Board of Directors (BoD) shall be notified of any situation that may potentially put the Brotherhood in jeopardy. The BoD shall interpret and investigate details of the incident. Additionally, Chapter Officers are often exposed to the details and for guidance.

If the BoD deems the situation requires the Termination of a Chapter member then the BoD shall present the findings of its investigation to the Chapter membership during an official Chapter meeting. Termination of a Full Colors Member shall require a majority vote of the membership.

TERMINATION OF PROSPECT OR PROBATE MEMBERSHIP

The chapter President may at his discretion and without the consent or vote of the members of the chapter terminate any Prospect or Probate membership. Examples of actions leading to the termination of membership include but are not limited to:

- The member actions endanger the moral and/or welfare of Association or Chapter members.
- Substandard performance of duty assignments
- Failure to pay Association or Chapter dues
- Failure to adhere to LAMA Key West Standard Operating Procedures
- Failure to participate in chapter events (meetings, runs, activities, etc.)

RESIGNATIONS

Positive Impact Resignations

A Full Colors Member may resign for personal reasons. To do so, a Full Member must:

1. Inform a Chapter Officer
2. Return his or her Colors to the Chapter President or designee
3. Prepare a letter to the Chapter membership informing them of the resignation

A resignation conducted in this manner will ensure the member's continued "good standing" with the association. A Positive Impact Resignation means the member may request reinstatement into the Brotherhood when his or her personal situation is resolved.

NEGATIVE IMPACT RESIGNATIONS

A Negative Impact Resignation shall occur if a Full Colors Member:

1. Keeps our Colors (deemed to be Disrespect) upon resigning
2. Authors a letter designed to create animosity and discontent within Chapter membership. The dissemination of such a letter by the departing member shall be construed Gross Misconduct.
3. Communicates with Chapter membership by telephone or any other means of communication with the intent to cause animosity and discontent within the Chapter.

A resignation conducted in this manner shall result in a complete termination of Chapter and Association membership. A member departing with a Negative Impact Resignation will be denied future attempts of reinstatement to our Brotherhood.

Note: Our Colors shall be returned to the Chapter President or designee regardless of type of termination. Also, Colors are the responsibility of the issuing Chapter. Thus, our Colors shall be surrendered to the President (or designee) of issuing Chapter (applies to transfers of membership). Under no circumstance shall the return of our Colors be negotiable.

Transfers

All transfers shall be coordinated and discussed by the Presidents of the outgoing and incoming Chapters. If deemed necessary, the National / International Presidents should also participate in the discussions.

- Transfers shall be granted to members in Good Standing
- Approval of the transfer shall mean the incoming Chapter will become the member's home chapter.
- The incoming Chapter shall assume responsibility for LAMA business generated by the transfer.
- Dual Chapter alliances shall be disallowed.
- Dues shall be collected by the incoming Chapter
- The incoming Chapter shall investigate grievances related to the transfer.
- The transferring member shall acclimate to the manner the incoming Chapter conducts business.
- The transferring member must receive a recommendation from the President of the originating (outgoing) Chapter. The President of the outgoing Chapter is not obligated to issue a recommendation.
- Colors (an all other Chapter property) shall be returned to the President (or designee) of the outgoing Chapter before the transfer is complete.

Terminated members or members that resigned with Negative Impact shall not be granted a transfer. Our intention is to promote a solid Brotherhood and to avoid internal conflicts.

Note: *Colors must be surrendered to the President of the outgoing Chapter prior to the departure of the transferring member. This condition is non-negotiable. The President (or designee) of the incoming Chapter shall request replacement Colors for the transferring member.*

MEETINGS

- Meetings will be held on the second (2nd) Saturday of each month
- An agenda shall be prepared for each meeting
 - The Chapter Secretary will pass-out and collect the roll call
 - The Chapter President shall read the agenda and conduct the meeting
 - The Chapter Secretary shall read the minutes from the prior meeting
 - The Chapter Treasurer shall discuss the Chapter finances and related financial matters.
- Official meetings shall be conducted as follows:
 - Meetings shall begin in a timely manner
 - Agenda topics shall be discussed individually (only one topic at a time)
 - Only one person may “hold the floor” (speak) at any one time
 - Only appropriate language is acceptable.
 - Opinions expressed by members shall be given respect
 - Prerequisite to decision making:
 - A motion must be proposed
 - A second must be issued for the motion
 - The decision / action is passed on a favorable majority vote
 - Pending business and new events shall be discussed
 - All decisions shall be passed by a favorable majority vote (Majority Rule system)
 - Chapter dues shall be collected

ELECTIONS

- Elections shall be conducted during an official Chapter meeting. Elections shall occur during the month of April every two years (first election was held in the year 2005). Elections may be held sooner to fill positions made vacant by resignations or transfers.
- Nominations for open positions shall be submitted to the Board of Directors by March 1st of the election year. The Board of Directors, in conjunction with Chapter Officers, will review and investigate all nominations and will judge the qualifications of the candidates. Nominees must be Full Color Members in “good standing” with the Association and the Key West LAMA chapter. “Good Standing” status shall mean the member participated in all LAMA events and activities, has paid all dues owing and have no derogatory information in the record.
- The President of the Chapter is responsible for the issuing of two separate email messages:
 1. The first email message shall be a response to those members making nominations for the open positions. The email message should inform the member regarding the eligibility of his or her nomination. The email message

- shall include an explanation in the event the candidate was not found to be eligible.
2. The second email message shall be delivered to the entire Chapter and shall inform the membership regarding all candidates deemed to be eligible for each open position.
- Nominees shall accept or decline the nomination on the day of the Election.
 - All open positions shall be filled by a majority vote by the Chapter membership. Openings receiving more than one nominee shall be filled in a like manner (majority vote).
 - The election process shall be conducted on an open table.

DUTIES OF L.A.M.A. OFFICERS AND TRUSTEES

OFFICERS DUTIES:

1. DUTIES OF THE PRESIDENT (OFFICER):

- a. Shall maintain the focus and the direction of the chapter and will initiate such actions as are necessary to insure the orderly operation of the chapter
- b. Shall perform the duties as chairman of the board on all LAMA HQ meetings
- c. Shall act as spokes person before all Business, Government, Civic Groups and Agencies
- d. Shall appoint a temporary officer to fill a vacant position until the next regular meeting when chapter officials can vote on a person to fill the vacant position
- e. Shall ensure all chapter rides are conducted safely
- f. Shall be the contact person for the welfare of the chapter
- g. Shall work with the officers of the chapter to track membership, renewals and the general welfare of the chapter

2. DUTIES OF THE VICE-PRESIDENT (OFFICER):

- a. Shall assist the President in all areas of chapter related business.
- b. Shall perform the duties of the President (above listed) in the event the President is incapacitated and is unable to perform the duties of the office.

3. DUTIES OF THE TREASURER (OFFICER):

- a. Shall collect, record and account for all Chapter funds accumulated as the result of the sale of merchandise, Chapter dues and all other Chapter fund raising activities.
- b. All withdrawals from the Chapter's funds shall require the signatures of two Chapter Officers and the approval of the Chapter Board of Directors.
- c. The President, Vice-President, Treasurer and Secretary shall be authorized to sign checks.
- d. The "payee" of the check may not be one of its counter signers.
- e. Shall maintain and furnish financial records. All financial reports presented to the Chapter Board of Directors shall include original receipts and support documents. Financial reports to the Chapter Board of Directors shall include reports of Chapter indebtedness.

- f. Shall submit a bimonthly report to the Chapter listing and explaining all:
 - i. Dues paid
 - ii. Dues owed
 - iii. Cash collections
 - iv. Cash expenditures

4. DUTIES OF THE SECRETARY (OFFICER):

- a. Shall act as recording secretary at all official meetings, regular meetings and special meetings
- b. Shall ensure completion of all Chapter correspondence, reports and required forms
- c. Shall receive, record and file records generated as the result of any Chapter activity including but not limited to membership information and business transactions of the Chapter.
- d. Shall be responsible for mailings to the membership
- e. Shall prepare an agenda for each Chapter meeting

DUTIES OF TRUSTEES

1. DUTIES OF THE SERGEANT-AT-ARMS (AKA ENFORCER) (TRUSTEE):

- a. Shall be responsible for the security and safety of all Chapter activity and events
- b. Shall coordinate, maintain, inventory and secure all Chapter property and equipment
- c. Shall be responsible for the presentation of a semi-annual inventory report listing all Chapter property and equipment
- d. Shall **ENFORCE** rules and regulations of the Chapter including proper uniform guidelines
- e. Shall perform additional duties as directed by the President of the Chapter.
- f. Shall assist in the performance of special Chapter details including but not limited to protocol meetings, excorts and head the Board of Directors

2. DUTIES OF THE BUSINESS MANAGER (TRUSTEE):

- a. Shall coordinate the location of special meetings, activities or events.
- b. Shall conduct any special purchase as directed by the President. Such special purchases may consist of products, services and materials procured for the Chapter
- c. Shall post flyers on Chapter events

3. DUTIES OF THE ROAD CAPTAIN (TRUSTEE):

- a. Shall ensure all rules and “conduct of the road” are followed as per SOP.
- b. Shall coordinate with the President, Vice President and Sergeant At Arms in matters of road condition, safety violations or disabled motorcycles from our Chapter
- c. Shall assign members of the chapter specific duties related to providing assistance to the Road Captain along the route the Chapter is going to ride
- d. Shall instruct all novice riders and Chapter guests in safety

- e. Shall assist Chapter Officers in the planning of a “ride” and thereafter, provide Chapter members and guests with the route the planned Chapter ride will take
- f. Shall conduct a safety briefing

BOARD OF DIRECTORS

Membership on the Chapter Board of Directors shall consist at a 5:1 ratio (one Board member for every five members). The Board of Directors are elected by a vote from Chapter members for a term of one year not to exceed two years. A member of the board should be one in very good standing with the chapter and of good ethics and moral turpitude. A member of the board must also be an actively participating member in the Latin Motorcycle Association (LAMA) local chapter for a minimum of eighteen (18) months.

DUTIES OF THE BOARD OF DIRECTORS:

1. Shall possess a working e-mail address and telephone number
2. Shall maintain an open communication with the officers committee within the chapter
3. Shall meet for discussion of problems that **CANNOT** be resolved by the general membership and the officer committee.
4. Shall receive Chapter member grievance in the form of e-mail or postal letter format.
 - a. All grievance presented to the Board of Directors must include information pertinent to the grievance.
 - b. All grievance and/or complaints submitted by Officers or general membership for review by the Board of Directors shall be kept confidential and may not be given to the public or Chapter member. Maintenance of Confidentiality will ensure Chapter members have an opportunity to file a complaint or grievance without controversy.
 - c. The content and context of complaints and grievances shall be communicated solely to the:
 - i. Complainant
 - ii. The Board of Directors
 - iii. Specific officers
 - iv. Chapter member(s) initiating the complaint or grievance
 - d. The Board of Directors shall receive complaints and/or grievances from any Chapter member; however, chain-of-command should be followed if the circumstances permit.
5. May call a special meeting at a time of their choosing by advance notice
6. May act in the name of the Chapter in all matters ordered by the Chapter and seek what is best for the benefit of the Chapter as a whole.
7. Shall have final say in the decision regarding full member expulsion
8. Shall investigate, thoroughly, all business opportunities and activities then present a report to the Chapter membership.
9. Shall conduct themselves and all business brought before them in a manner consistent with the welfare of the Chapter and its members

L.A.M.A. CREED

I am a L.A.M.A. Brother,

I am a family member of the Latin American Motorcycle Association, which makes me a real brother. As a brother I promise to:

1. Never put anyone before my L.A.M.A. and I.M.A. brother as sisters, especially myself
2. Be courteous to all visitors at our clubhouse and make them feel welcome. Never "bad mouth" or discuss internal club problems in front of visitors. I will save all my comments for the meetings.
3. Never make fun of, curse, belittle, humiliate or disrespect under any circumstance another member, his/her spouse or guests.
4. Acknowledge and accept the fact that L.A.M.A. women are my sisters and are my equal
5. Leave with the club and return with the club on every event I participate in. I will never leave behind a brother whose bike breaks down or acquires problems along the way.
6. In the even that I drive a vehicle other than my bike, I will do my best to stay behind the pack and be my brother's keeper
7. Do my best to guide prospective members in a positive way without ridicule or badgering
8. Never use racial jokes and will respect everyone regardless of nationality, race, color, religious belief, gender, age or social status
9. I will respect all L.A.M.A and I.M.A. officers regardless of chapter as my own leaders
10. Treat associate members like chapter members and as my brothers and sisters
11. Make my L.A.M.A. experience and enjoyable one for myself and more so for my whole L.A.M.A. family
12. Understand that the L.A.M.A. clubhouse and assets were donated by past members and it is my duty to continue the tradition by sharing L.A.M.A. with others

(INTERNATIONAL MOTORCYCLE ASSOCIATION, I.M.A. are chapters of L.A.M.A.)

Signature of member: _____ Date: ____/____/____

REGISTRATION / LIABILITY RELEASE FORM

ALL PARTICIPATANTS MUST SIGN

LAMA Key West and its sponsors shall not be held liable for personal injury incurred by the participants and non-participants of this event. None of the parties involved in this event shall be held liable or responsible for damage of personal property, motor vehicle accident or disputes of personal interest among different issues relevant or non-relevant to this event.

Although in most events offer alcoholic beverages for consumer purchase and consumption, LAMA Key West SOP specifically prohibits the operation of a vehicle by a person impaired by the consumption alcohol and/or drugs. The LAMA Key West Chapter shall not be held liable or held responsible for injuries or property damage incurred by a participant or non-participant who consume and/or abuses alcoholic beverages. *Use common sense, if you drink DON'T drive.*

LAMA Key West will provide transportation for any participant whom becomes unable to operate a motor vehicle due to physical and/or mental impairment by the consumption of alcohol or drug. Alternately, representatives of LAMA Key West will contact an impaired Participant's family member or friend to ensure the impaired Participant's transportation home from the event.

Our event requires a five-dollar (\$5.00) fee from each guest and one-dollar (\$1.00) for each beverage.

#	PRINT NAME	SIGNATURE	CLUB
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Miami Chapter Prospect Application:

DATE: ____ / ____ / ____

NAME: _____ D.O.B. ____ / ____ / ____

ADDRESS: STREET: _____
STREET: _____
CITY: _____ STATE: ____ ZIP _____

HOME TELEPHONE: (____) ____ - ____ CELL: (____) ____ - ____

E-MAIL ADDRESS: _____

EMERGENCY P.O.C. _____

P.O .C. TELEPHONE: (____) ____ - ____ CELL: (____) ____ - ____

EMPLOYER: NAME _____
STREET: _____
STREET: _____
CITY: _____ STATE: ____ ZIP _____
TELEPHONE: (____) ____ - ____

MOTORCYCLE MAKE: _____ MODEL: _____ C.C. _____

YEAR OF PRODUCTION: _____ EXPERIENCE AS A RIDER: _____

ENDORCEMENTS: _____

SAFETY COURSE: YES NO WHERE: _____

HAVE YOU BEEN A MEMBER OF ANOTHER MOTORYCYCLE ASSOCIATION? YES NO

IF "YES" THEN WHAT GROUP OR ASSOCIATION ARE YOU COMING FROM:

POSITIONS HELD: _____

MAY WE CONTACT THE PRESIDENT OF SAID CLUB OR ASSOCIATION? YES NO

APPLICANT'S SIGNATURE: _____ DATE: ____ / ____ / ____

LATIN AMERICAN MOTORCYCLE ASSOCIATION AGREEMENT
3519 WEST FULLERTON AVENUE
CHICAGO, ILLINOIS 60647
TEL: 773-235-0195

I have read, understood and accept the L.A.M.A. rules and regulations. As a member of this organization I understand that in order to maintain my status as a member I must adhere to these rules and regulations and also maintain myself in good standing with the organization. In an event of a resignation or termination of membership I shall return all LAMA colors and all other property back to the association.

Date: ____ / ____ / ____

Name: _____ Signature: _____

Date: ____ / ____ / ____

LAMA REPRESENTATIVE _____

Signature: _____