Fire and Iron MC
Officer Guidelines
And Specific Policies

Implemented September 1, 2021
FIRE & IRON MC
Officer Guidelines
and Specific Policies

**National Officer Duties** (Must be a Primary Firefighter member *with validation of Fire Service Experience*)

Authorities/Line of Succession/Rank order

*The executive duties of the National Officers are as follows:*

**National President** (Highest ranking position)

The executive duties of the President are as follows:

1. Preside over meetings of the National Board, the National Officers and the club as a whole.
2. Attend to, address and resolve items not covered in the By-Laws.
3. Act as the personal representative of the club in the area of public relations; as a liaison between *Fire & Iron Firefighter MC* (the “Club” or “Nation”) and local-law enforcement agencies; and as a connecting link between *Fire & Iron Firefighter MC* and other motorcycle clubs.
4. Represent the Club in any Club business contacts and supervise major economic transactions.
5. Assist *Fire & Iron Firefighter MC* officers in the interpretation of their Club responsibilities, and promote Club life among members in general.

**National Vice President** (2nd Highest ranking position)

The executive duties of the Vice President are as follows:

1. To perform the duties of the President in his absence and to assist the President in all of his duties.
2. To perform any duty deemed necessary to complete by the President.
3. To assume the duties of the President if the Presidential position is vacated until such time as an emergency election is completed.

**National Sergeant-at-Arms** (3rd highest ranking position)

The executive duties of the Sergeant-at-Arms are as follows:

1. Maintain order at National meetings.
2. Ensure that members adhere to club rulings, policies and By-Laws.
3. To assist the Regional Officers with carrying out any authorized and appropriate business of the Club.
4. The National Sergeant-at-Arms will report directly to the National President and Vice President.

National Secretary (4th Highest ranking position)
The executive duties of the Secretary are as follows:

1. Record and safeguard the minutes of the National Club meetings.
2. Maintain the Club By-Laws, recording any additions, deletions, or modifications.
3. Handle any National and International Club correspondence.
4. Act as the liaison to all International Stations and reports directly to the National President regarding all International requests, station activities, potential issues and general club business.
5. Overseer National and Regional Officer Elections. Keep and record all votes for any National/Regional elections (except in the instance of a National Secretary election).
6. Maintain proper routing of email communication through chain of command.

National Treasurer (5th Highest ranking position)
The executive duties of the Treasurer are as follows:

1. Operate and manage all National Officers’-approved annual budgets.
2. Monitor and record the club’s income and expenditures.
3. Produce quarterly statements of budgets for the Club and spending for all officers.
4. Collect the National dues and fines owed by the Stations.
5. Place or remove a member or Station in “Bad Standing” status pertaining to any and all financial matters concerning the National organization.
6. Impose fines and amounts authorized by the National Officers.
7. The National Treasurer shall notify the respective Regional Officer if a Station in their Region is delinquent in paying their National dues.
8. The National Treasurer will prepare a Financial Report before any meeting or annually if there is no scheduled meeting, for presentation to the National membership each April.
9. Overseer and advise Regional, Station and other Treasurer positions authorized or created by the National Board.
Job competencies of the Treasurer are as follows:

1. Must have knowledge of accounting principles; including ledger management, auditing, and State and Federal taxation.
2. Must have experience operating, managing and developing budgets for 501c3 & 501c7.
3. Must be able to interpret and operationalize General Accounting Principles and how to apply them to the 501c3 & 501c7.
4. Preferred education/experience: finance, accounting, or business degree, associates, baccalaureate and/or master’s including business, finance, or related field.

Regional Officer Duties (Must be a Primary Firefighter member (with validation of Fire Service Experience))

The executive duties of the Regional Officers are as follows:

1. Regional Officers shall promote and ensure that those who inquire about the Fire & Iron Firefighters Motorcycle Club are provided current and accurate information.
2. Regional Officers shall receive Station applications and inform the National President that there is interest in the Region to charter a new Station. The Regional Officer will ensure that all newly chartered Stations have a solid membership foundation with the intention and responsibility to eliminate potential problems before they occur.
3. Regional Officers shall establish a relationship with the Station Presidents within their Region.
4. Regional Officers shall assist Station Presidents in coordinating promotions and events that the Stations in their Region may be sponsoring.
5. Regional Officers shall keep a current roster of all Stations in their Region. If there are any changes, the Regional Officer shall notify the National President, National Secretary/National Web Master for web site updating and other business purposes.
6. Regional Officers are responsible for collecting votes for all Regional voting. (Only exception being the Regional Officer election vote) Station Presidents will forward the voting results of their membership to their Regional Officer. Regional voting results will be sent to the National Secretary.
7. If a Regional Officer has a conflict of interest in any matter within his own region, the National Officers will intervene.
8. Any major issues within the region will be handled by the convening of a Regional Tribunal. The Regional Officers have the ability and authority to issue an investigative suspension of up to 90 days for major infractions that will require the convening of a Regional Tribunal.
9. The Regional Officer has the authority to refuse to convene a Regional Tribunal.

10. The Regional Tribunal will consist of a minimum of 51% of the Presidents from within the Region. The R.O. shall not vote, unless to break a tie vote. Once the Regional Tribunal has convened and a ruling has been made, the tribunal will be dismissed for this matter and the case will be considered closed unless an appeal is made, by either party, to the National Officers within 7 days.

11. The National Officers have the right to deny said appeal, and any ruling on the appeal by the National Officers is final.

12. Issues that involve multiple Regions or otherwise cross Regional boundaries are determined to be National issues and will be handled by the National Officers.

13. Due to the geographic size of the region, the Regional Officer may not be able to be physically present at certain events, meetings, or issues. The Regional Officer has the authority granted by the National Officers to appoint regional/area/state representatives to act on his behalf in certain club matters. These representatives hold no special vote in any election or tribunal and are there simply to assist the regional Officer in matters where he cannot be physically present.

State Rep Duties

1. To communicate issues and be the first line in the mitigation of any issues of any particular Station within his state.

2. To be the ambassador to new members or stations wishing to join Fire and Iron MC with the goal of growing the Club in a controlled and educated manner.

3. The State Representative will be a member in good standing and preferably have held a Station Officers’ position.

4. The State Representative shall enforce any decisions and or discipline handed down by the National Board and/or the Regional Officer.

5. The State Representative should be a problem solver and not a problem maker and should be willing to listen and make informed and educated decisions without favoritism. (Do not put a face on the issue).
9.1.2021 Officer Guidelines and Specific Policies

Station Officers

*The executive duties of the Station Officers are as follows:*

**President (Must be Primary Firefighter Member, with validation of Fire Service Experience)**

The duties of the president are as follows:

1. Preside over meetings and the Station as a whole.
2. Attend to, address and resolve items not covered in the By-Laws or in the rules regulations that are under local control.
3. Act as the personal representative of their Station and *Fire & Iron Firefighter MC* as a whole.
4. Represent their Station in any Club business contacts.
5. Promote enjoyable Club life among members in general.

**Vice President (Must be Primary Firefighter Member, with validation of Fire Service Experience)**

The duties of the Vice President are as follows:

1. To perform the duties of the President in his absence and to assist the President in all of his duties.
2. To perform any duty deemed necessary to complete by the President.
3. To assume the duties of the President if the Presidential position is vacated until such time as an emergency election takes place.

**Sergeant at Arms (Can be a sponsored member)**

The duties of the Sergeant at Arms are as follows:

1. Maintain order at station meetings in particular, and station activities in general.
2. Ensure that members adhere to station rulings, policies and By-Laws.
3. Will report directly to the Station President and Vice President.
   In cases of an Area/Regional Conflict the Sergeant-at-Arms may contact the Regional Officer directly.

**Secretary (Can be a sponsored member)**

The duties of the Secretary are as follows:

1. Record and safeguard the minutes of the station meetings.
2. Maintain the Station bylaws, recording any additions, deletions, or modifications.
3. Handle any station correspondence.

**Treasurer (May be combined with Secretary) (Can be a sponsored member).**

The duties of the Treasurer are as follows:

1. Monitor and record the stations income and expenditures.
2. Collect the dues and fines owed by the members.
3. Report to the National Treasurer as requested on any and all financial matters.
4. Ensure no member of the Club profits individually from the Club Intellectual Property (as defined in the Membership Bylaws) including Club name, trademarks, copyrights or references to the Club or Club business.

Road Captains (Can be a sponsored member)

The duties of the Road Captain are as follows:
1. Plan the travel routes and organize the basic itinerary of the station prior to going on a ride.
2. Lead or trail the club in formation while riding.
3. Enforce station rules and procedures for group riding.

Chaplain (Can be a sponsored member)

The duties of a Chaplain are as follows:
1. The chaplain is an adviser to the officers to assist in maintaining a positive image of the club and its active members.
2. The appropriately and legally recognized chaplain is responsible for conducting marriages, funeral, and dedications upon the request of any club members and/or a family member(s).
3. The chaplain will pray for the spiritual growth, guidance, and protection of all Fire & Iron MC members. Conduct prayer before all formal meetings, rides, and functions.

Organizational Chart

[Diagram of organizational chart showing National Officers, National Board, Regional Officers, and Stations]
**ELECTION PROCEDURES**

National Officers will serve 4-year terms with elections for the National President, Sgt at Arms and Treasurer taking place at the same time and then 2 years after the National Vice President and Secretary to be elected. All voting for Station, National, and Regional Officers will be by a simple majority of 51%.

**Election Requirements and Procedures:**

1. National Officers may be nominated by any *Fire & Iron Firefighter MC* member in good standing or self-nominated. Candidates for nomination may be from any region. All *Primary* members in good standing have the right to vote on all National Officers. Other members’ votes may be included in the station vote at the individual station’s discretion. These votes will be taken in each individual station and the votes tallied by the Station President or his designee. The Station President will report his/her single Station vote to the Regional Officer and National Secretary in the same email.

2. National Officers and Founding members have voting rights as individuals at ALL National Board and National rally president meetings.

3. Past National Presidents have one (1) vote as a group at National Rally President’s Meeting only. Election information will be shared prior to the meeting to inform them on nominated individuals. Their attendance will not be necessary at the meeting.

4. Regional Officers will be voted on in both even and odd numbered years. Even numbered Regions will vote in even years; and odd numbered Regions will vote in odd years.

5. Regional Officer Candidates will be nominated by *Fire & Iron Firefighters MC* members in good standing from the region they will serve. All *Primary* members from the effected region will have the right to vote on Regional Officer for their region. Other members’ votes may be included in the Station vote at the individual station’s discretion. These votes will be taken in each individual station and the votes tallied by the Station President. The Station President or designee will report his/her single Station vote to the National Secretary.

6. If a National/Regional Officer is relieved of their duties or steps down from their position, then the National President will appoint someone to fill the position until an Emergency Election can be held.

7. If a Station Officer is relieved of duty, the position will be submitted to the general Station membership for replacement, in accordance with established procedures, for the remainder of the term.
8. Station Officer Elections are required of each Station a minimum of every 2 years. No qualified member in Good Standing can be denied from running for any Station position.

9. The Regional Officer and National Secretary MUST be notified of the election results within one calendar week following the end of the election and shall include the new officers name, address, phone number and email address.

10. A National Officer or a Regional Officer may be removed from office by a majority vote (51%) of the National Officers which are not the subject of the vote.

11. An emergency election can be called whenever there is a vacancy in a position.

12. Should a tie occur, the tie-breaking procedure will be as follows: A ballot will be sent to the seven (7) Regional Officers to break the tie. Regional Officers do not vote in National Elections and are selected to eliminate any form of election impropriety. Regional Officers will have 24 hours to return the tie breaking ballot to the designated recipients.

National Primary Elections:

This policy will serve as the process to which each National Officer position up for election will present two and only two candidates at the National Rally Presidents meeting to be voted on. Candidates must receive at least 51% of the votes at the National rally to be elected to the office. To ensure that one candidate can obtain the 51% vote, each position will be challenged by only two candidates. This process will be used in the event that more than two candidates are nominated for a National Officer position.

1. Beginning 4 months prior to the month the National rally will be held, nominations for ANY National officer position will be accepted. The nomination period will be open for 30 days.

2. After the 30-day nomination period, a politicking period will be open for 30 days for each of the candidates to contact the stations around the country and internationally to state their positions and platforms for election.

3. After the 30-day politicking period, each station will have 30 days to submit to the National Secretary (and cc’d to the Regional Officer in the same e-mail) one vote for the office for which the election is being held. Should only one or two people be running for that position, no names need to be submitted as those two candidates will be voted upon at the National rally.
4. After the 30-day Primary Election, the two candidates receiving the most votes will be announced as the two finalist candidates to be voted upon at the National rally Presidents meeting.

5. These two candidates will then have 30 days prior to the month the National rally will be held to politick prior to the election.

6. Candidates will then be elected at the National rally Presidents meeting according to established Club procedures.

---

**Election Policy for National Secretary**

The following policy outlines the voting procedures for the collection and tallying of all Primary Election votes for the office of National Secretary.

Primary Election ballots will be sent to the Regional Officers for dissemination to their stations no later than three (3) days prior to the start of the primary election period.

1. Each ballot will contain the names of the candidates and the positions nominated for in the election. Each Station must select one candidate for each position being elected during the primary election.
   
   a. The ballot will be form fillable and should be filled out, then saved electronically for their records.
   
   b. In any election for the position of National Secretary, Stations shall submit their primary election ballot electronically to their Regional Officer and carbon copied to a designee selected by the National Officers, in the same email. Votes must be received by the last day of the voting period. Any votes not received by BOTH designated recipients, in the same, single email, or not received prior to the deadline, will not be counted.

---

**Regional Officer Primary and Regular Election Policy:**

Beginning on August 1\textsuperscript{st} of each even numbered years for even numbered regions (2,4 and 6) and odd numbered years for odd numbered regions (1,3,5 and 7) nominations will be open for the position of Regional Officer. Nominations may be made by any full patched member Regional Officers serve 4-year term.

The qualifications to hold this office are as follows and must be validated at the time of nomination.

1. To be eligible for a Regional Officer position, a nominee must be a Primary Firefighter member, must have been an active member in good standing for a minimum of the four (4) consecutive years immediately prior to the election, and shall have served as a Station officer for a minimum of two (2) years prior to being nominated.

2. Candidates must reside in the Region for which they are nominated, and if elected must maintain residency in that Region throughout the elected term.
3. All nominees will be verified/validated by the National Secretary prior to any announcement of candidacy.

Nominations will be open until August 15th of that year at 11:59:59 PM Pacific Standard Time. No nominations will be accepted after this time. Nominations should be sent to the National Secretary at FandINatSec@gmail.com.

Nominations shall include the following:

1. Name of person being nominated
2. Station number
3. Position in the Station
4. Phone number

All nominees will be announced as they are verified, with a final list of candidates being sent out to the Region on August 16th of that year.

On August 16th of that year, candidates will then have 30 days to politic within the Region for the position. Politicking will end on September 15th of that year.

(Should only two (2) people be nominated for the position, voting by the stations will begin on August 16th of that year and end on September 15th of that year at 11:59:59 PM Pacific Time Zone. An email will be sent by the National Secretary on August 16th of that year with information on the next step of the election process).

Beginning on September 16th of that year, each Station may submit the Station vote for one candidate for the Regional Officer position. This process is the same as the Primary Election for the National Officers. Stations must submit their Primary votes NO LATER THAN September 30th of that year at 11:59:59 PM Pacific Time Zone. Any Primary Election vote not received by this time will be considered an Abstain vote for the Primary Election and will not be included in the voting totals.

After the 15-day Primary Election the two (2) candidates receiving the most votes from the Region will be announced as the two (2) candidates that will be elected by the Region for the Regional Officers Position. This announcement will be made via email to the Region on October 1st of that year.

Beginning on October 1st of that year, these two (2) candidates will have until October 31st of that year to politic within their Region for the Regional Officer’s Position.

Final election voting will begin on November 1st of that year. Stations will submit their vote to the National Secretary at FandINatSec@gmail.com. All votes must be received NO LATER THAN November 30th of that year at 11:59:59 PM Pacific Time Zone. Any votes not received by this time will be considered an Abstain vote and will not be counted in the final totals for the Regional Officer Position.

Should a tie occur between any of the candidates, the tie breaking procedure will be as follows:

a. Each Station’s Secretary will submit the individual vote totals to the National Secretary for tallying. Station Secretaries will have one calendar week to submit their Station totals.
This will ensure that the determination of the winner is done by the membership of the Region.

b. Once tallied, the National Secretary will announce the winning candidate based on which one received the most individual votes from the Stations within the Region.

**Emergency Elections for a National Officer:** An emergency election will be held when a National Officer has stepped down or has been removed from office.

1. Should a National Officer step down or be removed from their position, the National President will appoint a member to fill that position until an emergency election is completed.
   a. Should the National President step down or be removed, the National Vice President will assume the duties of the National President. An emergency election will be held for the position of National Vice President.

2. Once the office becomes vacant, a letter will be sent to the membership notifying them of the opening in the position and requesting nominations for the open position.

3. A nomination period for the open position will immediately be held for two weeks for the open National Officer Position.
   a. Nominations will be sent to the Regional Officer and National Secretary.
   b. In the event the National Secretary position is open at this time, the National Sgt-At-Arms will run the emergency election for the National Officer position.

4. Once all nominations have been received, the membership will be informed of the candidates.
   a. If only one candidate is nominated for the position, then this person will then assume the open position and no election is needed.
   b. If multiple candidates are nominated, then an election will be held.
   c. The election will be open for a period of two weeks.
   d. Voting will be according to the established voting procedures. Station Presidents shall email their Station’s vote to both their Regional Officer and the National Secretary in the same email, before the election period expires, or the vote will not be counted.

5. Once the National Secretary (or National Sgt-At-Arms if the Secretary position is vacant) and Regional Officer have verified the vote, the winning candidate and the Nation will be informed, and the winner will immediately assume the duties of the position to which he/she was elected.
Emergency Elections for a Regional Officer: An emergency election will be held when a Regional Officer has stepped down or has been removed from office.

1. Should a Regional Officer step down or be removed from their position, the National President will appoint a member to fill that position until an emergency election is completed.

2. Once the office becomes vacant, a letter will be sent to the membership of the Region notifying them of the opening in the position and requesting nominations for the open position.

3. A nomination period for the open position will immediately be held for two weeks for the open Regional Officer Position.
   a. Nominations will be sent to the National Secretary.

4. Once all nominations have been received, the membership will be informed of the candidates.
   a. If only one candidate is nominated for the position, then this person will then assume the open position and no election is needed.
   b. If multiple candidates are nominated, then an election will be held.
   c. The election will be open for a period of two weeks.
   d. Voting will be according to the established voting procedures with Station Presidents reporting their Station’s vote for one candidate to the National Secretary.

COLORS AND VEST PLACEMENT POLICIES

All National Patches will be ordered through the approved National Vendor. The US Flag will have a yellow border and will be ordered through the National Vendor for consistency.

1. Front of Vest/Jacket (SEE DIAGRAM FOR OFFICIAL PLACEMENT)
   a. Right Breast/Shoulder Area
      i. Top Patch (Optional): Any Fire and Iron, Station or Regional Patch, or 333 Patch if eligible, not to be higher than the flag patch on the left breast/shoulder area. (Any Size or Shape)
      ii. Name/ Road Name Tab worn below the Fire and Iron, Station or Regional Patch. (Patch Size will be 1 1/8 in by 3.5 inches)
iii. Charter/Original/First In with a year or a Year Tab (year you were fully patched) below the Name tab. (Patch Size will be 1 1/8 in by 3.5 inches)

iv. Tab patches will have a black background, red border (currently a Madeira red), and yellow (Yellow #5) writing.

1. Tab patches will be 1 1/8” high and 3.5” long
2. Font for the patches will be a Script type font. (The current font from our original patches is an Italicized Georgia font)

v. In the event the standardized colors are impossible to use at your Station your station may petition the National Executive Board for an exception.

b Left Breast/Shoulder Area
Red, White and Blue American flag patch (Size: 2” by 3”)
this should be the highest patch on the front of your vest/jacket, with no other patches above it on either side.
Exception to the actual size of the flag patch is granted to those members whose vest is too small for 2”x3” patch to fit.

Any COMBAT VETERAN *, defined as any veteran who served in a hostile country, territory or forward place of deployment during a time of conflict, be allowed to wear the flag of their choosing, so long as the flag is uniform and uninterrupted by text and/or graphics. Proof of such eligibility will be provided to the member’s Station President for verification for this variance and an email will be sent to the National Secretary and a list of eligible combat veterans kept on file within the club records.

* NOTE: An easy way to verify is that they have obtained and were issued a COMBAT RIBBON, EXPEDITIONARY MEDAL, ETC. by their branch of service. All branches of the service denote the difference by the issuance of these ribbons. Those members of the Military who did not see combat will not have these ribbons even though they were in the service.

Highest Rank Tab (Patch Size will be 1 1/8 in by 3.5 inches) to be worn under the flag patch.
Station Rank Tab (if applicable) (Patch Size will be 1 1/8 in by 3.5 inches)
Station Tab to be worn under your rank tab. Station patch will be 1 ½” by 3 ½ “. Station Tab will be 3 lines and read as follows:

Fire and Iron MC
Station #
Area/State Designation
9.1.2021 Officer Guidelines and Specific Policies

Patches will have a black background, red border (currently a Madeira red), and yellow (Yellow #5) writing.

Tab patches will be 1 1/8” high and 3.5” long.

Font for the patches will be a Script type font. (The current font from our original patches is an Italicized Georgia font)

c. Front of Vest/Jacket

1. 1 inch below the tabs on the right and left breast/shoulder areas on the front of the vest will be for member personalization with Station approval.

2. Belly rockers allowed per local/regional approval.

Club, Region, or 333

Patch

Flag Patch

Road Name

Rank Tab

Year-in tab

Station Tab

1” Dead Space. Nothing here!

Personal Area
d. Rear of Vest/Jacket
   i. Main Back Panel
   - Reserved for Fire and Iron MC Colors and Rocker
   - No patches are to be placed above or below the colors

   ii Placement of Colors
   1. The centered, bottom edge of the Colors shall be positioned at the intersection of both the horizontal and vertical center lines of the vest.
   2. The top edge of the Station Rocker will be 1” to 1 ½” below the Colors
   3. No patches to be placed between the Colors and Wing/ bottom rocker

   e. Kidney area
   - Personal choice for patches is allowed on both sides of the Colors and rocker in the kidney area with station approval.
   - Patches must be placed a minimum of 2” away from colors and rockers.

3. Station rockers shall not be worn with any patch other than the Fire and Iron MC main colors.
4. No disrespectful patches or pins are allowed on a member’s vest/jacket.
5. All personal patches are subject to Station /Regional Approval.
Bottom edge of Patch touching vertical midpoint of vest

Top edge of bottom rocker centered 1"-1.5" below bottom edge of main patch at midpoint of vest.
NOTHING directly above or below Colors
PROBATE VEST STANDARDS

2. Front of Vest/Jacket (SEE DIAGRAM FOR OFFICIAL PLACEMENT)
   a. Right Breast/Shoulder Area
      Top Patch (Optional): Any Fire and Iron, Station or Regional Patch. Not to be higher than the flag patch on the left breast/shoulder area. (Any Size or Shape)
      Probate Tab worn below the Fire and Iron, Station or Regional Patch. (Patch Size will be 1 1/8 in by 3.5 inches)
Tab patches will have a black background, red border (currently a Madeira red), and yellow (Yellow #5) text.
Tab patches will be 1 1/8” high and 3.5” long.
Font for the patches will be a Script type font. (The current font from our original patches is an Italicized Georgia font)

In the event the standardized colors are impossible to use at your Station your station may petition the National Executive Board for an exception.

b) Left Breast/Shoulder Area
Red, White and Blue American flag patch (Size: 2” by 3”)
this should be the highest patch on the front of your vest/jacket, with no other patches above it on either side (exceptions made for members with smaller vests). All
US Flags will be straight, NOT waving and have a yellow border.

Any COMBAT VETERAN *, defined as any veteran who served in a hostile country, territory or forward place of deployment during a time of conflict, be allowed to wear the flag of their choosing, so long as the flag is uniform and uninterrupted by text and/or graphics. Proof of such eligibility will be provided to the members Station President for verification for this variance and an email will be sent to the National Secretary and a list of eligible combat veterans kept on file within the club records.

* NOTE: An easy way to verify is that they have obtained and were issued a COMBAT RIBBON, EXPEDITIONARY MEDAL, ETC. by their branch of service. All branches of the service denote the difference by the issuance of these ribbons. Those members of the Military who did not see combat will not have these ribbons even though they were in the service.

Probate in an established station: Station Tab. Station tab will be 1 ½” by 3 ½ “. Station Tab will be 3 lines and read as follows:

Fire and Iron MC
Station #
Area/State Designation ab

Patches will have a black background, red border (currently a Madeira red), and yellow (Yellow #5) writing.

Tab patches will be 1 1/8” high and 3.5” long
Font for the patches will be a Script type font. (The current font from our original patches is an Italicized Georgia font)

Probate in a new Station: Station Tab. Station tab will be 1 ½” by 3 ½ “. Station Tab will be 3 lines and read as follows:

Fire and Iron MC
Probate Station
Region # Designation

Patches will have a black background, red border (currently a Madeira red), and yellow (Yellow #5) writing.

Tab patches will be 1 1/8” high and 3.5” long
Font for the patches will be a Script type font. (The current font from our original patches is an Italicized Georgia font)
9.1.2021 Officer Guidelines and Specific Policies

Front of Vest/Jacket

1 inch below the tabs on the right and left breast/shoulder areas on the front of the vest will be for member personalization with Station approval.

Belly rockers allowed per local/regional approval.

Rear of Vest/Jacket

a. Main Back Panel

Reserved for Fire and Iron MC Colors and Rocker

No patches are to be placed above or below the colors Placement of Rockers

1. The top edge of the rocker patch shall be positioned 1” to 1.5” below the bottom edge of where the colors would be positioned if applied.

b. Kidney area

Personal choice for patches is allowed on both sides of the Colors and rocker in the kidney area with station approval.

3. Station rockers shall not be worn with any patch other than the Fire and Iron MC main colors.

4. No disrespectful patches or pins are allowed on a member’s vest/jacket.

5. All personal patches are subject to Station /Regional Approval.

Fire and Iron MC Trademarked Logo and User Fee Policy

This policy will serve to outline the process for the administration of the user fee. All policies established in this document are in accordance with the Trademark agreement for the use of all Club logos the National Colors Logo, Fire and Iron secondary logo (commonly referred to as “Fred the Head”) the Fire and Iron MC name, or any name or abbreviation (including but not limited to: FIFL, LFI DFI, FIMC) and any other trademarks or copyrights that references Fire and Iron MC regardless of form (Club Intellectual Property”).

1. Each Station wishing to use the Club Intellectual Property on merchandise for the purpose of producing merchandise for sale shall pay a yearly user fee of $100 to the Fire and Iron MC National Treasurer. Payment allows the Station the ability to produce an unrestricted amount of specific merchandise, after submitting requests in writing on appropriate forms, and upon approval through chain of command and the National Treasurer.
9.1.2021 Officer Guidelines and Specific Policies

a. Specific merchandise is defined as printed materials, coins, apparel, banners, etc.
   and will hereafter be referred to as “Approved Products”.

b. Payment of the yearly user fee will allow the use of the Club Intellectual Property
   until the start of the next National Dues cycle in November.

c. The user fee may be paid as early as the start of the National Dues cycle in
   November, giving the Station/member a full year to produce merchandise.

d. Payment will be made through a PayPal link (User Fee) on the National Website.
   Once the payment is made the National Treasurer will notify the National Officers
   and the Regional Officer that the Station is allowed to produce items from the
   approved product list.

2. Although the user fee gives the right to the Station to use the Club Intellectual Property,
   the Station/member shall not and will not allow the Club Intellectual Property or Colors
   Logo to be altered, modified, worn, printed, crafted and/or displayed in such a fashion
   that would suggest an alteration and/or modification of said trademarked items. Further,
   the Club Intellectual Property and Colors Logo shall not and will not be altered,
   modified, worn, printed, crafted and/or displayed in any manner, including when
   displayed with the optional Station wing, that it could be potentially be construed as
   being part of a three (3) piece patch, in any fashion, or other reiteration of same as may
   be generally recognized within the motorcycle community.

3. Stations may make approved products with prior approval after paying the user fee.
   Stations wishing to produce products or materials that are not part of the Approved
   Products must first get the written approval of the National Officers.
   a. Stations will submit their design to their respective Regional Officer on the form
      provided, who will then in turn submit the Station’s design to the National Secretary
      to be distributed to the National Officers for a vote.
   b. All design requests will receive an approval or denial within seven (7) days from the
      date received by the National Secretary.

4. Stations DO NOT need to pay the user fee to produce approved products that solely are
   for the members of their respective Station.

5. All Logos and images can be obtained from the National Secretary through the proper
   chain of command.

By-Law and Procedural Change Policies

By-Law Change Policy

This policy will outline the procedure for making modifications, amendments, deletions and/or
additions to the Fire and Iron MC Bylaws.

1. Should the need arise to modify, amend, delete or make any additions to the Bylaws the
   proposal will be sent to the National Secretary for recording.

2. The National Secretary will then send out the proposal to the entire National Board for
   review and discussion.
3. Once the National Board has agreed upon the final proposal, the final proposal will be sent out or presented to the Station Presidents for a vote.

4. If presented at the National Rally Presidents Meeting the vote will be held immediately with the results of the vote recorded upon tallying of the votes.

5. If the vote is taken by email, each Station will have thirty (30) days to respond with their vote. Votes will be sent directly to the National Secretary with the Stations Regional Officer being cc’d (carbon copied) on the vote response.

6. Once the vote result is tallied, the National Secretary will make the appropriate modification, amendment, deletion or addition to the Membership Bylaws.

7. The National Secretary will then send out a “Notice of Change” to the Stations. This will be done within five (5) business days of the vote results.

8. Only under extreme circumstances (Ex. Club member safety, or time does not allow to follow normal procedures) may the Bylaws be changed, amended, deleted or added to by a simple majority vote of the National Board.

   a. Should this clause be used, the National Board will notify the membership within five (5) business days with a reason for invoking this clause and the resulting modification, amendment, deletion or addition to the bylaws.

**Procedural Change Policy**

This policy will outline the procedure for making modifications, amendments, deletions and/or additions to the Fire and Iron MC Officer Guidelines and Specific Policies.

1. Should the need arise to modify, amend, delete, or make an addition to the policies and procedures the proposal will be sent to the National Secretary for recording.

2. The National Secretary will then send out the entire proposal to the National Officers for review and discussion.

3. Once the National Officers have agreed upon the final proposal, it will be forwarded to the National Board for a vote.

4. Each National Board member will have five (5) business days to respond with their respective vote. Votes will be sent to both the National Secretary and National Sgt at Arms.

5. Once the vote result is tallied, the National Secretary will make the appropriate modification, amendment, deletion or addition to the policy.

6. The National Secretary will then send out a “Notice of Change” to the membership. This will be done within five (5) business days of the vote results.