

## **MISSION STATEMENT**

The National Association of State Motorcycle Safety Administrators is dedicated to serving the needs and interests of state motorcycle safety administrators and programs by advocating motorcycle safety and fostering and promoting the exchange of ideas and resources.

## **STRATEGIC OBJECTIVES 2003-2005**

### **Priority**

1. To enhance management of the Association by establishing the position of Executive Director.
2. Work with a variety of sources, at times leading and at times coordinating, to execute marketing activities, including creation of materials, development of promotions, and identification and recommendation of tools to communicate motorcycle safety and awareness.
3. Inform and educate other organizations concerning the SMSA.
4. To provide consultative services to key stakeholders and be involved in decision making regarding issues relating to motorcycle safety and rider education.
5. To provide tools and techniques to enhance program effectiveness, to include sharing of best practices.
6. Support motorcycle safety and awareness by collecting, analyzing, and disseminating safety intelligence.

# SMSA

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# **BYLAWS**

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## **ARTICLE I**

### **Name of Association**

The name of the organization is the National Association of State Motorcycle Safety Administrators.

## **ARTICLE II**

### **Purposes of the Association**

The Association is a not for profit entity organized for the following purposes:

To foster and promote state-administered motorcycle safety programs and to represent state concerns relating to motorcycle safety by working cooperatively with those individuals and organizations with an interest in motorcycle safety.

## **ARTICLE III**

### **Membership**

#### **Section 1. General**

It shall be the policy of the Association to encourage qualified potential applicants to apply for membership in the Association.

#### **Section 2. Eligibility**

##### **a. Voting Member**

Each applicant for membership must be a person or entity recognized and/or funded by a state of the United States, the United States Department of the Army, the United States Department of the Navy, the United States Department of the Air Force, the United States Marines Corps, or the United States Coast Guard, whose responsibilities include the administration of a state or federal agency motorcycle safety program. There shall be only one voting member per state and per each of the above-mentioned federal government agencies. In order to vote, a voting member must be current in payment of annual dues.

b. Supporting Associate Member

Each applicant for membership as a supporting associate member must be an unincorporated organization, entity, or individual with, participating in, coordinating with or interested in state-administered motorcycle safety programs or motorcycle safety issues.

c. Professional Member

Each applicant for membership must be a non-profit person or entity involved with participating in, coordinating with or legitimately interested in state-administered motorcycle safety programs.

d. Corporate Member

Each applicant for membership must be a for-profit person or entity involved with, participating in, coordinating with or legitimately interested in state administered motorcycle safety programs.

e. Supporting Member

Each applicant for supporting member must be an individual involved with, participating in, coordinating with, or legitimately interested in state administered motorcycle safety programs. Supporting members who serve on standing committees shall be entitled to vote on issues relating to that standing committee.

Acceptance of a membership shall in no way bind the Association to support the philosophies or policies of any member, nor to support nor participate in projects or undertakings of said member, nor imply that the Association's name or logo can be used in promoting business activity without approval from the Executive Committee.

### Section 3. Application and Election

Application for voting membership shall be made in such a form as prescribed by the Executive Committee. All voting membership applications shall be forwarded to the Executive Committee which shall investigate the applicant to determine, in its sole discretion, if the applicant meets the eligibility requirements. An applicant for voting membership shall become a member upon the affirmative vote of a simple majority of the voting members.

Each applicant for voting membership shall, upon becoming a member, designate in writing to the Secretary of this Association, one individual to act as its representative for the purpose of casting the vote of such member, receiving notices provided for herein, recognition at meetings, and otherwise acting for and on behalf of such member in the business of this Association. Any representative may be changed by the member appointing such representative in writing, at any time, effective upon receipt by the Secretary of this Association.

Section 4. Dues

- a. Membership dues are required to be paid by members. The amount of annual dues may be amended by vote of at least 2/3 (two-thirds) members of the Executive Committee present at any regularly scheduled meeting of the Executive Committee (provided a quorum is present). In no event, shall the total amount of all dues collected from members exceed the amount of the total annual budget.
- b. Dues payments shall be sent to the SMSA Business Office within ninety (90) days of the date of the dues statement.
- c. Any voting member whose dues or any part thereof shall be in arrears shall be deemed not in good standing after written notice of such arrearage has been served, as provided in this paragraph. Any voting member who shall continue not to be in good standing shall be deemed to have forfeited status as a voting member. Payment of dues must be current to be eligible to vote.

Section 5. Voting

- a. Any voting member in good standing shall have one vote for all matters that are to be voted on by the voting members of the Association and are not matters reserved under Article V herein for Executive Committee members only.

Matters to be voted on by voting members of the Association shall include:

- (1) election and recall of officers;
- (2) revisions to the Bylaws;
- (3) composition of regions;
- (4) approval of annual budget and expenditures;
- (5) implementation and enforcement of policy, procedures, and regulations; and
- (6) acceptance and termination of voting members.

- b. Supporting Associate Members
- c. Professional Members
- d. Corporate Members
- e. Supporting Members

Supporting associate members, professional and corporate members, and supporting members shall have voting privileges only on standing committees.

Section 6. Termination of Membership

Any voting member may resign membership upon ninety (90) days' written notice to the Secretary.

Any member who shall act in willful violation of the Articles of Incorporation or By-laws, or

does anything which is detrimental to the Association, may have such membership terminated upon determination of such fact by the Executive Committee and approval by a vote of the voting members. Such member, if a member of the Executive Committee, shall not be entitled to vote on such termination, provided, however, that notice in writing of the grounds therefore shall have been mailed to each such member at least thirty days before such action shall be taken and that such member shall have been given an opportunity to be heard at the time and place stated in the notice.

Upon termination of membership, such terminated member shall have no right or interest in any property or assets of the Association.

#### Section 7. Additional Classes of Members

The Executive Committee may establish an additional class or classes of members upon such qualifications as the Executive Committee may deem advisable in the best interest of the Association provided however, that no such additional class of members shall have any voting rights in the Association.

## **ARTICLE IV**

### **Meeting of Members**

#### Section 1. Annual Meeting

The annual meeting of the members of the Association shall be held at such place and time as the Executive Committee by resolution shall select. At such annual meetings, members of the Executive Committee shall be elected and there may be transacted any other business which shall properly be brought before the members at the meeting. If for any reason an annual meeting is omitted, a special meeting may be held in place thereof and any business transactions or elections held at such meeting shall have the same effect as if transacted or held at an annual meeting.

#### Section 2. Special Meetings

Special meetings of the Association shall be called upon demand in writing by any voting member, and agreed to by the Executive Committee or a simple majority of the voting membership of the Association. Such demand shall list the time, place and purpose of the meeting. Any additional matters to be brought up at a member-called meeting shall require a majority vote of the members present and voting.

#### Section 3. Notice and Waiver

Written notice of an annual or special meeting of the voting members, stating the time and place, and in the case of special meetings, the purpose thereof, shall, unless waived, be given to all

members by delivery in person, by fax, by e-mail, by mail or by paid courier, such as UPS or FedEx, not less than thirty nor more than sixty days prior to the date fixed for such meeting, to the respective addresses of the members appearing on the records of the Association. Any member may waive notice of any meeting, either in writing signed before or after such meeting, or by attendance either in person or by proxy at such meeting.

#### Section 4. Quorum

At any meeting the presence of a majority of the voting members present in person or by proxy, shall constitute a quorum for the transaction of business but less than a quorum may adjourn. Meetings shall be presided over by the Chairperson or, in his/her absence, by the Vice-Chairperson. The Secretary or a delegate acting in his/her behalf shall keep the minutes of such meeting. In the absence of the Chairperson, Vice-Chairperson, Secretary, or Treasurer, any member may be chosen to preside or keep the minutes as the case may be. All questions coming before the members for decision shall, unless otherwise provided for by law or the Bylaws, be decided by the affirmative vote of a simple majority of the members present in person or by proxy at the meeting.

#### Section 5. Action Without Meeting

Any action which may be taken at a meeting of the members, may be taken without a meeting if authorized in writing signed by a majority of all of the votes of the voting members, provided that all voting members are given an opportunity to sign authorization.

## **ARTICLE V**

### **The Executive Committee**

#### Section 1. Number and Composition

- a. There shall be six members of the Executive Committee and a Chairperson nominated and elected by the voting members of the Association. All persons nominated for and elected to the Executive Committee shall be voting members of the Association. These six members shall be elected by the voting members of three geographical regions. The Chairperson shall be nominated and elected by the voting members of the Association prior to the election of the regional representatives. If the elected Chairperson is a person serving on the Executive Committee, the vacant position on the Executive Committee created by the election of the Chairperson shall be filled during an election by the voting members of the region from which the Chairperson has originally been elected to the Executive Committee. The geographic regions shall be determined by the voting members of the Association at annual meetings as needed.

- b. The two Executive Committee members elected from each geographic region shall serve staggered terms, one to be elected in even-numbered years and one elected in odd-numbered years, except both shall be elected initially in the year of incorporation.
- c. The Chairperson shall be elected by the voting members of the Association in even-numbered years, except that the Chairperson shall be elected initially in the year of incorporation. The Chairperson shall not serve more than two consecutive terms.
- d. The outgoing Chairperson shall remain a member in good standing and serve on the Executive Committee for an additional year after election of a new Chairperson, to assist the Executive Committee and ease the transition of management. The outgoing Chairperson would constitute the eighth member of the Executive Committee and have full voting powers.
- e. Executive Committee members and the Chairperson will exclude themselves from voting on issues which are construed by the Executive Committee as a conflict of interest.

## Section 2. Meetings

The Executive Committee shall have an annual meeting and may provide by resolution for the holding of regular meetings other than the annual meeting. Regular meetings of the Executive Committee may be called by the Chairperson or by fifty percent of the members of the Executive Committee.

Written notice stating the time and place of any Executive Committee meeting except the annual meeting shall be given, unless waived, by delivery in person, by mail, by e-mail, or by paid courier, such as UPS or FedEx, to each member of the Committee not less than thirty days prior to the day of the meeting. Any member of the Committee may waive notice of any meeting, either in writing signed before or after such meeting, or by attendance in person at such meeting except attendance for the express purpose of objecting that the meeting has not been lawfully called.

At any meeting of the Executive Committee, a majority of the Committee shall constitute a quorum, each member shall be entitled to one vote, and all questions for decision shall, unless otherwise provided for by law or by these Bylaws, be decided by the affirmative vote of a majority of the members present.

Members may not vote by proxy. However, a Committee member who cannot attend a meeting may designate a substitute, who must be employed by said Committee member, to be his/her representative for a given meeting, and who will have full authority to vote on all Association matters for the absent Committee member.

Any vacancy occurring on the Executive Committee shall be filled by appointment by the Chairperson, from the geographic region of the member creating the vacancy, who shall serve on

the Committee until the next annual meeting of the Association, at which time the voting members from that geographic region shall elect a member to the Executive Committee to complete the term of the member whose vacancy had been filled temporarily by appointment.

### Section 3. Powers

The affairs of this Association shall be managed by the Executive Committee and said members of the Executive Committee shall have all the powers in the conduct, control, and management of the affairs and the property of the Association which shall be consistent with the law, the Articles of Incorporation, and the Bylaws, including the power to fix the fiscal year of the Association; to approve and review all matters involving major administrative policies, programs, and transactions; to guide and counsel the officers of the Association in the fulfillment of their responsibilities; to evaluate the needs of the Association and devise programs to meet them; to determine persons authorized to sign checks, drafts, or other orders for the payment of money in the name of the Association; to review and approve periodic statements of fiscal operations and the annual budget; to elect the Vice-Chairperson, Secretary, and Treasurer and determine duties and compensation of such offices; and to establish, change the membership of, and discontinue committees which such powers and duties as the members of the Executive Committee shall from time to time delegate.

### Section 4. Chairperson of the Executive Committee

The Chairperson of the Executive Committee shall exercise supervision over all the affairs of the Association and its several officers, and shall perform generally all the duties usually incident to the office of Chairperson and such further duties as may from time to time be required of him/her by the Executive Committee. His/her duties shall include calling and presiding at meetings of the Executive Committee as needed for the purpose of reporting on the general state of the Association; calling and presiding at meetings of members, assisting the Executive Committee on the formulation of Association policies on both long-range and short-range activities; reviewing budgets and appropriations before submission to the members of the Executive Committee, appointing such administrative or special committees as may be required, conferring with committee chairpersons often enough to see that their duties are being carried out; and exercising general supervision over Association finances by periodically reviewing budgetary performance and consulting with the Treasurer in the preparation and submission of the budget.

## **ARTICLE VI**

### **Officers and Duties**

#### Section 1. General

The officers of the Association shall be a Chairperson, a Vice-Chairperson, a Secretary, and a

Treasurer of the Executive Committee. The Chairperson is elected in accordance with the provisions of ARTICLE V, Section 1. (c), supra. The Executive Committee shall elect one of its members to be Vice-Chairperson, one to be Secretary, and one to be Treasurer by the affirmative vote of two-thirds of its members; and these officers shall be elected every odd-numbered year, except the initial election shall be in the year of incorporation. Any officer may be removed at any time by the affirmative vote of two-thirds of the members of the Executive Committee. The Executive Committee may from time to time create other offices, assistant or subordinate to any of the offices above named, as they shall deem necessary to the proper conduct of the business of the Association, and may prescribe the terms of offices, qualifications, and powers and duties of the holders of the offices created.

#### Section 2. Vice-Chairperson

At the request of the Chairperson, or in his/her absence or disability, the Vice-Chairperson shall perform all the duties of the Chairperson, and further shall perform such other duties as may from time to time be required of him/her by the Executive Committee. Upon resignation or permanent future absence of the Chairperson, the Vice-Chairperson shall immediately assume the office and all responsibilities of the Chairperson.

#### Section 3. Secretary

The Secretary shall give all required notices and attend and keep the minutes of all meetings of the members and of the Executive Committee, shall keep attendance at all such meetings, shall maintain the official records of the Association, shall be responsible for keeping an accurate, up-to-date list of all members of the Association, shall safe keep and maintain the Corporate Seal and the Bylaws of the Association, shall perform such other duties as may be assigned by the Executive Committee, and shall generally perform all duties usually incident to the office of Secretary. Upon approval of the Executive Committee, selected duties and responsibilities of the Secretary may be fulfilled by specifically appointed individuals.

#### Section 4. Treasurer

The Treasurer shall keep and maintain the financial records of the Association, collect all dues, and receive and have charge of all moneys, bills, notes, and similar property belonging to the Association, shall keep such financial accounts as may be required by the Executive Committee, shall present reports of the finances of the Association at annual meetings and at any other time the Executive Committee may direct, shall co-sign checks when necessary, shall arrange for necessary audits or reviews from time to time as recommended by the auditor or the Certified Public Accountant appointed by the Executive Committee, and shall generally perform all duties usually incident to the office of the Treasurer. Upon approval of the Executive Committee, selected duties and responsibilities of the Treasurer may be fulfilled by specifically appointed individuals.

Section 5. Bonds

The Treasurer shall be required to furnish bond for the faithful performance of his/her duties, in such amount and with such sureties as may be required by the Executive Committee, the cost for which shall be paid by the Association. The requirement for bonding may be waived by an affirmative vote of a simple majority of the Executive Committee.

**ARTICLE VII**

**Notice**

Wherever in these Bylaws notice is required to be given, such notice shall be deemed to have been delivered and received if addressed to the member or member's representative, as the case may be, at the address as it appears on the records of the Association and if deposited prepaid in the United States mail, by fax, by e-mail, or with any paid courier service, such as UPS or FedEx.

**ARTICLE VIII**

**Dissolution**

Upon any dissolution of this Association, any assets not otherwise provided for by law shall be distributed to any one or more nonprofit national motorcycle organizations as shall be selected by the Executive Committee.

**ARTICLE IX**

**Amendments**

At any meeting, these Bylaws may be altered, amended, added to or repealed, and new Bylaws adopted by the affirmative vote of a majority of the votes of all the voting members, provided that not less than thirty days' notice is given of the intention to so alter, amend, add to or repeal, or to adopt new Bylaws at such meeting.

## **ARTICLE X**

### **Fiscal Management**

#### Section 1. Fiscal Year

The Association's fiscal year shall begin January 1 of each year and end December 31 of each year.

#### Section 2. Annual Budget

The Executive Committee shall prepare an annual budget for review and approval by the membership. This budget will contain project descriptions, including estimated costs, and the estimated operational costs of the Association. This annual budget shall be distributed to the membership by November 1 of each year and approved by the membership by December 1 of each year.

#### Section 3. Expenditures

On an annual basis, the Executive Committee shall distribute to the membership a detailed description of all Association expenditures.

#### Section 4. Budget Report

The Executive Committee shall produce and distribute to the membership an end of year report that details the accomplishments of the Association and includes a complete budget report.

These are the most current Bylaws of the NATIONAL ASSOCIATION OF STATE MOTORCYCLE SAFETY ADMINISTRATORS effective August 22, 2003.

## **SMSA**

### **POLICIES AND PROCEDURES**

SMSA policies and procedures are guiding principles considered to be expedient, prudent, and advantageous for the Association. These policies and procedures may be changed by a simple majority vote of the members of the Executive Committee. In cases requiring immediate action, exceptions to the policies and procedures may be made by the Chairperson and later ratified by the Executive Committee.

# TRAVEL POLICY

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## GENERAL

Travel authorized by the National Association of State Motorcycle Safety Administrators and undertaken by any member designated by the Association, for the purpose of representing SMSA interests at national, regional, and state activities and forums on transportation safety issues, may be reimbursed under the following guidelines:

Meals and gratuities	\$30.00 per diem
Hotel	\$65.00 + tax/or pre-approved Government or corporate rate, with receipt
Mileage	\$0.30 per mile for any type vehicle
Airfare	Actual cost with receipt or no more than comparable mileage. Recommend stay-over on a Saturday night for reduced fare (with pre-approval), if the difference between airfare and lodging is significant
Other direct costs (conference fee, parking, ground transportation)	Actual costs with receipts

Requests for reimbursement of travel costs must be submitted to the SMSA Business Office no more than sixty days after the last day of actual travel.

# TRAVEL POLICY

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## EXECUTIVE COMMITTEE

Travel expenses incurred by Executive Committee members for the purpose of attending meetings of the Executive Committee, may be reimbursed to such Executive Committee member upon application to the Treasurer/Business Office and approval of the Chairperson, provided that no state program funds are available to cover such travel expense. Such reimbursement shall be made in accordance with the following schedule:

Meals and gratuities	Actual cost with receipts
Hotel	Meeting rate with receipt
Mileage	\$0.30 per mile for any type vehicle
Airfare	Actual cost with receipt (lowest fare) or no more than comparable mileage.
Other direct costs	Actual costs with receipts

Requests for reimbursement of travel costs must be submitted to the SMSA Business Office no more than sixty days after the last day of actual travel.

# TRAVEL GRANT APPLICATION

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Requests for Grant Funding, for travel which will support SMSA goal oriented activities, may be submitted to the Executive Committee. Requests will be considered, and determination by the Executive Committee shall be made, based upon the level of representation that the grantee is able to provide for the SMSA via the projected travel.

Requests must:

1. Be submitted in writing.
2. Be for the support of activities which fall within the parameters of the SMSA goals and purposes as stated within the SMSA Bylaws, Article II.
3. Include the following:
  - a. a complete description of the activity;
  - b. the amount of funding requested;
  - c. a budget of the proposed use of the funding; and,
  - d. in measurable terms, a description of the benefits expected to be derived by the SMSA via the following means:
    - New Memberships
    - Donations/Grants
    - Networking
    - Other
4. Be for activities that specifically relate to highway safety issues as they affect state administered motorcycle safety programs.

Travel grant requests should be submitted to the Executive Committee through the Business Office of the SMSA. The Executive Committee reserves the right to deny funding for any project or activity at its sole discretion. No requests shall be granted unless there are adequate, budgeted monies available to support the activities described.

All payments shall be made at completion of the projected travel and upon submission by the grantee of a request for reimbursement of travel costs and a travel completion report detailing the activities in which the SMSA's interests were represented.

## **ABSENTEE VOTING**

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### **ELECTION OF REGIONAL REPRESENTATIVES**

A voting member not able to attend an annual meeting may submit a ballot for the purpose of electing a representative for his/her respective region.

Since candidates for the regional representative positions to be vacated are unknown prior to the general membership meetings at which they are elected, it is not possible to provide members of the Association with a slate of candidates. However, *Robert's Rules of Order* does provide a procedure to allow voting members to submit an absentee ballot. It has been determined that if a member is unable to attend a general membership meeting, he/she may vote absentee for the regional representative of his/her choice. This vote may be cast by submitting in writing to the Business Office of the Association, the name of the person (only one vote for one person) he/she wishes to vote for within the region.

## **PROCEDURES FOR EXECUTIVE COMMITTEE VOTING VIA E-MAIL**

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Should any Executive Committee member wish to present an item for voting via e-mail, the following procedure must be maintained:

The Committee member must state the issue and present background and reason for requesting vote via e-mail.

A motion must be made by a voting member of the Committee.

The motion must then be seconded by another voting member of the Committee.

A discussion period of no more the five business days will begin on the day the motion has been seconded. The discussion period can be extended for a second period of no more than five business days, should the chairperson deem it necessary.

During the discussion period, if any voting member, for any reason, requests the motion to be tabled, the chairperson will then send an e-mail indicating the motion has, in fact, been tabled and added to the agenda as “unfinished business” for the next Executive Committee meeting.

The request to table the motion must contain an explanation of said request.

Upon conclusion of either the actual discussion or the discussion period, the chairperson will “call for the question”.

Committee members must submit their vote in no more than five business days after the “call for the question” from the chair.

The e-mail for a vote must be presented in the following format:

**MOTION:**

**VOTE:** (Member will indicate only one of the following FOR / AGAINST / ABSTAIN)

The chairperson will then notify all Committee members of the results of the vote within three business days of the end of the voting period. The notification will indicate how many votes were for, against and abstained.

**IT IS IMPERATIVE THAT ALL DISCUSSION AND COMMENTS CONCERNING THE MOTION (TO INCLUDE THE VOTE) BE E-MAILED TO ALL COMMITTEE MEMBERS IN A GROUP E-MAIL.**

# VENDOR POLICY

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Following is the policy for vendor space at all SMSA annual conferences and other events:

- Vendor rate:
  - 8' X 10' Space \$100.00\*
  - 8' X 10' Space \$50.00 each additional 8' X 10' space
  
- Corporate and Professional member rate:
  - 8' X 10' Space First space – Free\*
  - 8' X 10' Space \$50.00 each additional 8' X 10' space

\* Includes vendor space only. Vendors must pay their own conference registration and meal fees.

**Costs incurred for phone, electricity and any miscellaneous charges are the responsibility of the vendor.**

Voting members will be provided one display table based on available space.

# SMSA EXECUTIVE COMMITTEE MEMBERS CODE OF ETHICS

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## Executive Committee Members

The responsibilities and duties of the regional representatives serving as members of the Executive Committee of the National Association of State Motorcycle Safety Administrators are fiduciary in nature and must be approached as such. In general the Executive Committee has broad authority to manage the affairs of the Association. The Executive Committee, as the elected representative body of the member states, governs the Association, establishes policies and rules, assures the accuracy of financial and administrative records, maintains the property of the Association, and promotes the cooperative interaction between state funded rider education programs, private industry, and other organizations and individuals with an interest in motorcycle safety issues.

Because of the critical role the Executive Committee plays in the life of the Association, Executive Committee members need to be aware of their responsibilities and be familiar with the Association's Bylaws and documents. It is equally important that Executive Committee members be aware of what conduct is expected of them. Concern regarding personal liability for decisions made by the Executive Committee on behalf of the Association is not unfounded. However, articulation of the appropriate processes and procedures designed to protect Executive Committee members from personal liability may protect the members from such liability.

## Basic Conduct Expected of Executive Committee Members

Generally, rules are connected to a set of conduct or behavior. The basic conduct expected of Executive Committee members is that of fiduciaries. Inherent in this basic expected conduct are a number of promises. These fiduciary promises include the Executive Committee member endeavoring:

1. to do his/her best to manage the affairs of the Association;
2. to faithfully and carefully execute his/her fiduciary duty to the Association;
3. to promote above all else, the general welfare of the Association; and
4. to abide by, in managing the affairs of the Association, the mandates of the Association's Bylaws and other such documents and policies as have been established for the orderly conduct of the business of the Association.

**The Fiduciary Duty:** The Promises – To Do One's Best, To Faithfully and Carefully Execute One's Duty.

The promise to do one's best, and to faithfully and carefully execute one's duty governs the Executive Committee members' performance. As such, Executive Committee members have a duty to act in good faith and to place the interest of the Association and its members above their own interests at all times. Executive Committee members are to personal liability, even if they

are acting in behalf of the Association. The fact that Executive Committee members are volunteers does not excuse them from their fiduciary responsibility. While this fiduciary duty is a legal principle, it may be viewed as a bundle of obligations. These obligations include the duties of:

Obedience  
Diligence (due care)  
Loyalty  
Good Faith

Each Executive Committee member is expected to exercise this bundle of obligations in managing the affairs of the Association. A review of each of these obligations, separately, will help to shape the thought processes of the Executive Committee member and assure that he/she is fulfilling those responsibilities as the rules of conduct dictate. Essentially, however, the Executive Committee member acts as the trustee for those member states within his/her region and has an obligation to act for their benefit, as would any trustee. By analogy, and in most circumstances, this duty is generally extended to persons who act on behalf of others.

### **Duty of Obedience**

Executive Committee members are required to manage the affairs of the Association in accordance with the Bylaws of the Association, Association policies, the laws of the State of Delaware, and other governing documents of the Association as may, from time to time come into existence. In acting accordingly, the Executive Committee member shall fulfill his/her obligation of obedience.

It is advisable that Executive Committee members regularly review their duties and responsibilities as specified in the Bylaws, adopted policies, and other such documents as pertain to the conduct of business of the Association.

Examples of Obedience:

1. Convening business meetings in accordance with the Bylaws;
2. Assuring meeting notices are distributed within mandated time lines;
3. Maintaining accurate records of Association business;
4. Requiring that conflicts of interest be disclosed prior to the taking of any vote; and
5. Initiating membership invoicing and collection of member dues annually.

### **Duty of Diligence or Due Care**

This duty requires that each Executive Committee member exercise due care in the performance of managing the affairs of the Association. It is a standard of conduct which avoids negligence. In general, this standard requires that each Executive Committee member act in the same manner that a reasonable and prudent person would act in a similar circumstance.

### Examples of Diligence:

1. gathering (researching, investigating) all necessary information for decision making;
2. consulting the opinions of appropriate professionals where necessary (e.g. legal counsel, certified public accountant, etc.);
3. formulating and presenting a realistic and balanced budget;
4. checking the license status of businesses contracted with for services; and
5. responding promptly to claims for payment and assuring that services have been accurately rendered prior to authorizing such payment.

### **Duty of Loyalty**

Simply, loyalty means that an Executive Committee member makes decisions for the benefit of the Association and not for the direct or indirect benefit of him/herself, another Executive Committee member, an individual member of the Association, or a select group of Association members. This duty includes the obligations:

1. To refrain from competing with the Association; i.e., abstaining from bidding against the Association for contracts or grants where only one such contract or grant shall be made;
2. To refrain from taking advantage of an Association opportunity; i.e., hiring a person whom the Association still has under active consideration for employment;
3. To avoid conflicts of interest; i.e., abstaining from voting on an issue that may directly benefit the Executive Committee member, his/her associates, another Executive Committee member, or a selected Association member or a select group of Association members; and
4. To manage the affairs of the Association fairly.

### Examples of Loyalty:

1. Voting against a request for funding when it is not allowed in the Association Bylaws, even though the request has come from a friend or colleague;
2. maintaining the confidentiality of Association business plans, during dealings with other organizations which may be competing with the Association for grant funding or contracts; and
3. Initiating impeachment procedures or sanctions against other Executive Committee members or Association members who may have breached their fiduciary duties, even though such individuals are colleagues or friends.

### **Avoiding Conflicts of Interest**

In making decisions for the benefit of the Association, Executive Committee members should avoid conflicts of interest at all costs. A conflict of interest may be defined as “a situation in which a duty to one leads to the disregard of a duty to another”. This may be a situation wherein some outside influence affects or may affect the ability to make an unimpeded, independent

decision in a particular situation or when an individual owes duties or loyalties to separate entities whose interests conflict.

In general, where there is a question of a conflict of interest, the Executive Committee member should:

1. abstain from voting on the issue before the Executive Committee;
2. disclose the nature of the conflict prior to a vote being taken; and
3. have the minutes reflect that a disclosure has been made.

Note: Although the Bylaws of the National Association of State Motorcycle Safety Administrators are silent on this issue, and therefore might appear to allow an Executive Committee member with a conflict of interest to vote after the member discloses the conflict, Robert's Rules of Order, appears to provide a better practice, to wit:

“Abstaining from voting on a question of direct personal interest. No member should vote on a question in which he/she has a direct personal or pecuniary interest not common to other members of the organization” (Roberts 1990, Sec. 44, 402).

#### Potential Conflicts

While not all potential conflicts of interest become actual conflicts of interest requiring disclosure, potential conflicts of interest exist where there is a possibility that an Executive Committee member's interests might at some point in time conflict with the Association's interests.

#### **Duty of Good Faith**

In most situations, the duty of good faith is understood as an obligation to act with an honest belief that the action taken is necessary for the benefit of the Association. Good faith decisions might be indicated by conduct in which the Executive Committee member remains:

1. Personally disinterested in the action, and has no expectation of personal benefit from the action, other than that which might be expected as a member of the Association;
2. Reasonable in the decision making process thereby making decisions which exhibit ordinary sound business judgment; independent in his/her judgments and is not inordinately influenced by another Executive Committee member or member of the Association; and
3. Unbiased, avoiding discriminatory, arbitrary, capricious or malicious intent in his/her conduct.

## Conclusions

Serving on the National Association of State Motorcycle Safety Administrators Executive Committee, as a regional representative, chairperson, or outgoing chairperson, is a pursuit that carries with it tremendous responsibility. Those principles which should guide the professional conduct of the Executive Committee member can be summed up as follows:

1. Serve one principal – the Association;
2. Make decisions for one mission – the welfare and benefit of the Association and its members;
3. Rise above self-interest;
4. Make decisions based upon the best information available through research, professional knowledge, or consultation when required;
5. Act independently and not necessarily at the direction or dominance of other Executive Committee members;
6. Act prudently in making decisions. Do what the “reasonable”, disinterested person would do in similar circumstances;
7. Remain knowledgeable of the affairs of the Association. This includes especially maintaining a working knowledge of the governing documentation;
8. Be responsive to your constituents, the member states within your region. This may include surveying the region’s member states for their opinions on issues; and
9. Remember that one leads best by serving best.

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Updated August 2003

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## **VOTING MEMBER**

\*\*\*\*\*

Each applicant for membership must be a person or entity recognized and/or funded by a State of the United States, the United States Department of the Army, the United States Department of the Navy, the United States Department of the Air Force, the United States Marines Corps, or the United States Coast Guard, whose responsibilities include the administration of a statewide or military wide motorcycle safety program. There shall be only one voting member per state and per branch of the above-mentioned departments of Armed Forces. In order to vote, a voting member must have paid its annual dues.

## **APPLICATION PROCESSING**

Applications for membership (found on the SMSA website, [www.smsa.org](http://www.smsa.org)) are forwarded to the Executive Committee for determination of eligibility. An applicant shall become a member upon the affirmative vote of a simple majority of the voting members.

## **REPRESENTATION**

Upon becoming a member, each applicant shall designate in writing to the Secretary, the name of one individual to act as the representative of the voting member for the purpose of casting the vote of the member, receiving notices, recognition at meetings, and acting on behalf of the member. Representatives may be changed by the member by giving notice in writing to the SMSA Business Office of such change.

## **DUES**

Membership dues are required to be paid by voting members. The amount of dues for each voting member shall be based on the reported income from the Annual Survey:

Category I	<\$125,000	\$ 500.00
Category II	\$125,001 – \$400,000	\$1,000.00
Category III	>\$400,001	\$1,500.00

These amounts may be changed by a vote of the Executive Committee. Dues payments are sent to the SMSA Business Office within 90 days of the dues statement. All dues must be paid in order for the voting member to be eligible to vote.

## **VOTING RIGHTS**

Voting members vote on matters including; (1) election and recall of officers; (2) revisions to the Bylaws; (3) composition of regions; (4) approval of annual budget and expenditures; (5) implementation and enforcement of policy, procedures, and regulations; and (6) acceptance and termination of members.

## **PROFESSIONAL MEMBER**

\*\*\*\*\*

Each applicant for membership as a professional member must be a non-profit person or entity involved with, participating in, coordinating with or legitimately interested in state-administered motorcycle safety programs.

### **APPLICATION PROCESSING**

Applications for membership are forwarded to the Executive Committee for determination of eligibility. An applicant shall become a member upon the affirmative vote of a simple majority of the Executive Committee.

### **REPRESENTATION**

Upon acceptance as a professional member, the member shall designate in writing to the Secretary, the name of one individual to act as the representative of the professional member for the purpose of receiving notices, recognition at meetings, and acting on behalf of the member. Representatives may be changed by the professional member by submitting notice, in writing, to the SMSA Business Office of such change. Professional members shall have voting privileges only on standing committees.

### **DUES**

Membership dues are required to be paid by professional members. The amount of the annual dues for each professional member shall be \$1,000.00. This amount may be changed by a vote of the Executive Committee. Dues payments are sent to the SMSA Business Office within 90 days of the dues statement.

### **PRIVILEGES**

Professional members are eligible to serve on standing committees, receive Newsletters, special reports, the Annual State Survey, complimentary booth space, in accordance with current policy, at annual conferences, and access to password protected areas and reports on the SMSA web site.

## **CORPORATE MEMBER**

\*\*\*\*\*

Each applicant for membership as a corporate member must be a for-profit person or entity involved with, participating in, coordinating with or legitimately interested in state-administered motorcycle safety programs.

## **APPLICATION PROCESSING**

Applications for membership are forwarded to the Executive Committee for determination of eligibility. An applicant shall become a member upon the affirmative vote of a simple majority of the Executive Committee.

## **REPRESENTATION**

Upon acceptance as a corporate member, the member shall designate in writing to the Secretary, the name of one individual to act as the representative of the corporate member for the purpose of receiving notices, recognition at meetings, and acting on behalf of the member. Representatives may be changed by the corporate member by submitting notice, in writing, to the SMSA Business Office of such change. Corporate members shall have voting privileges only on standing committees.

## **DUES**

Membership dues are required to be paid by corporate members. The amount of the annual dues for each corporate member shall be \$1,500.00. This amount may be changed by a vote of the Executive Committee. Dues payments are sent to the SMSA Business Office within 90 days of the dues statement.

## **PRIVILEGES**

Corporate members are eligible to serve on standing committees, receive Newsletters, special reports and the Annual State Survey. Corporate members shall be entitled to complimentary booth space, in accordance with current policy, at annual conferences and access to password protected areas and reports on the SMSA web site.

## **SUPPORTING ASSOCIATE MEMBER**

**\*\*\*\*\***

Each applicant for membership as a supporting associate member must be an unincorporated organization, entity, or individual with, participating in, coordinating with or interested in state-administered motorcycle safety programs or motorcycle safety issues.

### **APPLICATION PROCESSING**

Applications for membership are forwarded to the Executive Committee for determination of eligibility. An applicant shall become a member upon the affirmative vote of a simple majority of the Executive Committee.

### **REPRESENTATION**

Upon becoming a member, each applicant shall designate in writing to the Secretary, the name of one individual to act as the representative of the supporting associate member for the purpose of receiving notices, recognition at meetings, and acting on behalf of the member. Representatives may be changed by the supporting associate member by submitting notice, in writing, to the SMSA Business Office of such change.

### **DUES**

Membership dues are required to be paid by supporting associate members. The amount of the annual dues for each supporting associate member shall be \$500.00. This amount may be changed by a vote of the Executive Committee. Dues payments are sent to the SMSA Business Office within 90 days of the dues statement.

### **PRIVILEGES**

Supporting associate members may serve on standing committees and shall receive Newsletters, special reports, the Annual State Survey, complimentary booth space, in accordance with current policy, at annual conferences, and access to password protected areas and reports on the SMSA web site.

## **SUPPORTING MEMBER**

\*\*\*\*\*

Each applicant for supporting membership must be an individual involved with, participating in, coordinating with, or legitimately interested in state-administered motorcycle safety programs.

## **APPLICATION PROCESSING**

Applications for membership (found on the SMSA website, [www.smsa.org](http://www.smsa.org)) are forwarded to the Executive Committee for determination of eligibility.

## **DUES**

Membership dues are required to be paid by supporting members. The amount of the annual dues for each supporting member shall be \$35.00. This amount may be changed by a vote of the Executive Committee. Dues payments are sent to the SMSA Business Office within 90 days of the dues statement.

## **PRIVILEGES**

Supporting members are eligible to serve on standing committees and to receive Newsletters, special reports and the Annual State Survey. Supporting members will also be provided access to password protected areas and reports on the SMSA web site.

## REGIONAL REPRESENTATION

### EASTERN REGION

CONNECTICUT  
DELAWARE  
FLORIDA  
GEORGIA  
MAINE  
MARYLAND  
MASSACHUSETTS  
NEW HAMPSHIRE  
NEW JERSEY  
NEW YORK  
NORTH CAROLINA  
PENNSYLVANIA  
RHODE ISLAND  
SOUTH CAROLINA  
VERMONT  
VIRGINIA  
WEST VIRGINIA

COAST GUARD  
NAVY

17 States & 2 Federal

### CENTRAL REGION

ALABAMA  
ARKANSAS  
ILLINOIS  
INDIANA  
IOWA  
KENTUCKY  
LOUISIANA  
MICHIGAN  
MINNESOTA  
MISSISSIPPI  
MISSOURI  
OHIO  
TENNESSEE  
WISCONSIN

ARMY

14 States & 1 Federal

### WESTERN REGION

ALASKA  
ARIZONA  
CALIFORNIA  
COLORADO  
HAWAII  
IDAHO  
KANSAS  
MONTANA  
NEBRASKA  
NEVADA  
NEW MEXICO  
NORTH DAKOTA  
OKLAHOMA  
OREGON  
SOUTH DAKOTA  
TEXAS  
UTAH  
WASHINGTON  
WYOMING

AIR FORCE  
MARINES

19 States & 2 Federal

#### NOTE:

**FOR CURRENT MEMBERSHIP STATUS OF STATES AND FEDERAL AGENCIES,  
PLEASE CHECK THE SMSA WEB SITE – WWW.SMSA.ORG**

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Updated January 2004

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# **EXECUTIVE COMMITTEE**

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## **STRUCTURE**

The Executive Committee of the National Association of State Motorcycle Safety Administrators (SMSA) consists of six (6) members, a chairperson, and in some years an outgoing chairperson. There are two representatives from each of three geographical regions elected as members of the Executive Committee by the voting members from each of the three regions. The Chairperson is nominated and elected by the voting members of the Association. If the elected Chairperson is serving on the Executive Committee, the vacant position on the Executive Committee created by the election of the Chairperson shall be filled during an election by the voting members of the region from which the Chairperson was originally elected to the Executive Committee. The Executive Committee then elects from its members a Vice Chairperson, Secretary and Treasurer. Any vacancy occurring in the Executive Committee shall be filled by appointment by the Chairperson from the geographic region of the vacating member until the next annual meeting of the Association.

## **DUTIES**

The affairs of the SMSA are managed by the Executive Committee. The Executive Committee reviews for approval matters involving administrative policies, programs, and transactions; evaluates and prioritizes short and long range projects to meet the needs of the SMSA; establishes standing and ad hoc committees as may be necessary, assigns duties, and reviews for approval Committee reports. The Executive Committee, further, prepares the annual budget for review and approval by the membership. Such budget is distributed to the membership not later than November 1 of each year. On an annual basis, the Executive Committee distributes to the membership a detailed description of all Association expenditures. For more detail regarding the powers and duties of the Executive Committee, refer to the SMSA Bylaws.

## EXECUTIVE COMMITTEE MEMBERS

\*\*\*\*\*

**Mr. Ronald E. Shepard, Chair**  
**Executive Committee**

Idaho Department of Education, Coordinator  
Motorcycle Safety Programs  
P.O. Box 83720  
Boise, Idaho 83720-0027  
Work Phone: 208-332-6852 –or- 6857  
Home Phone: 208-323-2540  
Fax: 208-334-3484  
Email: [reshepar@sde.state.id.us](mailto:reshepar@sde.state.id.us)  
Web: [www.idahostar.org](http://www.idahostar.org)

**Term expires August 2004**

650 W. State Street, Rm. 239  
Boise, Idaho 83702

**Mr. Ken Kiphart, Vice-Chair**  
**Regional Representative, Western Region**

State of Nevada  
Department of Public Safety  
555 Wright Way  
Carson City, Nevada 89711-0999  
Work Phone: 775-684-7480  
Fax: 775-684-7482  
Email: [nvrider@dps.state.nv.us](mailto:nvrider@dps.state.nv.us)  
Web: [www.nevadarider.com](http://www.nevadarider.com)

**Term expires August 2005**

**Mr. Mike Melis, Secretary**  
**Regional Representative, Eastern Region**

697 Amsterdam Avenue  
New York, New York 10025-6933  
Work Phone: 212-579-5543  
Fax: 212-579-7401  
Email: [mmelis@manys.org](mailto:mmelis@manys.org)

**Term expires August 2004**

**Mr. Robert D. Secrest, Treasurer**  
**Regional Representative, Central Region**

Coordinator, Motorcycle Ohio  
P.O. Box 182081  
Columbus, Ohio 43218-2081  
Work Phone: 614-466-4041 or 1-800-837-4337  
Fax: 614-728-8330  
Email: [bsecrest@dps.state.oh.us](mailto:bsecrest@dps.state.oh.us)  
Web: [www.state.oh.us/odps/mo](http://www.state.oh.us/odps/mo)

**Term expires August 2005**

Motorcycle Ohio  
1970 W. Broad Street  
Columbus, OH 43223

**Mr. Chad Burns**  
**Regional Representative, Eastern Region**  
Georgia Motorcycle Safety Program  
5036 Highway 85  
Forest Park, Georgia 30297-2405  
Work Phone: 404-669-2950  
Fax: 404-669-2986  
Email: [cburns@dmvs.ga.gov](mailto:cburns@dmvs.ga.gov)  
Web: [www.gadmvs.com](http://www.gadmvs.com)

**Term expires August 2005**

**Mr. Ronald Thompson**  
**Regional Representative, Central Region**  
Wisconsin Motorcycle Safety Program  
Bureau of Transportation Safety  
4802 Sheboygan Ave., Room 933  
Madison, Wisconsin 53707-7936  
Work Phone: 608-266-7855  
Fax: 608-267-0441  
Email: [ron.thompson@dot.state.wi.us](mailto:ron.thompson@dot.state.wi.us)

**Term expires August 2004**

**Ms. Carol Thurn**  
**Regional Representative, Western Region**  
Drivers License and Traffic Safety Division  
North Dakota Department of Transportation  
608 E. Boulevard Ave.  
Bismarck, North Dakota 58505  
Work Phone: 701-328-4354  
Fax: 701-328-2435  
Email: [cthurn@state.nd.us](mailto:cthurn@state.nd.us)  
Web: [www.ndmsr.com](http://www.ndmsr.com)

**Term expires August 2004**

### **SMSA BUSINESS MANAGER**

Ms. Ruth Wilson  
7881 S. Wellington Street  
Centennial, Colorado 80122-3193  
Phone: 303-797-2318  
Fax: 303-703-3569  
Email: [smsabusinessmgr@hotmail.com](mailto:smsabusinessmgr@hotmail.com)  
[www.smsa.org](http://www.smsa.org)

# **STANDING COMMITTEES**

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## **PURPOSE**

The standing committees are groups which have been organized to carry out specific Association projects. In order to accomplish their goals, the standing committees develop project goals, timelines, and budgets for the tasks which have been assigned to them. The standing committees make progress reports to the Executive Committee at the regularly scheduled meetings of that body, and to the voting membership at scheduled Association meetings and conferences, or through mailings when necessary.

## **NUMBER AND SIZE**

The standing committees are comprised of appointed or volunteer members and a chairperson who is approved by the Executive Committee. The standing committee chairperson may select additional members to serve on the committee. The number and size of the standing committees shall be determined by the scope of the projects undertaken by the Association. Each year standing committee tasks are identified and assigned by the Executive Committee, based upon the Association's annual plan and needs.

## **CURRENT STANDING COMMITTEES**

There are currently four (4) standing committees which have been assigned tasks by the Executive Committee. These standing committees are as follows:

- CHAIRPERSONS' AWARD
- COMMUNICATIONS
- GOVERNMENT AND INDUSTRY AFFAIRS
- TECHNICAL ASSISTANCE

## **COMMITTEE ASSIGNMENTS**

### **Chairpersons' Award Committee**

**Mr. Albert F. Thornton, Chair**

Motorcycle Education Coordinator

Driver License Division

Utah Department of Public Safety

P.O. Box 30560

Salt Lake City, Utah 84130-0560

Work Phone: 801-964-4493

FAX: 801-957-8502

Email: [athornto@utah.gov](mailto:athornto@utah.gov)

15 January 2004

**Communications Committee:**

**Ms. Jenne Meyer, Chair**

Manager, Market Development, Rider's Edge

Harley-Davidson

3700 W. Juneau Ave.

Milwaukee, Wisconsin 53208

Work Phone: 414-343-4315

Cell Phone: 414-688-7663

Fax: 414-343-4110

Email: [jenne.meyer@harley-davidson.com](mailto:jenne.meyer@harley-davidson.com)

**Government and Industry Affairs Committee:**

**Mr. Ronald Thompson, Chair,**

Wisconsin Motorcycle Safety Program

Bureau of Transportation Safety

4802 Sheboygan Ave., Room 933

Madison, Wisconsin 53707-7936

Work Phone: 608-266-7855

Home Phone: 920-648-2732

Fax: 608-267-0441

E-mail: [ronthompson@dot.state.wi.us](mailto:ronthompson@dot.state.wi.us)

**Technical Assistance Committee**

**Chair**

**VACANT**

# **CHAIRPERSONS' AWARD COMMITTEE**

\*\*\*\*\*

## **PURPOSE**

The Chairpersons' Award Committee was formed by the Executive Committee in May of 1993. Its purpose is to recognize, each year, an individual whose contributions to motorcycle safety, at a national level, have exceeded or gone beyond that which is generally accepted as being part of his/her responsibilities.

The Chairpersons' Award Committee is composed of the current and former chairpersons of the SMSA and is chaired by the most recent former chairperson.

## **NOMINATION**

Nominations are made by submitting a nomination form (see four page form following) to the SMSA Business Manager. Nominations must be submitted not later than 30 April of any given year to be considered for the Chairpersons' Award for that year. Nominations shall be voted upon by the Committee, and the award shall be made at the annual conference of the SMSA. If a Committee member is nominated for the Chairpersons' Award, he/she may either abstain from the selection process or be replaced by another member of the SMSA.

**CHAIRPERSONS' AWARD**

**NOMINATION FORM**

**FOR OUTSTANDING**

**CONTRIBUTIONS**

**TO MOTORCYCLE**

**SAFETY**

*SPONSORED BY*

*NATIONAL ASSOCIATION OF*

***SMSA***

*STATE MOTORCYCLE SAFETY ADMINISTRATORS*

**SMSA  
CHAIRPERSONS' AWARD**

The SMSA Chairpersons' Award is sponsored by the National Association of State Motorcycle Safety Administrators. Each year the SMSA recognizes an individual whose contributions to motorcycle safety have exceeded that which is generally accepted as being part of his/her responsibilities. The award is intended to also recognize the individual's commitment and contributions to motorcycle safety at a national level.

Nominations are voted upon by a committee composed of the current and former chairpersons of the SMSA. If a committee member is nominated for the award, he/she may either abstain from the selection process or be replaced by another member of the SMSA. The committee is chaired by the most recent former Chairperson.

**DEADLINE**

Nomination forms must be received by 30 April each year.

Mail nominations to:

SMSA  
Business Manager  
7881 S. Wellington Street  
Centennial, CO 80122

**PERSONAL INFORMATION - NOMINEE**

Name of Nominee: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Nominee's telephone no.: \_\_\_\_\_

Organization Nominee represents: \_\_\_\_\_

Position held: \_\_\_\_\_

Number of years Nominee has been involved in motorcycle safety: \_\_\_\_\_

## NOMINATOR

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Nominator's telephone no.: \_\_\_\_\_

## CRITERIA FOR SELECTION

Evidence of growth as a professional  
Effectiveness in his/her position  
Contributions to motorcycle safety (local, state, national)

**Please answer the following three questions and complete the summary in paragraph form.**

1. List examples that illustrate the Nominee has set goals for himself/herself and has grown professionally.

2. List reasons or examples why you feel this Nominee has been effective in his/her position.

*\* You may continue your answer for question number two on the next page.*

3. How do the Nominee's contributions assist the local, state, and national effort relative to motorcycle safety?

***Summary:*** Please summarize the contributions of the Nominee that you feel make this individual worthy of the SMSA Chairpersons' Award.

# **COMMUNICATIONS COMMITTEE**

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## **PURPOSE**

The Communications Committee was recently renamed and restructured. The purpose and direction of the Communications Committee are:

- To develop, coordinate, or execute marketing materials and/or promotional programs for motorcycle safety and awareness.
- Act as a liaison with internal stakeholders for communications regarding SMSA. Establish and manage key messages for SMSA.
- To increase the visibility and enhance key stakeholder relations through effective use of public relations.
- To assist the Executive Committee and SMSA in providing consultative services regarding marketing, communications, web site, and public relations.

## **COMMITTEE MEMBERSHIP**

The Communications Committee consists of a chairperson and members as necessary to accomplish its tasks.

# **GOVERNMENT AND INDUSTRY AFFAIRS COMMITTEE**

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## **PURPOSE**

Over the years, the Government and Industry Affairs Committee has had numerous tasks assigned to it. With the continuing evolution of the Association, it has become the main SMSA contact for government agencies and the motorcycle industry.

Specifically, the Government and Industry Affairs Committee is the contact for current corporate and professional members. It also works towards the recruitment of new corporate and professional members, contacts professional and corporate members regarding their participation in the annual National Conference (door prizes and sponsorship of meals or breaks). In addition, the Committee maintains contact and working relationships with corporate and professional members throughout the year.

## **COMMITTEE MEMBERSHIP**

The Government and Industry Affairs Committee consists of a chairperson and members as necessary to accomplish its tasks.

# **TECHNICAL ASSISTANCE COMMITTEE**

\*\*\*\*\*

## **PURPOSE**

The purpose and responsibilities of the Technical Assistance Committee are being evaluated to better meet the needs of the membership.

## **COMMITTEE MEMBERSHIP**

The Technical Assistance Committee consists of a chairperson and members as necessary to accomplish its tasks. Due to the complexities of several of the tasks, subcommittees may be established to focus on each area of technical assistance.