



SABBATH KEEPERS MOTORCYCLE MINISTRY BY LAWS



- I. **Mission:** Sabbath Keepers Motorcycle Ministry was organized primarily to minister to the motorcycling community. Sabbath Keepers is not a club. It is a ministry. This sets Sabbath Keepers apart from the many other Christian Motorcycle groups that term themselves as clubs.
Types of ministry:
 - A. **Primary Ministry:** bringing the good news of the gospel of Jesus Christ to the motorcycle community via attendance at rallies, setting up booths, charity rides, dedication services, and all other motorcycle related activities.
 - B. **Secondary Ministries:** May include but are not limited to the following: prison ministry, children's ministry, convalescent ministry, music ministry, homeless and needy family ministry.

- II. **Membership:** Sabbath Keepers is open to all baptized members in good standing of the SDA church. Sabbath Keepers encourages participation from all willing individuals in ministry activities, whether they are or are not current members of the SDA church.
 - A. **Fully Patched Members:** Only fully voted in members can wear the Sabbath Keepers patch. The patch is to be worn on the back of the member's vest. All member patches must be obtained through the patch supplier (as approved by National Headquarters) and requested by the local Chapter Presidents. Fees for patches must be received by the patch supplier prior to any patches being delivered.
 - B. **Prospective Members:** All prospective new members must complete a minimum three month discipleship and attend at least 3 monthly Sabbath Keepers meetings or activities before full membership can be voted and granted. In addition, they must have a clear understanding of and agree to the Sabbath Keepers ByLaws, demonstrated by signing the acknowledgement form. Once voted in, they may purchase and wear the Sabbath Keepers patch for the duration of their membership. Special circumstances waiving this process will be considered on a case by case basis and are only valid when made by local chapter presidents to the National President. The National President will make the decision per request, and all decisions rendered are final.
 - C. **Associate Members:** Members who have left their chapter (such as due to relocation) or whose chapter membership has fallen below the required three members may retain their membership as Associate Members. Members who have moved will continue to pay dues to their chapter, and members of dissolved chapters will pay their dues directly to National.
 - D. **Supporters:** Supporter memberships are open to anyone regardless of church affiliation. Supporters have the right to wear any Sabbath Keepers Supporter t-shirts, hats, etc. They also have the right and are encouraged to attend meetings and all ministry or fellowship activities.

- III. **Age Requirements:** You must be at least 18 years of age to wear the Sabbath Keepers patch. Youth from 13 years to 17 years of age may become fully patched members if they have a parent or guardian that is willing to participate with them in Sabbath Keepers ministry activities and they have fulfilled the requirements of membership.

IV. **Name:** The name Sabbath Keepers denotes our commitment to keeping the seventh day (Saturday) Sabbath holy.

V. **Dress Code:** Neat, clean and modest in appearance, in keeping with Seventh Day Adventist beliefs.

VI. **Sabbath Keepers Patch:** When wearing the Sabbath Keepers patch, a member should be fully aware of his/her behavior and witness remembering that we are representing our Lord and Savior in a highly visible way. No one is to add any other patches to the back of the vest or the Sabbath Keepers patch itself. Other Christian patches or pins may be worn on the front of the vest. No patches that have the combination of red and white alone may be put on the front upper portion of the vest. Due to the unique nature of this ministry in the motorcycling community, the Sabbath Keepers patch clearly states our affiliation. This distinguishes Sabbath Keepers from all other patched groups due to the fact that we are clearly witnessing to the prophetic end time message found in the three angels' messages of Revelation 14. All Sabbath Keeper members must become familiar with and understand the meaning of the patch and be able to explain it with conviction to others.

A. SIGNIFICANCE OF THE PATCH:

- *Sabbath Keepers:* States our allegiance to the law of God.
- *Seventh Day Adventist:* Identifies our affiliation.
- *Mark 2:28:* Identifies who we serve.
- *The three angels blowing trumpets in the center:* signifies the three angels' messages of Rev.14 that will go out with power to the ends of the earth in the last days.

B. SIGNIFICANCE OF THE COLORS:

- The **blue** signifies the perfect law of liberty, the law of God, and the reflection and foundation of His character:
"And they saw the God of Israel: and there was under His feet as it were a paved work of a sapphire stone, and as it were the body of heaven in His clearness. **Exodus 24:10**
- The **gold** signifies the trying process that all his followers go through and the promise that when his work is finished in us we will be the perfect reflection of Him:
"And I will bring the third part through the fire, and will refine them as silver is refined, and will try them as gold is tried: they shall call on MY name, and I will hear them: I will say, It is my people: and the shall say, The LORD is my God." **Zech 13:9**

VII. Meetings:

A. Chapter Meetings: Meetings are held once a month at each Chapter location. The date, time, and place of each meeting will be determined by each ministry Chapter and will be posted on the National Sabbath Keepers Motorcycle Ministry website. Missing 3 meetings without sending apologies to the President or Vice President (in the absence of the President) in advance of the meeting, will result in membership being put on inactive status. A member that is on inactive status holds no voting rights. Meeting attendance is extremely important and strongly encouraged in order to organize and plan ministry activities.

B. National Officer Meetings: The National Officer Meetings (regular or executive session) will be held at least once a quarter. The dates, times and places of the meetings will be determined by the current National Officers. National President, Vice President, Regional Directors, Secretary, Treasurer, Chaplain, and SKMM Founders hold the voting rights at all National Officer Meetings. National Media Coordinator is an administrative/reporting position only, and carries no voting rights. Executive Sessions of National Officers only will

be held as necessary for, but not limited to, the revision of the By Laws, and their enforcement.

- C. National Advisory Council Meetings:** The National Advisory Council (NAC) will meet bi-annually following the 1st and 3rd quarter National Officers Meetings for the primary purpose of reviewing the By Laws and determining if any recommendations for revision or amendment of the same should be made to the National Officers. The National President is the chair of all National Advisory Council meetings (NAC) and can convene additional National Advisory Council Meetings as necessary. NAC Meetings are open to all National Officers, Founders and Chapter Presidents. Attendance at all National Advisory Council Meetings by its members is strongly encouraged by any available means possible (i.e., conference call, in person, etc.). The dates, time and places of the meetings will be determined by the National President at least 6 weeks prior to meeting Date

Secondarily, the National Advisory Council will meet for the purpose of electing National Officers in accordance with the election process outlined in these ByLaws. (See XIV. National Officer Terms, Qualifications and Elections, and XVII. B regarding Participatory Rights)

Thirdly, the National Advisory Council Meetings will provide an opportunity for fellowship and sharing ideas amongst all Chapter Presidents of SKMM.

- VIII. Fellowship:** Sabbath Keepers Motorcycle Ministry also organizes pleasure rides, potlucks, spiritual retreats, and general outings to encourage the growth and bonding of ministry members on both national and local chapter levels.

- IX. Reports:** All chapters must submit reports to the Sabbath Keepers National Secretary as described below: (Quarterly reports are based on quarters ending March 31, June 30, September 30, and December 31 of each year and due within two weeks of these dates.)

- A. Monthly chapter minutes, including chapter activities and the treasurer’s report.
- B. A quarterly list of all active members and prospective new members with contact information including first and last names, mailing addresses, email addresses (if available), and contact phone numbers.
- C. An annual chapter officer roster, due by January 15, and updated throughout the year as applicable to remain current. (This information may be combined on the quarterly membership lists.)

Reports must be submitted via email to:

fayskmm@gmail.com (preferred method)

or mailed to:

Sabbath Keepers Motorcycle Ministry

Fay Castillo

Attn: National Secretary

14820 Fern Road.

Whitmore, California 96096

- X. Newsletters:**

- A. A newsletter from each chapter should be published on at least a quarterly basis based on quarters ending March 31, June 30, September 30, and December 31 of each year, and distributed to the chapter members and chapter contacts per request. The chapter newsletters will include, but are not limited to, upcoming ministry events, testimonies of past events, an Article called “From the President” and an article called “Chaplains Corner.” A copy of the newsletter is to be sent via email to the National Secretary at:

fayskmm@gmail.com (preferred method)

or mailed to:

Sabbath Keepers Motorcycle Ministry
Attn: National Secretary
Fay Castillo
14820 Fern Road
Whitmore, California 96096

B. A national newsletter will be published on a quarterly basis, including, but not limited to, upcoming ministry events, testimonies of past events from various chapters, an article called "From the President" and/or "From the Founder" written by the National President and/or one of the SKMM Founders, and an article called "Chaplain's Corner" by the National Chaplain. A copy of the newsletter is to be sent by email to all chapter presidents for distribution to their respective members.

XI. Conduct: Due to the high visibility of this ministry all members of Sabbath Keepers must have an open, loving attitude toward all people regardless of appearance or behavior, and uphold the teachings and lifestyle of the Seventh-Day Adventist Church:

"For it is God which worketh in you to will and do of His good pleasure. Do all things without murmuring and disputings: that ye may be blameless and harmless, the sons of God without rebuke, in the midst of a crooked and perverse nation, among whom ye shine as lights in the world." **Phil. 2:13-15**

In the event a member displays conduct that is inconsistent with Bible teachings, is censored by their local Seventh-Day Adventist Church Board, is found to exhibit or be engaged in any of the behaviors listed in the Seventh-Day Adventist Church Manual (seventeenth edition) under "Church Discipline" page 195, or displays conduct that is inconsistent with the ByLaws of the Sabbath Keepers Motorcycle Ministry, they shall be subject to some or all of the following:

- A. Bible study, prayer and counseling with the local chapter officers.
- B. Relinquish their Sabbath Keepers Motorcycle Ministry Patches upon request of the local chapter President, or Vice President in the absence of the President, until such a time as they demonstrate to the satisfaction of the local chapter members that they have repented, and show a change of heart in their outward actions. There is no refund of fees for relinquished patches.
- C. The member may or may not be included in ministry outreach functions at the discretion of the local chapter members.
- D. In the event the offending member is the President of a chapter, the consequences described in A-C will be determined and carried out by the National Officers.

XII. Dues:

A. Dues are \$11.00 a month fee per member. These funds are used to support ministry activities (i.e. booth fees, purchase of Christian Literature and Bibles, banners, and supplies). Each chapter is to have a treasurer that keeps their own books, records and receipts of all monies collected and expended. One dollar (\$1.00) of each member's monthly dues is to be forwarded to the National Headquarters on a monthly, quarterly basis or annually. In the event a member does not have a local chapter in which to belong, their dues are to be sent to the National Headquarters (see Section II.C. Associate Members). All checks should be made payable to the Ceres SDA Church with "Sabbath Keepers National Headquarters" noted in the memo section and mailed to:

Sabbath Keepers Motorcycle Ministry
C/O Ceres SDA Church
Attn: National Treasurer
1633 Central Ave.

Ceres, Ca. 95307-1501

- B. Failure of a chapter to maintain a current status with their National dues will result in denial of NAC voting privileges and/or that chapter's members running for a National office. Current status is defined as being no more than 2 quarters or 6 months past due at any given time.

XIII. National Headquarters Officers:

A. National President:

1. Officiates over National Officers and National Advisory Council meetings.
2. Responsible for ministry growth and overseeing chapter formation.
3. Submits an article called "From the President" quarterly to the National Secretary for inclusion in the National Newsletter.
4. Responsible for executing the ByLaws as written.
5. Mentors new chapters.
6. Oversees the distribution and design of patches, ministry clothing, and other Ministry materials.
7. In the event of a vacancy in the National Officers, the National President will appoint a substitute based in the qualifications set forth in these ByLaws, until the next National Officers election for that position.

B. National Vice President:

1. Officiates over National Headquarters meetings in the absence of the President.
2. Responsible for assisting the President in ministry growth and overseeing Chapter formation.
3. Fills in for the National Secretary or Treasurer in their absence.
4. Mentors new chapters.
5. Assists National President in overseeing distribution and design of patches, Ministry clothing, and other ministry materials.
6. In the event the office of National president becomes vacant due to illness or Resignation, The National Vice President will assume the position of National President until the next National Officer election for that position.
7. Holds a seat on the National Advisory Council.

C. Regional Directors

1. Represents regional area at National Headquarters meetings.
2. Responsible for assisting the President in ministry growth and overseeing chapter formation in their region.
3. Mentors new chapters in their areas.
4. Assists National President in overseeing distribution and design of patches, ministry clothing, and other ministry materials for their region.
5. Pursues ministry opportunities at regional motorcycle venues.
6. Works to build unity with the chapters in their region.
7. Liaison between National Officers and their Regional Chapters.
8. Holds a voting seat on the National Advisory Council.

D. National Secretary:

1. Responsible for keeping up-to-date forms and applications for the ministry.
2. Maintains a current list of all ministry chapters, and rosters of all chapter officers and members, including contact information.
3. Takes minutes for the National Officers meetings and distributes.
4. Responsible for scheduling meetings, sending out meeting notices and providing meeting agendas after review of the National President.

5. Prepares the quarterly National SKMM newsletter and distributes it to all chapters.
6. Website Liaison – ensures that the National Ministry website is updated.
7. Responsible for production and distribution of ministry recruiting materials: power point presentations and ministry brochures.
8. Liaison with ministry chapter Event Coordinators in the coordination of event booth applications, ministry charity rides.
9. Assists National Chaplain with National ministry retreat coordination
10. Holds a seat on the National Advisory Council.

D. National Chaplain:

1. Responsible for providing the national newsletter article “Chaplains Corner”.
2. Prays at all National Ministry functions.
3. Provides worship for each National Ministry meeting.
4. Provides spiritual support and guidance to the ministry.
5. Helps organize annual ministry spiritual retreat.
6. Holds a seat on the National Advisory Council.

E. National Treasurer:

1. Responsible for collecting and keeping records of the dues received from each chapter and sending the information monthly to the National Secretary.
2. Responsible for tracking all other donations and expenses for the National Headquarters.
3. Gives the treasurers report at the National meetings.
4. Holds a seat on the National Advisory Council.

F. National Media Coordinator

1. Works directly with and reports to the National President and National Secretary.
2. Consult with the National Chaplain concerning all ecclesiastical statements on behalf of the ministry to ecclesiastical bodies and the public at large.
3. Maintain the National Website design through technical implementation.
4. Develop and maintain National Facebook page and any other relevant Media applications as determined by the National Officers.
5. Develop marketing for the Ministry (production, photography, brochures, advertising, films, PowerPoint, and others.)
6. Prepare official public correspondence when requested by the National Officers.
7. Coordinate with the National Advisory Secretary to e-publish National and Local Chapter Newsletters.
8. Holds no votes on the National Advisory Council (unless already a member of the NAC by qualification per these Bylaws-XVII. National Advisory Council.)
9. Attends National Officer Meetings in a reporting capacity only, has no voting rights.

G. National Chapter Coordinator

1. Responsible for responding to all new chapter inquiries.
 - a. Determine the level of sincerity.
 - b. Provide an overview of SKMM function and activities
 - c. Explain the process of starting a new chapter including drawing attention to the SKMM Bylaws, applications approval of church board, Biker 101 and website.
 - d. Determine the level of leadership experience of those inquiring. If it is determined lack of leadership experience or a lack of willingness by the inquiring person to lead a chapter, the NCC should take steps to ensure

someone with experience is in place in order to ensure a successful SKMM chapter. Note: a good mentor from within the Regional SKMM membership may be all that is needed if the inquiring person demonstrate a willingness to be mentored.

- e. Answer any questions and schedule any follow-up calls as needed.
2. Provide new chapter list of requirements and all necessary documents.
3. Follow-up as needed, including but not limited to communicating with the Pastor and/or church board of prospective church and the Regional Director.
4. Notify the Regional Director of chapter interest, cooperatively ensuring a smooth start-up through which new members receive support from the ministry and its members.
5. The completed document package shall be sent to the NCC for review. Upon verification of completeness and accuracy of information, the NCC will forward document package to National Officers for review and approval.
6. Upon review by the National Officers and vote of approval has been Received to accept the new chapter into the ministry the NCC will inform The Regional Director and the new members of the approval and their Chapter will be officially stood up.
7. The approval of the new chapter should then be communicated to existing chapters/members so they may show and provide support of the new chapter.
8. This position is an appointed position and also holds a vote.

XIV. National Officer Terms, Qualifications and Elections:

- A. Terms of Office:** In order to maintain the continuity of the ministry, National Officers will be elected to office for a term of 4 years. The national officers will remain in office for their full term unless 1) they resign, or 2) they exhibit conduct unbecoming of the position.
1. In the event a vacancy occurs in the National Officers during their regular term of office due to resignation, the National President shall appoint an interim replacement within 2 months. The National President will then convene the National Advisory Council to begin the election process of said vacancy in accordance with the qualifications and procedure outlined in these by-laws.
 2. In the event an officer displays conduct that is not consistent with Bible teachings, is censored by the local Church Board, or gives any other reason to question his/her leadership ability, the National President will convene the National Advisory Council to prayerfully determine a course of action up to and including dismissal from office. If a permanent vacancy occurs, the National President shall appoint an interim replacement within 2 months, and then convene the NAC to begin the election process in accordance with the qualifications and procedure outlined in these By Laws.
 3. In the event a vacancy occurs in the office of National President for any reason, the National Vice President shall immediately become the acting National President until the next regular National Presidential election in accordance with the qualifications and procedure outlined in these By Laws. He/she will then convene the National Advisory Council to appoint a replacement of the resulting vacant position(s) in accordance with the current By Laws.
 4. Any National officer that is dismissed from office shall not be eligible to hold any office within Sabbath Keepers Motorcycle Ministry until they have been a Sabbath

Keepers Motorcycle Ministry member in good standing for a minimum of three (3) consecutive years.

B. Qualifications:

1. Members of any chapter behind on its payments of National dues by two (2) quarters/6 months or more will be denied the opportunity of applying for any National office. Dues must be current prior to any application being accepted.
2. National President: vacancy may only be filled by a Sabbath Keepers Motorcycle Ministry member that has functioned in the capacity of a National Officer for a Minimum of two (2) consecutive years, or four (4) years serving as a National Advisory Council member.
3. National Vice President: vacancy may only be filled by a Sabbath Keepers Motorcycle Ministry that has functioned in the capacity of a National Advisory Council member for a minimum of two (2) consecutive years.
4. Regional Director: position is elected by vote of the regions local chapter Presidents (where there are a minimum of three (3) chapters in a region) and may only be filled by a Sabbath Keepers Motorcycle Ministry member who has Functioned in the capacity of local chapter officer for a period of not less than two (2) years.
5. National Secretary and National Chaplin: may only be filled by a member of the Sabbath Keepers Motorcycle Ministry who has served in their local chapter as President, Vice President, Secretary, or Chaplin for a minimum of two (2) Consecutive years.
6. National Treasurer: due to the operation and location of the National Headquarters, the National Treasurer is an appointed position by the existing National Officers The requirements for the National Treasurer are as follows.
 - Must be a member in good standing of the Seventh Day Adventist Church where the National Headquarters is located.
 - Must be a member of the Sabbath Keepers Motorcycle Ministry or an honorary member.
7. National Media Coordinator: to be filled by a member of the Sabbath Keepers Motorcycle Ministry who has experience in website management and creation, as well as marketing and /or communication. This also will be an appointed Position due to the complexity of position.

C. Elections:

1. Elections of National Officers will be held *every odd number* year and the National Officer positions will be staggered in order to secure stability. The schedule is National Vice President and National Secretary, with the next election cycle being the National President, National Chaplin. Regional Director shall be staggered as follows:

Northwest Coast, Midwest and Northeastern Regions will follow the same time frame as National Vice President and National Secretary with the Southwest Coast, Southcentral, Southeast and Australian Regions to follow the National President and National Chaplain. The Regional Director will be elected by the presidents of the local chapters within the specific region.
2. Elections will take place at the 3rd quarter National Advisory Council meeting every *odd numbered year*. Application packets must be submitted to the National Officers 30 days prior to the election.
3. Applications for a National Officer position must be accompanied by letters of recommendation from two of the applicant's local chapter officers and the church affiliated pastor, and must be recommended by one of the currently serving National Advisory Council members. The applicant will also submit a brief

statement describing their vision of the ministry and what they will bring to the position for which they have applied.

4. Currently serving members of the Sabbath Keepers Motorcycle Ministry National Advisory Council and National Officers hold the voting rights for the elections for the National Officers.
5. National Vice President, Regional Director, Secretary, Treasurer, Chaplain, and National Media Coordinator may concurrently hold an office in a local chapter.
6. The voting process of the National Advisory Council will be conducted according to the discretion of the National President, taking into account the best means possible by which all NAC members can participate.
7. Any chapter behind on its payment of National dues by two (2) quarters/6 months or more will be denied voting privileges in the election of National officers.

XV. Formation of Chapters: In order to form a Chapter there must be three active members. Each Chapter must have the following officers: President/Ministry Coordinator, Vice-President/Chaplain, Secretary/Treasurer. As each chapter grows in membership the officers can split their offices into the following areas of responsibility: President, Vice President, Chaplain, Secretary, Treasurer, and Ministry Event Coordinator. Each member may hold up to two offices per term. The three founding members of a chapter are eligible to be immediately fully patched upon approval from the National Headquarters and receipt of the fees for patches. There are no refunds on fees for patches in the event that the chapter closes. All requests to form a chapter must be accompanied by the following: 1) a letter of recommendation for the applying founding members from the pastor of church; 2) that the applying founding members of the forming chapter meet with the local church board, finance committee, and personal ministries committee to get their approval to form the chapter as a recognized ministry outreach in their local church; 3) request from the finance committee of the local church that a line item be set up in the church budget for the local Sabbath Keepers Motorcycle Ministry chapter. All funds received on behalf of the Chapter shall be considered SKMM money to be used as directed by the Chapter and in the event of a Chapter closure the said Chapter should designate where their local funds are to be sent within the SKMM Ministry 4) a letter of recommendation from the President of the established Sabbath Keepers Motorcycle Ministry chapter where the applying founding members hold their current Sabbath Keepers membership (if applicable). While members from an existing chapter may initiate and encourage the formation of a new chapter the final approval for formation must come from National Headquarters after all prerequisites are met. Consent from National must be obtained before a new chapter is officially recognized and its founding officers patched. Founding officers may be patched by any current chapter president (as applicable) once National approval has been given.

A. President:

1. Oversee all functions of the local chapter.
2. Officiates over chapter meetings.
3. Responsible for chapter recruiting.
4. Submits an article called "From the President" for each newsletter to the Secretary or Communications Office of the local chapter.
5. Liaison with the National Headquarters-is responsible for keeping the National President apprised of all activities and functions of the local chapter, need for patches and other ministry materials.
6. Holds a seat on the Sabbath Keepers Motorcycle Ministry National Advisory Council.
7. Holds voting rights for the election of National Officers.

B. Vice President:

1. Responsible for chapter recruiting.

2. Fills in for all duties in the absence of the President, Secretary/Treasurer or Chaplin of the chapter.
3. Supports the President as requested.

C. Secretary/Treasurer:

1. Responsible for keeping up-to-date forms and applications including but not limited to event applications, membership forms, brochures, etc.
2. Holds all chapter patches, t-shirts, and ministry materials.
3. Keeps up to date lists of all chapter members.
4. Takes minutes for chapter meetings.
5. Responsible for scheduling meetings, sending out meeting notices and providing meeting agendas after the review of the President.
6. Keeps track of all monies collected and expended.
7. Gives treasurer's report at monthly meetings.
8. Sends reports to the National Secretary as follows: (Quarterly reports are based on quarters ending March 31, June 30, September 30, and December 31 of each year and due within two weeks of these dates.)
 - Monthly chapter meeting minutes, including chapter activities and treasurers reports.
 - Quarterly chapter membership lists including names, addresses, contact phone number and email addresses, updated as applicable.
 - An annual chapter Officer roster, due by January 15, and updated throughout the year as applicable to remain current. (This information may be combined on the quarterly membership lists.)
 - Chapter newsletters; monthly, bi-monthly or quarterly as determined by the chapter.
 - Reports must be submitted via e-mail to:

fayskmm@gmail.com (*preferred method*)

If unable to email send to:

Sabbath Keepers Motorcycle Ministry

Attn: National Secretary

Fay Castillo

14820 Fern Road

Whitmore, California 96096

D. Ministry Coordinator:

1. Presents event information to local chapter each month for ministry and fellowship planning.
2. Facilitates local chapter rides and event organization by contacting chapter members and establishing meeting places, time of departure/arrival, and other pertinent information.

E. Chaplain:

1. Responsible for providing the local chapter newsletter article "Chaplin's Corner".
2. Prays at all functions and meetings.
3. Provides worship for each chapter meeting.
4. Provides spiritual support and guidance to the ministry.
5. Assists in the organization of the annual ministry spiritual retreat.

F. Road Captain:

1. Responsible for leading out on chapter ministry rides.
2. Responsible for giving instructions to the group prior to ride.

G. Communications Officer:

1. In charge of collecting newsletter articles and information. Produces chapter newsletter and distributes.
2. Collects and distributes current information regarding functions in the motorcycling community to the local ministry members.
3. Gives the communications report at the local chapter meeting.
4. Gives a copy of the chapter newsletter to the chapter secretary for forwarding on to the National Headquarters.

Deadline for submission of copies of the local newsletter to the National Chapter is the last day of each quarter: March 31, June 30, September 30, and December 31.

H. Sergeant of Arms:

1. Ensures the orderliness of meetings and functions.
2. Provides support to the other officers as requested.

I. Assistant Officers:

1. Provided the local chapter is large enough to support the need to have an Assistant Secretary/Treasurer, Assistant Chaplain, Assistant Road Captain etc. these officers will provide back up support to their respective offices and the duties described above.

XVI. Election of Chapter Officers:

A. Each chapter will hold elections at least one month prior to their home churches nominating committee formation, thereby having a list ready to be presented to the nominating committee for approval by the church at the same time that the nominating committee report is read. Each individual chapter may determine the length of the term of office for their local chapter officers not to exceed three years. The chapter President or designee holds a position on the local church board where the chapter has been organized.

B. Nominations:

1. Nominees are named during the election meeting.
2. The current President puts out a call to the active members present for a motion to accept the nomination(s) and there must be a 2nd to confirm the nomination(s).

C. President: The President of each chapter holds a board position on the local church Board where the chapter has been organized. In the event the chapter President's membership is held at a different church, or he/she is unable to attend the church board meetings, the chapter President shall appoint another chapter member, who is a member of the church where the chapter is organized, to fill this board position.

D. Vice President: Should the Vice President be called upon to take on the Responsibilities of the President in the President's absence, the Vice President will sit in on the board meetings of the local SDA church where the chapter has been established, but holds no voting rights on that board. This officer may hold his/her membership at any SDA church in good standing.

E. All other officers: may hold their membership at any SDA church in good standing.

F. Vacancy: Should there be a vacancy in any office between elections; the currently serving officers may appoint a Sabbath Keepers Motorcycle Ministry Member in good standing to that office upon a unanimous vote of the currently serving Officers.

G. Voting During Elections:

1. The currently serving President will put out a vote on the name of each nominee and the office that they have been nominated to and call for the vote. The vote may be taken by a show of hands or on paper anonymously at the discretion of the chapter.

2. The results of the vote will be determined by a majority vote of the active members present.
3. The results of the vote will be recorded by the currently serving Secretary in the meeting minutes.
4. A majority is represented by one half ($\frac{1}{2}$) plus one(1) of the currently present voting members.
5. A list of elected officers with their current contact numbers, email address, and mailing address must be submitted via email to the National Secretary.

fayskmm@gmail.com (preferred method)

Or mail to:

SabbathKeepers Motorcycle Ministry

Attn: Fay Castillo

14820 Fern Road

Whitmore, California 96096

XVII. National Advisory Council:

- A. The Sabbath Keepers Motorcycle Ministry National Advisory Council (a.k.a. SKMM NAC) is comprised of the Presidents of each established Sabbath Keepers Motorcycle Ministry Chapter and the National Officers.
- B. Any chapter past due on its payment of National dues by two (2) quarters/6 months or more will lose all national participatory rights including NAC voting and running for any National office.
- C. SKMM NAC members are encouraged to attend National Officers meetings either in person or via teleconference on a quarterly basis.