

Suggested Agenda for 1st Meeting

All meetings should always be as informal and conversational as possible while still

- Record who attended
 - Name
 - Email address
- Get to know everyone
 - What's your name?
 - What do you ride?
 - How long have you been riding?
 - Where do you live?
 - What do you do?
- Discuss rides
 - "Breakfast rides" - Good locations to ride for breakfast
 - "Chapter rides" - Good routes or destinations for group rides
 - Meetup locations (gas should be accessible)
 - Frequency (one scheduled breakfast ride and one scheduled chapter ride per month?)
 - Recurring dates (1st Sunday? 3rd Saturday?)
- Setup next club ride
 - Find a volunteer to lead
 - Choose a meetup location
 - Decide on a POT (pull-out-time)
- Discuss meetings ("Eat and Greet")
 - Frequency (typically once per month)
 - When? (Recommend same day each month)
 - In the evening on a weekday? (Example: 1st Thursday 7pm – 8pm)
 - On the weekend before a group ride?
 - Where? (central location with food and drink available. Try different places)
- Discuss Potential Expenses
 - Website hosting (VRA will create a free website for your chapter... [view example](#))
 - Domain name (recommend GoDaddy)
 - Providing a patch to new members
 - Buying logo merchandise in bulk for discount. (e.g. patches, T-shirts)
 - Printing costs (e.g. business cards, membership cards)
 - Club events (e.g. summer pig roast or annual Christmas Party)
 - Renting locations
 - Food
 - Drinks
- Discuss Potential Revenue
 - Dues (majority of revenue). (Example: 50 members * \$25 dues = \$1250/year)
 - Sale of logo merchandise to members (small markup on T-shirts and patches)
 - 50/50 drawing at meetings
 - NOTE: Filing taxes is not necessary until annual revenue exceeds your state's limit. (Example: Pennsylvania chapters do not pay taxes until revenue exceeds \$2500)
- Discuss the VRA
 - Chapters worldwide - USA, Belgium, Germany, Holland, Norway, Spain, Sweden, France, Slovenia, Russia and the UK
 - Review requirements/summary of [Bylaws](#)
 - Anyone who owns a Kawasaki Vulcan is eligible to join as a full member

- Spouses and children of full members are automatically considered members
 - An election is held once per year to elect new officers
 - Only full members are eligible to run for office
 - A meeting is held at least once every 90 days to discuss chapter business and to plan rides and events
 - Decisions/issues are resolved through a majority vote
- Association Fee – in March of each year, each chapter is asked to send \$1/full member to the National Treasurer to pay for national expenses. The chapter officers decide how the money is spent. (Example: Buy VRA patches in bulk to get a quantity discount so that we can offer them to all members cheaper). Membership count is based on March 1st.
- Vote on becoming an official chapter of the Vulcan Riders Association
- Elect Officers
 - President
 - Vice President
 - Secretary
 - Treasurer
- Vote on amount of membership dues ([Why have dues?](#))
 - Typically \$20 - \$35 per year
 - Decide renewal date
 - One set date for everyone (preferred) – are dues pro-rated if joining late in the season?
 - Anniversary of joining
- Collect dues (Treasurer)
- Vote on name of chapter (descriptive of location) ([view examples](#))
- Discuss Associate Membership for non-Vulcan owners.
 - Can Associate members vote on issues unrelated to officer elections (Associate Members cannot run for office or participate in officer elections)
 - How much are their dues (typically \$10 - \$15)
 - Will they receive a club patch, T-shirt or pin when they join?
 - Can they wear a patch? A T-shirt with logo?
 - Will they receive the same discounts that are available to Full Members?
 - Who is eligible to join as an Associate Member? ([Read more](#))
- Discuss Charter Membership (recognized as founders of the club)
 - When is the cut-off date
 - Do charter members receive a discount to join? (promotes new membership)

To become an official VRA Chapter, submit the following information to President@vulcanriders.us

- Chapter Name
- Chapter City and State
- Chapter President (name & email)
- Chapter Vice President (name & email)
- Chapter Secretary (name & email)
- Chapter Treasurer (name & email)

Once the above information is received, you will be given a VRA Chapter Number, a Chapter Start-Up Kit with 50+ documents and graphics, your chapter will be listed on the National website, your chapter officers will be invited to the Chapter Officer's Forum, and the VRA will offer suggestions and advice on some of the initial decisions that you'll be making as a new chapter.
