

CMAUSA.ORG



# CHRISTIAN MOTORCYCLISTS ASSOCIATION HANDBOOK

2017

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Approved by:

A handwritten signature in black ink, appearing to read "John Ogden", written over a horizontal line.

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CEO/Chairman of the Board of Directors  
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Date

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## Preface

Welcome to the Christian Motorcyclists Association's (CMA) Handbook! Your membership in CMA makes you part of a worldwide ministry that is dedicated to reaching people for Christ in the highways and byways through the avenue of motorcycling.

CMA is not a Christian club or riding group designed to segregate Christians from the influences of the world, but rather it is a ministry designed to thrust you into the adventure of spreading the light of Jesus into dark places! We are happy to have you as a member of the CMA family. Please feel free to check out current information on our website at [www.cmausa.org](http://www.cmausa.org).

This handbook is designed to provide information and insight into CMA. Our goal is to provide a handbook that will help you take your membership and/or chapter to the next level. As you review this handbook, we pray that you will keep the following scripture in mind: *but now we have been delivered from the law, having died to what we were held by, so that we should serve in the newness of the Spirit and not in the oldness of the letter (Romans 7:6)*. Our goal is to create a reference guide for our members. CMA provides freedom to its members, but with accountability. If an issue should arise that is not covered in this handbook, we encourage you to contact your state leadership for help in clarification. Your Area Rep, State Coordinator, and National Evangelist are called by God to help lead this ministry in the vision of *changing the world, one heart at a time*.

## **I. National Material**

### *CMA National Information*

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## Doctrinal Statement of the Christian Motorcyclists Association

The Christian Motorcyclists Association is interdenominational and evangelistic in nature. We believe in:

- The Bible as the inspired and infallible Word of God
- One God, eternally existent in three persons: Father, Son, and Holy Spirit
- The virgin birth and deity of Christ, His explicit atoning death, bodily resurrection, and ascension
- Salvation through the blood of Jesus Christ
- The sanctifying power of the Holy Spirit who enables a believer to live holy
- The second coming of Jesus Christ

## Mission Statement of the Christian Motorcyclists Association

**Vision:** *Changing the world, one heart at a time*

**We will accomplish our vision through:**

- Evangelistic outreach primarily, but not exclusively, to the motorcycling community
- Run for the Son, where we will partner with ministries with world-reaching potential
- Equipping our members in ministry training that aligns itself with Biblical truths
- A servant's attitude to the world and our members (i.e. *Here if you need us*)
- Quality products that aid in evangelistic outreach
- An efficient Support Center team

**Mission:**

To inspire our leaders and members to be the most organized, advanced, equipped, financially stable organization, full of integrity in the motorcycling industry and the Kingdom of God.



## How to Become a CMA Member

CMA is an organization made up of chapters working together to accomplish much for the Kingdom of God. The chapters are integral in the fabric of who we are. As you seek to determine if CMA is the right organization for you, we highly encourage you to find a local chapter and attend some of their meetings and events where they do ministry. Chapter and state leader contact information can be found on our website at [www.cmausa.org](http://www.cmausa.org).

We feel it is important to provide key information about CMA and basic ministry training to anyone desiring to join this ministry, and as such, anyone desiring to join CMA will need to complete the Member Training. This material is available for purchase at <http://shop.cmausa.org> or through the CMA order line at 800-300-6530. Application for membership is included in the training's workbook.

Upon completing the Member Training, send the tear-out pages to the CMA National/International Support Center where they will be processed and a membership card will be sent to you. This card will authorize you to purchase items with the official CMA logo and the official CMA back patch. Please see the "Member Training" section for more information.

## Member Training

The Member Training is designed to focus your attention on preparing yourself for becoming an active, functioning member of a local CMA chapter. It is a DVD-based course with an accompanying workbook that is divided into twelve video sessions, each with suggested discussion questions following. The content of this training covers a variety of topics, but is focused on two major areas: personal spiritual growth and training for motorcycle ministry. In this way, the Member Training is a unique tool designed to address the specific needs of those interested in becoming involved in evangelism in the biking world. The Member Training is available for purchase online at <https://shop.cmausa.org>.

## Active Membership

CMA is a ministry with high standards that has gained respect and favor from the secular community. We expect our members to:

- Model a Christ-like attitude and behavior.
- Follow Biblical standards and Christian integrity in their walk and actions.
- Complete the Member Training, formerly known as the Ministry Team Training Course.
- Be part of a local chapter. Contact information for a local chapter can be obtained through your State Coordinator. His/her phone number is listed in the *HeartBeat* and on our website at [www.cmausa.org](http://www.cmausa.org).
- Support CMA prayerfully and financially at both local and national levels.
- Be 12 years or older.

Reaching the world is important to CMA and our members enable that task. Active membership at a national level is based on completing **one** of the following criteria in a 12-month period:

- Purchase any Goodie/ToolBox item(s) from CMA National totaling at least \$20, or
- Be a registered attendee at a CMA National or State Rally or Seasons of Refreshing, or
- Complete the Member Training, or
- Donate at least \$20 to CMA National or Run for the Son.

## CMA Support

CMA is a 501(c)3 nonprofit organization. We are certified by the Evangelical Council of Financial Accountability (ECFA). As a ministry, we do not send out monthly mailings seeking support. Most of our support comes through three main channels:

- contributions from our membership
- contributions through Run for the Son (RFS)
- sale of Goodie products

If you picture a wheel in your mind, CMA National would represent the hub and the chapters and members represent the spokes. With member donations, CMA National is able to equip and train our members to reach the lost and encourage the hurting. Without a hub, the wheel loses strength and the spokes have nothing to connect to and lose their effectiveness. Without the spokes, the wheel cannot spin. Together, we are *changing the world, one heart at a time*.

We ask that you prayerfully consider regular monthly donations to CMA National. For example, a donation of at least \$7/month per active CMA member helps the ministry accomplish many of the support tasks that are needed to keep us on the forefront of evangelistic outreach. Here are a few examples of what a \$7/month donation accomplishes.

- Provide a *HeartBeat* subscription for one new member for 4 months
- Process seven Member Training questionnaires
- Provide support for seven phone calls to or from CMA members
- Ship seven orders within one day of receipt
- Issue one chapter charter
- Communicate with two nations interested in starting CMA International
- Provide 88 hours of online access to CMA's website

There are many methods in which you can donate to CMA. Here are a few options:

1. Utilize bill pay through your bank to set up regular monthly donations.
2. Sign up for automatic bank drafts or credit/debit card donations on our website at <https://shop.cmausa.org/donation.aspx>. \*Note: Credit/debit card donations incur a transaction fee to the ministry.
3. Pick up donation forms at your Seasons of Refreshing or State Rally and mail them to CMA at: Christian Motorcyclists Association, PO Box 9, Hatfield, AR 71945.
4. Call the National/International Support Center at 870-389-6196.

Year-end donation receipts are sent out by January 20 every year via bulk mailing. This includes all donations made to CMA National except RFS donations, as money raised in RFS comes from members and sponsors. If you make personal donations towards RFS, please write yourself a donation receipt on the RFS brochure as you would a sponsor. If you make RFS donations online, you can print a receipt off the website at the time of the donation.

## Run for the Son

Run for the Son (RFS) takes place the first Saturday of May each year and is CMA's only fundraiser. In addition to equipping motorcyclists in the United States and all over the world to reach the lost with the Gospel of Jesus Christ, CMA, working with and through our ministry partners has been able to extend our outreach to millions of people throughout the world.

Those participating in RFS raise money by making personal donations and seeking individuals to make donations and/or sponsor them on the RFS ride. The chapter or individual collects the money and sends it to CMA National. CMA National tallies the money with the final total being revealed at the June National Rally where it is distributed in the following method:

- 60% is given to three world-reaching ministries:
  - 20% Missionary Ventures – places motorcycles/transportation in the hands of native pastors around the world
  - 20% Open Doors – equips/trains persecuted Christians around the world with the Word of God
  - 20% JESUS Film Project® – takes the message of the Gospel of Luke, translates it into native tongues, and shows the *JESUS* film to key people groups worldwide.
- 40% CMA – provides ministry materials/training for motorcyclists in the United States and around the world with a portion going back to each state for use in local ministry efforts.

Through your efforts in RFS over:

- Over 5,700 motorcycles have been given to native pastors (Missionary Ventures).
- Over 2,600,000 Bibles have been distributed around the world and placed in the hands of those looking for answers (Open Doors).
- Over 119 million people have seen the *JESUS* film and 10 million people have made decisions for Christ (JESUS Film Project).
- Over 500,000 motorcyclists/people ministered to within the USA annually (CMA).
- Through all four ministries, over 22.5 million people have come to Christ.

For more information on Run for the Son, we encourage you to check out <http://www.cmausa.org/run-for-the-son/>, contact your State Coordinator, and/or purchase a Run for the Son promotional DVD from our website at <https://shop.cmausa.org>.

## CMA Logo



® The CMA logo is a registered trademark and is worn by CMA members who have completed the Member Training (formerly known as the Ministry Team Training Course). People who have not completed the Member Training, or non-CMA members, may not purchase (excluding the small CMA decal) or wear the official CMA logo 3 ½" and larger.

Children 11 years and under may watch the CMA Kids DVD and wear the CMA Kids patch and clothing.



Students 12-17 years may complete the Youth Movement Member Training, and wear the CMA logo and clothing with the CMA logo. Students should place the Youth Movement rocker above their CMA logo when wearing cloth or leather patches. At age 18 or older, CMA members are required to complete the Member Training in order to wear the CMA logo.

Since the logo is a registered trademark, all copyrights are reserved. Any item with the CMA logo may not be sold without written consent from CMA National. *Members must obtain written permission from their State Coordinators, and State Coordinators must obtain written permission from their National Evangelists before reproducing the CMA logo.*

### Simple guidelines for CMA logo usage:

- Chapters may use the CMA logo within the chapter on ministry related items and the chapter newsletter.
- Do not place any CMA logos on clothing or items to be worn by animals.
- Do not place the CMA logo on personal or chapter checks.
- Do not use words like reverend, pastor, evangelist, denomination, church affiliation, etc. on any items containing the CMA logo (i.e. rockers, nametags, business cards, etc.).

### Definition of CMA Logo:

Triangle Shape	=	Father, Son and Holy Spirit
Praying Hands	=	The way God would have CMA grow
Cross	=	The message and statement of faith (1 Corinthians 2:2)
Bible	=	God's direction for CMA
Blue Color	=	The way of the cross leads home (to Heaven)
Yellow Color	=	The crowns and rewards that will be for the faithful Christian
Red Outline	=	The blood that makes everything it encloses effective

## CMA Artwork

All CMA artwork is owned, licensed, and controlled by the Christian Motorcyclists Association. It may not be copied, reproduced, republished, reprinted, or distributed in any way without written permission from the National Evangelist for your region. All trademarks, service marks, logos, and trade names are proprietary to CMA. Any submissions or concepts become CMA's property and CMA shall not be liable for any use or disclosure of them.

## CMA Vest Standards

The CMA standard for vests states that:

- The front of a CMA member's vest (as pictured to the right) is to include the CMA USA country patch on the upper left side of the vest (which places the stars closest to the heart and identifies the member's nation) and the 3" CMA logo or CMA nametag with logo on the upper right side of the vest. Nothing is to be placed above the country patch or the 3" CMA patch/nametag. Note: For countries that do not have specific requirements for placement, the country patch should be placed on the upper right side of the vest and the CMA logo opposite it. Patches or pins that take you out of a neutral ministering position may not be worn on a vest with the CMA back patch or logo.
- The back of a CMA member's vest is to include the CMA back patch and be easily distinguishable that the person is a CMA member. No other patches or rockers should be placed on the back of a CMA vest (i.e. territorial rockers indicating a city, state, chapter, or other location).



We ask that you commit to one back patch while serving as a member of CMA. Anyone who practices by word or deed anything that would discredit the testimony of Jesus Christ or the ministry of CMA will be asked and expected to remove his or her CMA back patch. If a member is asked to remove or return their back patch, no reimbursement should be expected, or given, by CMA or its affiliates.

## CMA Name Badges

CMA offers name badges for sale to its members. Below is a listing of the various badges available and their definitions:

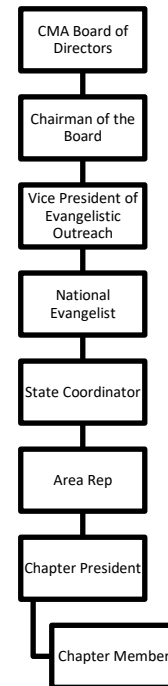
Members	Yellow name badge with black lettering and a black or metal CMA logo
State Coordinators	White with red letters and a red or metal CMA logo
Area Reps	White with black letters and a black or metal CMA logo
Goodie Reps	White with black letters and a black or metal CMA logo
Support Personnel	White with red letters and a red or metal CMA logo
Directors/Evangelists	White with blue letters and a blue or metal CMA logo

## Chain of Command/Communication

CMA has developed a chain of command and communication to aid members in receiving the information they need on a timely basis and provide chapters and members with support as needed. It is the responsibility of each leader to make sure that the next leader in the chain receives the communicated information.

Members are encouraged to refer to this chain of command/communication. It provides a communication link to leaders in your area that are best equipped to answer questions and issues.

Phone numbers for your state leaders are available in the *HeartBeat* and on our website at [www.cmausa.org](http://www.cmausa.org). If you have questions pertaining to this handbook, your local chapter, finding another chapter, or how you can better serve the ministry of CMA at a state level, we highly encourage you to contact your state leaders.



## CMA National Positions

### Board of Directors

CMA's Board of Directors consists of eight Directors and two advisors. The Directors meet throughout the year to seek God, set the vision for the ministry, and review/update policies. The CEO/Chairman of the Board oversees the CMA International/National Support Center and the Evangelistic Team.

### National Evangelists

The National Evangelists' job is to implement the decisions from the Board of Directors throughout their areas of responsibility. Each Evangelist is responsible for communicating and working with his team of leaders to grow CMA in his specific area of responsibility. They travel throughout the year conducting Seasons of Refreshing conferences and state rallies, encouraging leaders, attending chapter meetings, and working secular events.

### CMA National/International Support Center (Support Center)

The Support Center team is made up of a group of dedicated individuals who use the talents God has given them to support the ministry at an administrative level. They work tirelessly to provide services our members need in order to be effective in the field of ministry. Working with the Vice President of Support Center Operations are the following teams: Information Technologies, Executive Ministry Support, Finance Administration, Facilities and Maintenance, Iron Mountain Rental/Events Support, Production Operations, and Media/Broadcasting.

## CMA Region Definitions

The ministry of CMA in the USA is divided into regions. Each region has a National Evangelist that oversees the ministry in that region. Below is a definition of those regions:

- Region 1 – West Region: Alaska, California, Idaho, Nevada, Oregon, Washington
- Region 2 – Rocky Mountain Region: Arizona, Colorado, Hawaii, Montana, New Mexico, Utah, Wyoming
- Region 3 – North Central Region: Illinois, Indiana, Iowa, Michigan, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin
- Region 4 – South Central Region: Arkansas, Kansas, Louisiana, Mississippi, Missouri, Oklahoma, Texas
- Region 5 – Northeast Region: Connecticut, Delaware, Kentucky, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia
- Region 6 – Southeast Region: Alabama, Florida, Georgia, North Carolina, South Carolina, Tennessee

## CMA and the Church

CMA is an evangelistic organization with a primary focus on *changing the world, one heart at a time*. We believe that to be an effective CMA member, our members need to be grounded in a local church. Every effort should be made to place new Christians in a local church and healthy chapters. Our goal is to add to the local church with active ministry. Ordinances of the church (i.e. baptism, communion) should be a part of the local church.

## Representing CMA with Integrity

Listed below are several guidelines to provide a foundation for members in ministry. These procedures are in place to protect the integrity of our members and CMA. If you have any questions, please contact your State Coordinator.

- Commit to one back patch.
- Walk the Christian walk at all times, even when you are not wearing the CMA logo.
- Maintain gender lines in ministry (i.e. women minister to women, men minister to men, or couples minister together).
- Have modesty in apparel.
- Understand that the use of tobacco or alcohol by a CMA member at any CMA meeting or designated ministry area is not permitted.
- Keep tracts available for one-on-one witnessing.
- Involve only CMA members in services (including prayer) at secular events (if possible).

- Refrain from placing the CMA logo on secular event fliers as a sponsor or promoter. The logo may be used to announce that CMA will host a worship service or biker blessing.
- Refrain from sharing booth space with another motorcycle ministry.
- Refrain from using CMA to build recognition or support for another ministry.
- Refrain from using questionable door prizes (i.e. tattoo, body piercing, bar certificates.)

## Ministering with Accountability

CMA is an interdenominational organization. We recognize that there are differences in the doctrines and practices of our members in the local church. CMA's ministry is one of salvation, restoration, and Christian growth through the Bible.

Listed below are several guidelines for accountability for members in ministry. These procedures are in place to provide accountability to our members and CMA. If you have any questions, please contact your Area Rep or State Coordinator.

- Report any ministry results or activity to your chapter secretary.
- Be active in your local chapter.
- Notify your Area Rep or State Coordinator if you are serving as a chaplain for a secular organization.
- Submit an event report within 10 days of an event if you served as an approved speaker.
- Do not consume alcoholic beverages (including near beer) while wearing the CMA logo.
- Avoid usage of titles that may mistakenly identify you as a national CMA officer.
- Contact your State Coordinator about becoming an approved speaker to conduct services at secular events.
- Remember that CMA National events take priority over CMA state events and CMA state events take priority over secular events.

## Ministering to Minors

CMA ministers to motorcyclists of all ages, and Youth and Children's Ministry is a growing sector of the ministry of CMA. Jesus welcomed the children on numerous occasions and cautioned those who would hurt them (Matthew 18:6). In order to protect children and the integrity of CMA and its members, it is required that all CMA members who are involved in ministry to minors complete a national criminal background check.



## Youth Movement

### **Why is CMA looking to minister to young people?**

*Because of the need.* The overwhelming need for young people to find Jesus compels us to consider what part we should play in reaching young hearts for the Kingdom of God. Certainly, there are thousands of churches and hundreds of para-church organizations all focusing on young people, but with over 900 chapters in local areas all over the United States, CMA has a unique foundation from which to reach out to our nation's youth population.

*Because we can make a difference.* It is not that other organizations and countless churches are not doing a good job; it is just that the job is so large. The members and families of CMA are a powerful and anointed force that can show many young people the love of Christ. Our dream is to begin a focused youth outreach in each chapter across the country. These local Youth Movements provide teenagers with opportunities for fun, worship, discipleship, and service. Led by a CMA member from within the local chapter, the local Youth Movement is not only an exciting youth program, it is a valuable link to the heart, people, and ministry of CMA, bringing the generations together in attempts to work side by side in *changing the world, one heart at a time*. Who better to reach out to teenagers, who can at times be rebellious and hard headed, than motorcyclists who have had their lives turned upside down by the love of Jesus?

### **How Can I Get Involved?**

Young people ages 12-17 can complete the CMA Youth Movement Member Training, become members of CMA, and wear the CMA back patch. Young people 18-25 can get involved in CMA's Leader in Training program to stay involved in the ministry of CMA. All information on the CMA Youth Movement Member Training and CMA's Leaders in Training is available online at [www.cmausa.org/cma\\_national/youth-movement.asp](http://www.cmausa.org/cma_national/youth-movement.asp). There is also a great need for adult Youth Movement leadership.

### **What is a local chapter Youth Movement?**

To a teenager, having something to do that they enjoy and believe strongly in is important, and the Youth Movement is just that. A Chapter Youth Movement is an exciting local gathering of young people that share the same love for Jesus and desire to serve Him in conjunction with their local CMA Chapter. The Youth Movement provides them not only with a community of fellow Christian teens who are involved in the same types of activities, but also with ways to use the gifts that they have been given by God in ministry. The meetings are built around living for Christ and activities that young people enjoy. There are opportunities for outreach and service that will challenge them and push them forward in their walk with Jesus. They will enjoy all the fun that they have together as well as the love and acceptance that they find in their local movement. They will also enjoy the connection to the larger national network of other local Youth Movements and to CMA. It will be something that they are proud to be a part of and excited to tell their friends about.

To the adult members of the chapter, the Youth Movement is not only an exciting and inspiring aspect to their ministry, but represents new ministry opportunities. Involvement and supporting a local CMA Youth Movement is an investment in the lives of young people and in the future of CMA.

## Guidelines for Local Chapter Youth Movements

- Youth Movement members are encouraged to form their own local, recognized groups. This is not a chapter charter, but a certificate of recognition. These Youth Movement groups will be known as [Specific Name] Youth Movement of [Existing Chapter].
- Local CMA Youth Movements must be based out of and overseen by an existing CMA chapter.
- Local CMA Youth Movements must have an adult member or members from the existing chapter willing to accept the responsibility of being the overseer of the youth group. This person(s) must meet the qualifications for CMA Youth Movement Leaders. (Visit [http://www.cmausa.org/cma\\_national/youth-movement.asp](http://www.cmausa.org/cma_national/youth-movement.asp) and select the “Local Chapter Youth Movement Leader Information Packet” link for these qualifications.)
- Students involved in the local chapter Youth Movement should be ages 12-17. Young people ages 18-25 should be encouraged to get involved in the CMA Leaders in Training program (Visit [http://www.cmausa.org/cma\\_national/youth-movement.asp](http://www.cmausa.org/cma_national/youth-movement.asp) for more information.)
- Local chapter Youth Movements can have their own name and small patch as approved by chapter and state leadership.
- Local chapter Youth Movements can elect officers as they decide. (Mentoring and training is the goal, so flexibility is important.)
- Local chapter Youth Movements can meet independently from the parent chapter, but must have adult chapter member(s) present.
- Local chapter Youth Movements can plan events independently from parent chapters, but are encouraged to think of ways to remain involved in chapter events as well.
- Local chapter Youth Movements are encouraged to be involved in Run for the Son. Donations will be accounted together with parent chapter.
- Steps for starting a local CMA Youth Movement in your chapter can be found online at [www.cmausa.org/cma\\_national/youth-movement.asp](http://www.cmausa.org/cma_national/youth-movement.asp).

## Fast Lane

The Christian Motorcyclists Association has been working on *changing the world, one heart at a time* since 1975 and has gained an honorable reputation in the secular biking world. There are many types of motorcycles and styles of riding. In a desire to reach out to all motorcyclists, CMA created Fast Lane as a focused extension of ministry to motorcyclists. Fast Lane includes, but is not limited to, super bikes, dual sports, adventure, sport touring bikes and quads. These areas of motorcycling are growing rapidly, as is our need to reach into them with the Gospel of Jesus Christ.

As always with the ministry of CMA, we look beyond the differences and love people as they are. It is the work of the Spirit of God to change people's lives. God has not called us to major on the differences; He has called us to look beyond the physical and see the heart condition.

For more information on how you can be involved in the CMA Fast Lane, visit us on our website at [www.cmausa.org](http://www.cmausa.org). Just click on the Fast Lane icon to see information about Fast Lane.

## CMA Websites

Only official CMA websites may use the CMA logo or any CMA trademarks. Material from the official CMA websites may not be copied, reproduced, republished, reprinted, or distributed in any way.

CMA has established standard templates for all regional, state, and chapter websites, along with webmasters for each level. Only these sites are to be considered official CMA websites. If your chapter has not established an official CMA chapter website, please contact your State Coordinator for assistance. His contact information is available in the *HeartBeat* and on our website at [www.cmausa.org](http://www.cmausa.org).

*Region, State, and Chapter Webmasters:*

CMA has established guidelines for all official CMA websites. These guidelines can be accessed through the CMA admin tool. Please read these guidelines carefully. If you have questions about managing your site, appropriate content, etc., please contact your Regional Webmaster. If you have any questions about logging onto the CMA admin tool, please contact [webteam@cmausa.org](mailto:webteam@cmausa.org).

## II. State Material

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## State Leadership

State leadership is in place to help lead and coordinate the chapters and members in the individual states. They function on a volunteer basis and they are a vital part of the ministry of CMA. Due to the nature of their positions, State Coordinators and Area Representatives are not members of local chapters. State leadership positions are annual appointments subject for review.

The qualifications for anyone to be in a state leadership position are:

- Godly
- Understands responsibility
  1. A proven worker, organizer, and promoter
  2. Leads by example and positive influence
  3. Respected among peers
- Makes the ministry of CMA a high priority in his/her life
  1. Active in the CMA vision of evangelism and Christian growth
  2. A consistent financial supporter of CMA National
  3. Participates in Run for the Son
  4. Genuinely believes in the vision of CMA
  5. Involved in secular and CMA events
- Able to follow as well as lead (understands authority)
  1. Complies with CMA's Vest Standards
  2. Has a teachable spirit; with a strong desire to be led by the Holy Spirit
- Not a user of alcohol or tobacco
- Willing to step aside quietly and peacefully if unable to work within the guidelines, responsibilities, and expectations of CMA

Leadership qualities include:

- Believes in CMA
- Teachable spirit
- Positive influence
- Full of faith
- Full of wisdom
- Good reputation
- Strong desire to be led by the Spirit of God
- Responsible
- Leads by positive influence

*\*NOTE: These qualifications also apply to Goodie Reps.*

## State Coordinator

*State Coordinator: one who oversees and coordinates the work and ministry of CMA in the state.*

The State Coordinator is appointed to office by the National Evangelist after approval from the Vice President of Evangelistic Outreach and the Board of Directors. He/she works with the Area Representatives to grow ministry within the state.

The State Coordinator is responsible for coordinating the following events within the state:

- State Officers' training
- Seasons of Refreshing
- Run for the Son
- State Rally

Responsibilities of the State Coordinator to the chapters and state include:

- Allocating State Fund monies and maintaining accurate records of usage.
- Communicating with and encouraging Chapter Presidents.
- Compiling secular event information for the year and distributing it to the chapters.
- Conducting periodic meetings with chapter officers.
- Coordinating CMA involvement at major secular events in the state.
- Directing new or prospective members to local chapters.
- Encouraging chapter attendance and participation in CMA functions.
- Establishing an environment of servant-leadership within the state.
- Facilitating new chapters.
- Infusing vision in, mediating, and advising chapters.
- Promoting CMA locally, statewide, and nationally.
- Providing clarification of CMA procedures.
- Sharing state and national information with chapters.
- Supervising the content and activities of the state and chapter web pages.
- Visiting chapters.

Responsibilities of the State Coordinator to the National Evangelist include:

- Consulting with the National Evangelist on state leadership appointments (i.e. Area Reps, etc.). Use one Area Rep per five chapters as a guide.
- Notifying the National Evangelist of forming chapters.
- Submitting quarterly reports to the National Evangelist.

## Area Representative

*Area Representative or Area Rep: Assistant to the State Coordinator.*

The Area Rep is appointed to office by the National Evangelist after approval from the Vice President of Evangelistic Outreach and the Board of Directors. He/she works with the State Coordinator to grow ministry within the state.

Responsibilities of the Area Rep to the chapters and state include:

- Encouraging chapter leadership.
- Sharing state and national information from the State Coordinator with chapters.
- Visiting chapters.

Responsibilities of the Area Rep to the State Coordinator include:

- Assisting the State Coordinator.
- Notifying the State Coordinator of chapter issues.
- Traveling with the State Coordinator to chapter events/meetings.
- Submitting quarterly reports to the National Evangelist and State Coordinator (available online).

Certain Area Reps have specific responsibilities and areas of concentration. Two of these special areas of concentration are Youth Movement and Fast Lane.

Responsibilities of an Area Rep with a Youth Movement concentration include:

- Working to network local Youth Movements and local chapter Youth Movement Leaders.
- Coordinating the state Youth Movement events at the state rally.
- Working with the State Coordinator to communicate/plan state Youth Movement events.
- Representing the CMA Youth Movement at various CMA functions in your state.
- Loving young people.
- Becoming a spiritual mentor to young people.
- Finding ways to build relationships and community with young people.
- Involving young people in evangelistic interest-group outreach.
- Involving young people in CMA events/programs (i.e. Member Training, state and national rallies, Run for the Son, area outreaches).
- Helping young people connect with national Youth Movement training and discipleship materials as well as Youth Movement merchandise

Responsibilities of an Area Rep with a Fast Lane concentration include:

- Working to network local Fast Lane chapters and local CMA chapters.
- Working with the State Coordinator to communicate all Fast Lane events in the state.
- Representing the Fast Lane at CMA events in your state.

- Coordinating the Fast Lane events at the state rally.
- Conducting quad sport, dual sport, sport bike rides, etc.
- Conducting seminars on what is going on with Fast Lane in your state.
- Presenting a Fast Lane update at the state leadership conference.
- Finding ways to build relationships and community with Fast Lane areas of ministry.
- Encouraging Fast Lane participants to become active in CMA events/programs (i.e. Member Training, state and national rallies, Run for the Son, area outreaches).

## Goodie Representative

*Goodie Representative: A volunteer that sells CMA Goodie and ToolBox items at CMA rallies.*

The Goodie Representative is appointed to office by the National Evangelist after approval from the Vice President of Evangelistic Outreach and the Board of Directors.

Responsibilities of the Goodie Representative include:

- Traveling to CMA rallies within their region.
- Communicating with CMA National regarding travel schedules.
- Carrying, selling, and inventorying Goodie and ToolBox items at CMA rallies.
- Keeping accurate records of inventory and monies received.
- Sending money collected at a rally and an inventory report to CMA National immediately following a rally.

## Approved Speaker

*Approved Speaker: A person approved by their National Evangelist to conduct services at events.*

An Approved Speaker is under the authority of the National Evangelist and State Coordinator. He/she functions in a CMA chapter as other members do. Approved Speaker status is a one-year term, subject to annual review. For general guidelines regarding holding services at events, please refer to the *Services at Non-CMA Events* section.

Responsibilities of an Approved Speaker include:

- Attending his/her state's Seasons of Refreshing and state rally.
- Submitting an event report form to the National Evangelist and State Coordinator within 10 days for services conducted at an event.



## State Treasurer

*State Treasurer: Manages state fund monies.*

“Project State Fund” mandates the establishment and maintenance of a state fund to handle the receipt and distribution of funds at a state level. Income comes from two sources: Run for the Son and chapter contributions. This account is overseen by the State Coordinator, but administrated by the State Treasurer, who is appointed by the State Coordinator with the approval of the National Evangelist. Note: Debit cards may not be obtained for CMA accounts.

Qualifications for State Treasurer include:

- Participate as an active member of a local chapter.
- Be experienced in financial management.
- Not be a member of a state officer’s household.

Responsibilities of the State Treasurer include:

- Receiving and dispersing state fund monies.
- Maintaining accurate records for all transactions.
- Providing quarterly financial reports to the State Coordinator and National Evangelist.
- Acting as a team with the State Coordinator and National Evangelist.

## State Fund

*State fund: Provides financial assistance with CMA’s participation in major secular motorcycle events and CMA events statewide.*

State Fund income comes from the following resources:

- Each year, 40% of the Run for the Son money is used for CMA evangelism outreach within the United States. From this money, each state benefits according to their participation in Run for the Son. The amount is based on the following example:
  - If a state raised \$10,000 (RFS) x 40% (CMA allotment) = \$4,000
  - \$4,000 x 7.5% (State Fund) = \$300 to the State Fund
  - Funds are distributed to the State Coordinator at the Regional Leadership Meetings.
- Chapter Contributions

Each January during a state planning meeting, the State Coordinator, Area Reps, and Chapter Presidents determine the year’s requirements for ministry activities in the state (secular and CMA). Any difference in the amount available and the amount needed is shared by the chapters and forming chapters throughout the state. Examples of expenses that may be funded by the state fund are booth rental and insurance, ToolBox materials, CMA state activity events/deposits, rally supplies, hospitality materials for secular events, etc.

## State Officers' Training

*State Officers' Training: A meeting between state and chapter leadership to communicate information, needs, and concerns.*

This annual meeting between the newly elected officers for the coming year and the state leadership provides an opportunity for:

- Informing chapters of dates for state events
- Opening lines of communication between state and chapter leadership
- Discussing common issues and concerns
- Growing in understanding about chapter teamwork and effectiveness at rallies
- Growing from other chapters' ideas
- Learning about chapter office duties
- Setting state goals and objectives
- Training

## Seasons of Refreshing

*Seasons of Refreshing is a critically important CMA state event held each winter/spring to inspire and equip the members of CMA.*

As members of CMA, we are an army that marches forward with a clear focus and purpose of *changing the world, one heart at a time*. Within this focus comes the need for precise instruction and direction for what God would lay as our foundation of ministry for the year. As Christians, we are called to maintain fellowship with our fellow laborers. With this in mind, the ministry's leadership seeks God's direction to address the current needs of CMA and how to equip ourselves to be effective and relevant on the front lines of ministry.

The region's National Evangelist presents this material to each state during the first half of the year. The content has a uniform message (while still allowing for the opportunity to address the unique needs of each state) aimed at informing and encouraging our members. Learn what God accomplished during the past year of ministry. Become equipped and inspired for what He can and will do as we work together as a team to advance the Kingdom of God. These events are a vital part of being a member of this ministry, providing opportunities for fellowship, reconnection, and fun. Come and be challenged and refreshed with us!

Dates for the upcoming conferences are posted in the *HeartBeat* and on the state websites. State Coordinators communicate detailed information to active and forming chapters. Some locations have childcare and pre-registration available. Please contact your Area Rep or State Coordinator for more information. Their contact information can be found in the *HeartBeat* and at [www.cmausa.org](http://www.cmausa.org).

## State Rally

*State rallies are state events that provide an awesome opportunity to refill your spiritual tank and encourage members and those they have been working with in ministry.*

At any given time, CMA members can be found working areas of ministry around their state. Whether it is the local bike night, a visit to the hospital, a secular rally, a prison visit, or another ministry opportunity, our members are constantly pouring out the love of Christ on those around them. Quite often, we miss services at our home churches due to these ministry opportunities. With this in mind, CMA hosts state rallies throughout the year to offer opportunities for our members to come back together and refill their tanks. These events are often referred to as a “homecoming” or “family reunion” or “revival.”

State rallies combine the pleasure of motorcycling with the reenergizing of the heart. The environment is ideal for members to invite guests we have met in ministry to enjoy a weekend surrounded by the love of God.

Dates for the upcoming rallies are posted in the *HeartBeat* and on state websites. Some locations have childcare and pre-registration available. Please contact your Area Rep or State Coordinator for more information. Their contact information is in the *HeartBeat* and at [www.cmausa.org](http://www.cmausa.org).

## Blessing of the Bikes

*Blessing of the Bikes: An opportunity to pray with a motorcyclist for safety during the riding season and any needs that he/she may have.*

A blessing of the bikes (or bike blessing) may be performed with one or many motorcyclists as the opportunity arises. When God opens the door, be sensitive and move through the door, understanding that the opportunity is to pray and share Jesus. It is important to remind the motorcyclist that while our riding safety is imperative, it is more important that our lives be in right relationship with Jesus.

The blessing of the bikes card is a tool that can either be read during the time of prayer or given to the individual or group to be read after the time of prayer. Remember that it is not the words you say, but what the Spirit of God does. This is not a complicated matter, but is simply an open door. As God opens the doors, then pray with men and women about the needs of their lives and their safety on the highways.

There are many methods to conduct blessing of the bikes. The method described below is one example that works well in many circumstances:

- Have the riders stand by their motorcycles.
- Choose several CMA members to assist you.
- Have each CMA member take cards and stickers and pray as a group.

- Pass out the cards and the stickers to the individual motorcyclists (allowing the motorcyclists to put the stickers on their motorcycles).
- Remind the motorcyclists that as you are praying over them and their motorcycles that if they have any particular needs this would be a good time for them to present their needs to God as you pray.
- Pray a prayer of safety, blessing, and direction from the Spirit of God on the motorcyclist's lives.
- Let the motorcyclists know that if they would like individual prayer after the prayer, that they can contact you. This would be a good time to pass out Bibles, as you feel led.

## Biker's Sunday

*Biker's Sunday: A church service where motorcyclists are invited to attend.*

Three common purposes of a Biker's Sunday are:

- Show support to the local church
- Provide a setting where motorcyclists friends can be invited to church
- Promote Run for the Son

## Women's Conference

*Women's Conference: A time of ministry, refreshing, and teaching women in order to build the body of Christ.*

Women's conferences are held in various states and at various times throughout the year. They offer opportunities for the ladies of CMA and their friends to spend time together in a getaway filled with God's Word, relaxation, fellowship, and fun.

If you are a woman and are interested in attending such a conference, please check your state's events calendar at [www.cmausa.org](http://www.cmausa.org) or contact your Area Rep or State Coordinator for information on the closest conference to you. If you are interested in arranging a women's conference in your area, please contact the State Coordinator for the necessary guidelines and forms. Contact information is located in the *HeartBeat* and on the web at [www.cmausa.org](http://www.cmausa.org).

## Services at Non-CMA Events

The ability to hold services at non-CMA events is a privilege. Some guidelines to remember are:

- Remember we are guests and servants of the organization.
- Ask the organization to announce the date, time and location of services to be “conducted by CMA and all are welcome.”
- Walk around the campground and rally site to personally invite people to attend.
- Make sure the worship area is clean and presentable.
- Prepare music and sound systems before the service.
- Hold services no longer than 30 minutes, including music.
- Minister with a Christ-centered message.
- Inform attendees that CMA’ers will be available for prayer after the service if needed.
- Close the service with an invitation to know Jesus Christ.
- Do not take up a “love offering.” However, if someone insists on giving, accept the offering for Run for the Son or CMA National.

## Follow-up

CMA has resources available to help disciple new believers. New Believer tri-folds are available to help new believers grow in their new life. When someone accepts Christ as their Savior or recommits their life to God, give them a tri-fold, and ask them to fill out the follow-up card. You can also tell them there is information available on-line at [www.cmausa.org](http://www.cmausa.org) to help them walk out this commitment.

If the person is from your area, invite them to your local chapter meeting. Take an interest in the person and offer to help them find a church, not necessarily your church. Attending CMA chapter meetings, going to church, and spending time with other believers will help them grow in Christ. Although we welcome new Christians as members, let the person know that he/she does not need to join CMA to attend meetings, fellowship times, or rides. Always make them welcome.

If the person is from another area, take responsibility, contact the appropriate State Coordinator, and send him the follow-up card. He will see that the name gets to a local member/chapter. After an appropriate time, contact the person, ask them how they are doing, and ask if a local CMA member has contacted him or her. If not, contact the State Coordinator.

### **III. Chapter Material**

#### *CMA Chapter Information*

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## Chapter Purpose

Chapters are the lifeblood of CMA. They are made up of CMA members uniting for a common purpose of spreading the light of Christ. Chapters realize that their true strength comes in working together for it is through the network of chapters that we are able to work events to build relationships that lead to the opportunities to tell people about Christ. If you want to see God in action, being a part of a good CMA chapter is a good place to be.

Chapters recognize that they are part of something bigger than themselves and make an effort to support the overall vision of the ministry. Strong vibrant chapters are critical if we are going to fulfill the mission God has given us. If our chapters suffer, the ministry suffers. A good chapter is a balanced chapter, including each of these four areas in its scope:

- Prayer: sincerely seeking God and lifting up prayer needs (Matt. 18:19; 21:22; Acts 1:14; 1 Tim. 2:8)
- Fellowship: spending time together having fun, visiting, and serving (1 Thes. 5:11-17; Hebrews 3:13)
- Discipleship: mentoring and growing people (Matt. 28:19; 2 Tim 2:2)
- Evangelism: going out and looking for ministry opportunities (Matt. 28:19)

## Forming a Chapter

Forming a new chapter is a three-step process that is overseen by the Area Rep and State Coordinator. He/she provides the guidance and support necessary to properly establish and manage all CMA chapters in his/her state. If you are interested in forming a chapter in your area, please contact your State Coordinator and he/she will be happy to assist you. Contact information is in the *HeartBeat* and on the CMA website [www.cmausa.org](http://www.cmausa.org).

## Chapter Constitution

*Chapter constitutions other than the following are invalid.*

*Article 1.* The chapter shall be known as “\_\_\_\_\_” of the Christian Motorcyclists Association.

*Article 2.* All members of the chapter must be members of CMA and agree to follow the CMA Chapter Purpose.

*Article 3.* The chapter is an interdenominational organization open to all religious beliefs provided they comply with the teaching of Jesus Christ as set forth in the Bible.

*Article 4.* Chapter membership is open to all Christians regardless of national origin.

*Article 5.* There will be no dues/fees required for chapter membership. Chapters are to be self-supporting through donations and approved fundraising projects. (Tax-deductible gifts can only be received through CMA National.)

*Article 6.* Elected chapter officers will consist of: President, Vice President, Secretary\*, Treasurer\*, Road Captain, and Chaplain. (\*The offices of Secretary and Treasurer may be combined if needed.)

*Article 7.* Officers' duties are:

- **President:** preside at all chapter meetings, appoint committee chairmen, vote as a tiebreaker when necessary, serve ex-officio on all committees, call chapter business meetings, and observe and enforce the provisions of the chapter constitution and guidelines of CMA.
- **Vice President:** temporarily assume the role of President in the event of absence or vacancy, attend, and/or assist at all business and/or officers' meetings.
- **Secretary:** record minutes of chapter and officers' meetings, record attendance at all chapter functions, handle chapter correspondence, file quarterly reports.
  - Forms are available on your regional website.
  - Quarterly reports are due by the 10th day of the next beginning quarter.
- **Treasurer:** receive and disperse all monies, render account of all receipts and expenditures to the chapter.
- **Road Captain:** plan chapter routes for tours, runs, and campouts.
- **Chaplain:** present a brief interdenominational devotion at designated chapter functions.

*Article 8.* A majority vote of active chapter members present at any scheduled meeting will constitute approval for all actions.

*Article 9.* Election of Officers:

- Nominations will be made by secret ballot during the October meeting. Members may only make one nomination per office per person.
  - Persons nominated for office are to be notified and can accept or decline.
  - Pastors of churches are not permitted to hold an office other than Chaplain.
- Elections will take place at the November regularly scheduled chapter meeting. Terms of office will be for one year from January to December. Office is not limited to one term.

Active chapter members must be chapter members for at least six months before they are eligible for nominations and voting.

- Active means:
  - Having taken part in at least three chapter meetings in the previous six months.
  - Having worn only the CMA back patch or logo for a period of six months prior to an election.



- Sign in sheets from chapter meetings may be used to determine eligibility.
- The minimum age for nominating, voting, or holding a chapter office is eighteen (18).
- Anyone wearing any back patch (Christian or secular) other than the official CMA back patch is considered to be a guest of the local chapter.
  - Guests are welcome, but have no chapter membership privileges (i.e. nominating, voting, holding office, or any position).
- Votes shall be cast by secret written ballot. A simple majority vote shall be necessary to fill any office.
- Vacancies in any office shall be filled by nominations and elections from the chapter.
  - This term will be until the end of the current year.

## Chapter Officers

Chapter officers are elected by the chapter to help lead and coordinate the chapter's involvement in various activities. Chapter officers are a reflection of the CMA ministry and represent the quality of the chapter because of their visible spiritual leadership and their dedication to the ministry. They should work together as a team and promote unity throughout the chapter.

As chapter leaders, they should wear their back patch or CMA logo at all times when representing CMA, realizing the honor and integrity that it represents. Chapter officers are required to follow the CMA Vest Standards.

Chapter officers should take the lead in setting the example for chapter members in attendance at secular events and CMA sponsored events (i.e. Seasons of Refreshing, Run for the Son, state rally, and planning meetings). They should also set an example of consistent financial giving to the chapter and CMA National.

The qualities of a chapter officer are:

- Godliness
- Respected among peers
- Proven worker
- One who makes the ministry of CMA a priority
- Active in the CMA vision of evangelism and Christian growth
- Involved in both secular and CMA events
- Teachable spirit
- Positive influence
- Full of faith
- Full of wisdom

- Good reputation
- Strong desire to be led by the Spirit of God
- Responsible
- Leads by positive influence
- Does the best job possible

## Chapter President

*Chapter President: works with the other chapter officers to determine a vision for the chapter and paves the way in leading the chapter towards that vision.*

The office of Chapter President involves a commitment to both the chapter members and the secular community that your chapter touches; both are affected through your leadership. It is important that you make this position a priority in your life. You are a representative of the CMA ministry in your area and therefore need to believe in the ministry, understand it, and respect its leadership.

God has entrusted us with a mission of taking the message of hope and salvation to a lost and dying world. As Chapter President, you are God's man or woman for the time you are in office.

Key functions of the Chapter President:

- Promote/attend CMA state and national events. Leading by example will underscore their importance to chapter members.
- Find out about and get involved with local groups and clubs in your area. Ministry opportunities come from relationships. Get involved and encourage your members to do the same.
- Communicate and be open with your members. Listen when they talk.
- Communicate and be open with your state leadership. They will pass on information from CMA National as they receive it. Forward such information to your chapter members just as promptly. If the information is about seminars or meetings, the members need to know about it as early as possible so they can plan accordingly.

You and the state leadership serve together in your state. You need to work together on any issues that may arise. If you cannot resolve an issue together, the State Coordinator will take it to the National Evangelist. Your chain of command is: Area Rep, State Coordinator, National Evangelist, and then Vice President of Evangelistic Outreach.

- Attend chapter meetings with a prepared agenda.
- Be committed to the chapter. Issues may arise, as a leader you need to be willing to work through them.
- Have a calendar available for scheduling activities.
- Hold monthly officer's meetings.
- Be aware of the job functions of the other chapter officers.

- Keep chapter members informed about what is going on in the ministry.
- Promote the Member Training course.
- Know the policy for wearing the CMA logo and make sure chapter members know and adhere to it.

**Key Leadership Principle:** You have been elected to represent and lead your members. When things go well, praise your members and give glory to God; when things do not go well, accept the blame (even if it is not your fault). By doing this you will earn the respect of not only your members, but the secular motorcycling community as well. Your members will work harder and be more likely to step out of their comfort zone.

## Chapter Vice President

*Chapter Vice President: assistant to the Chapter President.*

The office of Chapter Vice President is a supportive, yet very important role. As it closely models the guidelines for the Chapter President, make sure you are familiar with the duties and responsibilities of that office. It is important that you make this position a priority in your life. You are a representative of the CMA ministry in your area and therefore need to believe in the ministry, understand it, and respect its leadership.

God has entrusted us with a mission of taking the message of hope and salvation to a lost and dying world. As Chapter Vice President, you are God's man or woman for the time you are in office.

Key functions of the Chapter Vice President:

- Communicate with the Chapter President. Work as a team and discuss any concerns or issues with him/her.
- Be available to assist other officers and fill in as necessary.
- Attend chapter and officers' meetings.
- Welcome visitors and members at chapter meetings.
- Be familiar with CMA's guidelines and procedures in order to ease new or prospective members' transition into CMA.
- Promote ministry.
- Encourage chapter members.
- Your chain of command is: Chapter President, Area Rep, State Coordinator, National Evangelist, and then Vice President of Evangelistic Outreach.

**Key Leadership Principle:** You have been elected as a servant to the chapter. As a servant, you have great influence; it is up to you to determine if it will be positive or negative.

## Chapter Secretary

*Chapter Secretary: Note taker and record keeper for the chapter.*

As Chapter Secretary, you need to be a dependable person. Your task is to record all the information for the chapter and maintain it in an organized manner. As a result, your presence at the chapter meetings, officer's meetings, and state planning meetings is critical. Many chapter decisions may be based on your records.

Key functions of the Chapter Secretary:

- Attend chapter and officers' meetings.
- Record legible, accurate minutes of chapter meetings. It is recommended that you type the official meeting minutes and store them electronically and in a binder.

**Tip:** In taking minutes, not every word has to be written. Business motions need to be recorded—who made the motion, seconded it, if the motion passed or failed, and anything that affects the chapter membership. (Minutes published in the newsletter may be abbreviated for publishing purposes.)

- Have past minutes available at chapter meetings for reference.
- Keep a record of members' attendance at each chapter and secular meeting, function, and event. This information is necessary to determine voting and nomination eligibility in chapter elections. An example of a sign in sheet is available in Appendix A.
- Electronically fill out the *Chapter Quarterly Report* on your region's website and, at the approval of the Chapter President, submit the form. It will be automatically sent to your State Coordinator and National Evangelist. *Please see Quarterly Reporting section regarding the importance of reporting.*
  - Information for this report is compiled from your monthly sign in sheets and/or the *Monthly Chapter Meeting Secretary's Summary Report*. Only include the numbers for members who are qualified to wear the CMA logo. A sample of this report is available in Appendix A.

The *Chapter Quarterly Report* can be turned in immediately following the last chapter meeting for the quarter, but is due, at the latest, by the 10<sup>th</sup> of each month following the quarter:

1<sup>st</sup> Quarter: April 10

2<sup>nd</sup> Quarter: July 10

3<sup>rd</sup> Quarter: October 10

4<sup>th</sup> Quarter: January 10

- Electronically submit New Chapter Officers form after annual elections. Changes in chapter officers or in their contact information can also be submitted via the online form, though only the affected information should be completed on the form.
- For your records and for chapter officer information only, you can have members fill out a *CMA Member Information Sheet*. This form can be beneficial in helping to determine if a person is eligible to vote in chapter elections and will provide information that will help you and the other officers utilize the members in areas they are most interested in participating. This form can be found in Appendix A.

**Key Leadership Principle:** Organization is very important from the beginning to keep detailed and accurate records. Discuss any concerns you have with your records with the Chapter President in a timely manner and work as a team to resolve them.

## Chapter Treasurer

*Chapter Treasurer: collects and maintains donations/finances for the chapter.*

Key functions of the Chapter Treasurer:

- Meet with the chapter officers to determine the amount and frequency that the chapter will donate to CMA National.
- Collect donations at the beginning of the chapter meeting.
- Inform chapter members and contributors to make checks out to the chapter that are intended for chapter use and make checks out to CMA National (with their CMA number) that are intended as a tax deductible donation for CMA National's use. Donations cannot be split between CMA National and the chapter, therefore separate checks must be written.
- Use two envelopes to collect donations, one for chapter donations and one for CMA National donations. Please advise members to include their CMA number, when possible, on all donations to be sent to CMA National so they will receive proper credit. Mail all donations intended for CMA National to CMA National and deposit all donations intended for the chapter into the chapter bank account. (Donations for CMA National do not need to be counted or recorded by the chapter.)
- Keep accurate records of all monies the chapter receives and disperses. Keep itemized receipts for deposits and expenditures.

**Tip:** Keep all financial records separate. Make a list of intended purposes and record accordingly (i.e., postage fund, newsletter fund, Christmas fund, etc.). This way you will know what is available in which account.

- Get approval from the Chapter President for all expenditures. Inform chapter officers of these expenditures.
- Give a brief report of the past month's expenditures and the chapter's account status at each chapter meeting.
- Count all donations with another officer before leaving the chapter meeting.
- Attend chapter and officers' meetings.
- Present the chapter's bank account statement for review at officer meetings.

### Setting up a chapter checking account

Obtain a federal identification number (FEIN) for the chapter from the IRS by completing an SS-4 form (available on [www.irs.gov](http://www.irs.gov)).

Fill in the coordinating blanks on the form with the following information:

- 1. Chapter name and number

- 3. Treasurer's name
- 4a. Treasurer's address
- 4b. Treasurer's city, state, and zip code
- 6. Chapter charter county and state
- 7a. Chapter President's name
- 9a. Other (specify): Volunteer or Community organization
- 10. Banking Purpose (specify purpose): Obtain checking account
- 11. Date of chapter charter
- 12. December
- 14. Check the box
- 16. Other (specify): Ministry outreach
- 17. No merchandise sold
- 18. No (if applicable)

Submit the form (keeping a copy for your records). Once you receive your number take it to the bank and use it to open a chapter checking account. **\*\*NOTE:** Donations made directly to the chapter are not tax deductible.

On-line enrollment for an EIN is also available, but the questions are slightly different from the above form. To assist with on-line enrollment, first print out the SS-4 and fill in according to the above instructions as this will help in understanding the on-line questions.

General Instruction to enroll on-line:

- Select "View Additional Types, Including Tax-Exempt and Governmental Organizations"
  - Under Additional Types – Select Community or Volunteer Group
- Select "I am a responsible and duly authorized officer or member of this organization."
- Use name & social security number of person making the request on-line. (This is necessary to authenticate the application.)
- Use name of chapter with chapter number for name of entity.

If you have any trouble, please contact the finance office at CMA National.

**\*\*IMPORTANT NOTE:** Chapters are NOT non-profit. You will not be able to obtain an EIN number if you select this category. Members and other entities' donations made directly to the chapter are not tax-deductible.

**Key Leadership Principle:** Lead by example in accountability and in humility. People are more willing to follow a leader who is already doing a task.

## Chapter Road Captain

*Chapter Road Captain: determines routes and leads rides for chapter rides and functions.*

As Chapter Road Captain, your ministry is to make sure that everyone has a safe and enjoyable time while riding their bikes together. You should look for different types of rides that the chapter can host (i.e. map run, scavenger hunt, etc.). Having active runs will promote chapter growth and fellowship. You are encouraged to contact other Chapter Road Captains in your state to work together on ideas for rides.

The Internet is a valuable source for safety tips. If you have internet access, we encourage you to check out [www.msf-usa.org](http://www.msf-usa.org) for tips from the Motorcycle Safety Foundation and [http://www.msf-usa.org/downloads/Group\\_Ride.pdf](http://www.msf-usa.org/downloads/Group_Ride.pdf) for general guidelines on group riding. This site also provides locations for local rider education classes for those who are interested in learning to ride or improving their current riding skills.

Key functions of the Chapter Road Captain:

- Plan rides in advance. Tentatively schedule rides as far as six months in advance and present the ride plans at officer's meeting for approval. Include chapter rides to CMA and secular events when possible.
- Announce ride information (i.e. dates, departure/arrival times, locations, distance, known expenses/fees, etc.) at chapter meetings and before rides. This will help attendees make plans that are needed in order for them to participate.
- Record ride attendance if the Chapter Secretary is not present at the ride.
- Seek new ideas and routes. Store ideas and items of interest for reference in choosing the routes. Rides need to be of interest to the people participating.
- Appoint a person to ride in the rear that will take care of needs along the way. Communication capabilities between the lead and rear bikes is an asset on larger rides.
- Check the route and current road conditions before the ride.
- Practice safe riding habits.
- Write an article in the chapter newsletter each month including ride information and/or motorcycle safety tips.
- Consider scheduling a special group-ride instruction class for new or interested riders (chapter or non-chapter members).
- Attend chapter and officers' meetings.

**Key Leadership Principle:** Before planning a ride or leaving on a ride, remember to pray. If God is not in our plans, we waste our time.

## Chapter Chaplain

*Chapter Chaplain: delivers short devotions and spiritual encouragement to the chapter.*

As Chapter Chaplain, you provide spiritual encouragement to the chapter. Your role is to lead the chapter into a place where each member will be viewed as “chaplains” to the secular world. Pray for guidance and allow God to use your position for His glory.

Key functions of the Chapter Chaplain:

- Be a prayer warrior. Prayer is the single most important aspect of our chapters - it is the foundation on which our chapters must be built. Praying with the chapter and for individuals must be done with the power and discernment of the Holy Spirit. Keep prayers simple and a reflection of God’s love. You may be called upon to pray at rides or secular events; be sensitive to the differences of beliefs held by the people present.
- Assemble prayer teams. These teams are an asset to the chapter as they can pray for divine appointments for members attending secular events and other needs within the chapter, state, region, and nation.
- Be an encourager.
- Deliver short nondenominational devotions at chapter meetings. These devotions should be encouraging and challenging and should last no more than ten minutes. Pray that God will give you a thought-provoking message for the members and visitors.
- Take prayer requests during chapter meetings.
- Establish and lead a Bible study. This is a time of chapter study, fellowship, and prayer. Seek to lead each member to a deeper understanding of and commitment to Jesus and the ministry of CMA.
- Write an article for the chapter newsletter each month that is uplifting and challenging to the readers.
- Visit the sick; encourage and pray for them.
- Accompany the Chapter President on visits to chapter guests and members.
- Attend chapter and officers’ meetings.

**Key Leadership Principle:** God’s love is what drew us to Him in the first place. Allowing God’s love to flow through you will draw people closer to Christ.

## Miscellaneous Volunteer Chapter Positions

*Run for the Son (RFS) Secretary/Team Lead*

These two positions are recommended for every chapter. They can be held by one person, separate people, or a couple. The RFS Team Lead is a person (or couple) who has a passion for RFS, promotes the chapter’s RFS efforts, encourages members, and communicates regularly with the chapter and other RFS team leads. The RFS Secretary is a person who is willing to maintain accurate records of the chapter’s RFS donations and works with the National/International Support Center to maintain the data.



*Duties of the RFS Team Lead*

- Work with the state and chapter leadership to order and confirm the distribution of RFS packets to the chapter members.
- Work with other chapter members and come up with ideas and promotions to help the chapter and the membership in their RFS efforts.
- Report ideas and what the chapter is doing to the state leadership and through the RFS communication network.
- Look for ways to build enthusiasm and excitement for RFS in their chapter. (Success does not always mean more money. It simply means we did the best we could do.)
- Become familiar with the tools and resources available to help members support RFS and share them with the chapter.

*Duties of the RFS Secretary*

- Collect RFS donations at chapter meetings, making sure they are correctly marked with RFS and the member's number or chapter's number (whichever applies).
  - Record them and send them to CMA National. Please note that funds should not be deposited in a chapter account prior to sending them.
- Keep records of donations submitted throughout the year and report progress at monthly chapter meetings.
- Gather chapter members' RFS donations on the actual RFS Day, which is the first Saturday in May, to submit to CMA National.
- Call in the chapter total to RFS Hotline on Run Day.
- Follow instructions in the Secretary's Packet provided with your chapter's packet order to fill out all information needed on the recap to submit the chapter's money to CMA National by due date.
- Work with the RFS Team Lead and chapter officers to distribute incentives earned to all chapter members according to recap or enclosed report.

Please note: All RFS materials are available online for printing including RFS secretary materials, brochures, packet envelope fronts, instructions, and more. Most items needed by members or RFS Secretaries are available on our website, or by emailing [rfs@cmausa.org](mailto:rfs@cmausa.org), or calling CMA National at 870-389-6196.

*Newsletter Editor:*

As the Chapter Newsletter Editor, you are responsible for relaying chapter, state, and national information, as well as ride and event plans, to all chapter members and selected non-members. The chapter newsletter gives you the opportunity to encourage and challenge the members through officers' articles and others that you choose.

*Newsletter Tips:*

- Remember that the newsletter is a reflection of your chapter. Review it for accuracy, professionalism, grammar, spelling, and punctuation before sending it out.
- Send the newsletter around the first of the month in order to inform members of rides and events. Include your National Evangelist and State Coordinator in the distribution.
- Set deadlines for yourself and for article submissions for publication.

- Promote CMA national and state events.
- Keep it positive, instructive, informative, inspirational, and entertaining.

Suggestions for content include:

- Chapter letterhead
- Time, date, and location (with simple instructions) of chapter meeting
- Name, email, and phone number of a contact person
- Articles from the Chapter President, Vice President, Chaplain, and Road Captain
- Member articles
- Praise Reports
- Prayer Requests (please use discretion with names and details)
- Members' items for sale
- Members' birthdates and anniversaries
- Event calendar
- Business reports (brief summary of meeting minutes, Treasurer's report, etc.)
- Event reports

#### *Historian*

As the Chapter Historian, you collect information about chapter activities, including photos, films, and newspaper articles. Maintain them in a chapter scrapbook.

#### *Librarian*

As the Chapter Librarian, you are in charge of:

- Collecting books, DVDs, and Member Training material for the chapter
- Providing a method of checking out library reference material
- Maintaining the condition of library materials and contents

## **Chapter Officers' Monthly Meeting**

*Holding a monthly chapter officers' meeting is strongly suggested.*

The purpose of the chapter officers' meeting is to allow time for the officers to get together to discuss plans for upcoming chapter meetings and events. It also allows time for the officers to build relationships and grow into a stronger team. Each officer should have time to discuss ideas, upcoming events, and concerns. We also suggest that you include prayer for the chapter leadership team and chapter during these meetings.

Any decisions made during these meetings should be supported by the team outside of the meeting. Unity among chapter leadership will allow a chapter to grow and thrive. The diversity of backgrounds and opinions of the chapter officers will provide opportunity for checks and balances in keeping the chapter on the right course.

## Chapter Elections

Chapter elections are an important part of the function of a chapter. Those who are nominated for an office should be willing to take the office, not forced into it because they are the only ones who will do the job. Remember to pray for God's direction as your chapter prepares for nominations and elections.

If you have any questions about any of the nomination/election guidelines, please feel free to contact your Area Rep or State Coordinator. They will be happy to assist you in any way they can. Contact information can be found in the *HeartBeat* and on the CMA website at [www.cmausa.org](http://www.cmausa.org). Also, please refer back to **Article 9: Election of Officers** of the chapter constitution.

### Officer Nominations:

- Determine which members (active chapter members as defined in the Chapter Constitution, Article 9) are eligible to be nominated for office before the October meeting. (The Chapter Secretary will need to review attendance sheets, membership dates, and Member Training (formerly known as the Ministry Team Training Course) completion dates in order to determine this information.)
- Conduct nominations during the chapter's October meeting by secret ballot.
- Review nominees with the chapter during the October meeting so that they may pray for them during the month before the elections.

### Officer Elections:

- Conduct elections during the chapter's November meeting by secret ballot.
- Voting is for active chapter members only.
- The current Chapter President votes as a member, not just a tie-breaker.
- The current Chapter Secretary will need to have preprinted ballots with all nominees listed. (Write-in nominations are not valid.)
- Elect one office at a time, in the following order: President, Vice President, Secretary and/or Treasurer, Road Captain, and Chaplain.
- Two active chapter members not running for an office will count the votes and announce the elected person and position.
- After being elected to a position, the person's name is removed from further nomination.
- After the elections, the current Chapter Secretary will need to electronically fill out the *New Chapter Officers* form located on the regional website. The form will automatically be sent to CMA National, the National Evangelist, and State Coordinator. This needs to be completed no later than December 1.
- Newly elected officers will take their appointed positions as of January 1.
- All exiting officers need to turn in all material pertaining to the office to the newly elected officers by January 1 (i.e. chapter attendance, chapter financial records, etc.).

## Chapter Guidelines

*Below are some chapter guidelines. If you have any questions about these guidelines, please contact your Area Rep or State Coordinator for clarification.*

The chapter function should include:

- A strong spiritual foundation.
- An interest in the spiritual needs of the motorcycling community regardless of motorcycle type.
- The support of CMA programs and activities.
- An agreement with the heart and leadership of CMA.

Chapters:

- Are led by elected officers.
  - Non-members may not have the floor to address the chapter without the approval of the State Coordinator and/or Area Rep.
- Have decisions decided by the majority of the active CMA chapter members.
- Utilize the State Coordinator and Area Reps as needed.
- Show no preference to any denomination in the chapter name.
- Should avoid having chapter officers from one church or family.
- Are strongly discouraged from holding their regular monthly meetings in church facilities.
- Should prayerfully consider financially supporting CMA National on a regular basis.

Chapter Members:

- Cannot vote or hold office in more than one chapter at a time.
- Need to have an understanding of the CMA Handbook.
- Prayerfully consider financially supporting CMA National individually on a regular basis.

Chapter Patches and Shirts:

- Your National Evangelist must approve state or chapter patches, shirts, etc. before being manufactured, sold, or worn. State or chapter shirts may have the desired logo on the front only, allowing members to display the CMA logo on the back while displaying the state or chapter logo on the front.

## Chapter Finances

We must strive to maintain a high level of financial integrity and accountability within our chapters. As such, the following policies are to be maintained at the chapter level. State or national leadership reserves the right to review chapter finances.

- CMA chapters are not non-profit and may not apply for non-profit status.
- The Chapter President is responsible to devise and implement a system of ensuring that no one person has unchecked access to the chapter funds. Possible solutions include,

but are not limited to:

- Requiring two non-family signatures on all checks.
- Sending checking account statements to someone other than the person signing the checks.
- All money (cash and/or checks) collected at any chapter meeting must be counted and recorded by two non-family members at the end of the meeting.
  - No money should ever leave the premises without being counted and recorded.
- The incoming Chapter Treasurer, Vice President, and Chapter President must review the financial records before accepting office.

## Chapter Fundraising

There are times when a chapter may choose to do a fundraiser to help raise money for the chapter funds or to help offset project costs. Chapter fundraisers need to be the exception and not the norm for chapters. **Please notify the State Coordinator in advance before conducting a fundraising event.** \*\*The annual Run for the Son is the **only** fundraiser that CMA endorses. CMA does not sponsor nor conduct poker runs, dances, or raffles.

*Fundraising suggestions:*

- Auctions
- Yard sales (review items and apparel for anything that may be considered inappropriate)
- Bake sales (avoid rum-cakes, bourbon-balls, etc.)
- Car washes (be modest in your apparel)

When raising funds for Run for the Son, members may sell items as long as the proceeds go to RFS and there is no personal gain.

### *Door Prizes*

Door prizes can be collected from many different venues, for example: motorcycle shops, grocery stores, department stores, gas stations, video stores, restaurants, book stores, etc. Please use wisdom in obtaining door prizes and avoid items such as body piercing/tattoo, items with skulls on them, etc.

## Quarterly Reporting

A chapter's quarterly report is an important function of the chapter. Accurate reporting of chapter activities bring honor and praise to God. Salvations, recommitments and other ministry results demonstrate God's faithfulness to move in people's lives when we present the Gospel. Giving honor to God for what He has done through our chapters is vital to chapter growth.

Secondly, chapter quarterly reports allow state and national leadership to gauge when and where resources are needed. Accurate reporting allows us to better align ministry efforts and resources to certain events and activities, making us more efficient with what God has given us.

## **IV. Appendix A**

CHAPTER SIGN IN SHEET _____	IV:1
MONTHLY CHAPTER MEETING SECRETARY’S SUMMARY REPORT	IV:1
CMA MEMBER INFORMATION SHEET _____	IV:2

[illegible]

# MONTHLY CHAPTER MEETING SECRETARY'S SUMMARY REPORT

Date: \_\_\_\_\_

Chapter Name & Number: \_\_\_\_\_

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Number of Attendees:

Members:

Visitors:

---

Members' Names:

\_\_\_\_\_

Visitors' Names:

\_\_\_\_\_

Total Offering:

\_\_\_\_\_

Rides Scheduled for the Month:

\_\_\_\_\_

Events or Projects the Chapter is working on:

\_\_\_\_\_

Praise Reports:

\_\_\_\_\_

Prayer Requests:

\_\_\_\_\_

Additional Information:

\_\_\_\_\_



# CMA MEMBER INFORMATION SHEET

(For Chapter Officer Use Only)

		Date
Name	CMA#	
Address		
City	State, Zip	
Home Phone	Email	
Cell Phone	Birthday	Anniversary
Spouse's Name	CMA#	Birthday
Spouse Cell Phone	Spouse Email	
Names of Children		
Names of Grandchildren		
How long have you been a CMA member?		How long in this Chapter?
Self:	Spouse:	Self: Spouse:
How far do you travel to attend monthly chapter meetings?		
What is the name of your church?		
Are you active in the ministry of your church? How?		

Do you want to be contacted to help with CMA chapter events? ☐ Yes ☐ No

Would you be willing to host a chapter bible study in your home? ☐ Yes ☐ No

Would you be willing to have a chapter fellowship in your home? ☐ Yes ☐ No

Would you like to be on the chapter prayer line (email)? ☐ Yes ☐ No

Would you be willing to help at the Run for the Son ride? ☐ Yes ☐ No

Do you belong to another motorcycle organization? ☐ Yes ☐ No

Do you hold office in any of the motorcycle organizations? ☐ Yes ☐ No

Type of motorcycle:	Self:	Spouse:
Number of years riding?	Self: Spouse:	MSF Course? Self: <input type="checkbox"/> Y <input type="checkbox"/> N Spouse: <input type="checkbox"/> Y <input type="checkbox"/> N
Comments		