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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.

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, KJV). 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.
CMA National Positions

Board of Directors
CMA’s Board of Directors consists of seven 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 Evangelist’s 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 Team or CMA National)
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.

CMA Region Definitions
The ministry of CMA in the USA consists of six 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
How to Become a CMA Member

The first and most significant requirement for membership in CMA is that you acknowledge you have accepted Jesus Christ as your personal Savior and Lord. The second requirement for membership is to complete the Member Training course that provides key information about CMA and basic training on CMA’s approach to ministering to motorcyclists.

This material is available through your local chapter, for download or purchase on the CMA website, or through the CMA order line at 870-389-6196. Application for membership is included in the training’s workbook.

Once you have completed the Member Training, send the questionnaire to CMA National where it will be reviewed and, upon approval, processed for membership. A membership card with a welcome letter will be sent to you confirming your membership. 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 video-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 on the CMA website.

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 on our website or through your State Coordinator. His/her phone number is listed in the HeartBeat and on the CMA website.
- 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 non-profit organization. We are certified by the Evangelical Council of Financial Accountability (ECFA). Most of our support comes through three main channels:

- General donations
- Sale of Goodies products
- Contributions through Run for the Son (RFS) – (see the Run for the Son section below)

General donations and the sale of Goodies products fund the operations and maintenance at CMA National as well as provide for the maintenance and upkeep of our Iron Mountain facilities.

There are four convenient ways to donate to the ministry. The new Church Center app or website ([https://christianmotorcyclistsassociation.churchcenter.com/giving](https://christianmotorcyclistsassociation.churchcenter.com/giving)) is an easy way for you to set up and manage donations, giving you full access to donating in a way that is best for you.

Our Support Center team consists of 32 CMA members working in the following areas to serve the membership of CMA.

- Events/Reception Team: processes all membership applications and chapter charters, organizes and supports CMA National events, provides a welcoming presence when visiting CMA facilities, and answers phone calls.
- Executive Support Team: supports our CMA National and CMA International family, maintains CMA’s core documents (such as this Handbook), analyzes key ministry statistics, organizes travel, supports CMA Board of Directors, CEO, and Evangelists, develops CMA International training and conferences.
- Facilities/Maintenance Team: Supports the proper running of all CMA facilities, builds and coordinates all new projects, maintains facility grounds.
• Finance Team: processes mail, donations, and incoming bills, maintains financial reporting of the ministry, ensures financial compliance and accountability with ECFA requirements, and supports Human Resources needs.

• Goodies Team: designs, purchases, and ships all CMA branded tools and products, maintains CMA National warehouse as well as provides support to all Goodie Rep warehouses.

• Graphics/Media/Production Team: supports CMA National events, maintains online and social media presence, produces monthly HeartBeat magazine, creates all digital content for advertising and training, and designs all CMA products.

• Information Technology Team: maintains all electronic equipment and software from servers to computers, switches to modems, provides technical assistance and troubleshooting, creates and maintains ministry databases for reporting, and ensures PCI credit card compliance.

• Iron Mountain Team: coordinates lodging/usage and provides maintenance/upkeep of Iron Mountain facilities, serves as campground host for all incoming travelers, and coordinates volunteer help.

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 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:

• 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 CMA International nations
• Provide 6 hours/month of online access to CMA’s website
• Supply 2 hours/month of utilities to the CMA National facilities

We also offer the CMA365 commitment.

Every day I will strive to:

• Pray for the ministry of CMA
• Represent CMA by wearing the back patch or logo
• Minister through prayer, helping, or encouraging
• Support the ministry with at least $1 a day

Are you ready to make the CMA365 commitment? Above all, we want to thank you for your continued faithfulness to the ministry of CMA. Through your generosity, we are able to stay mission true to the calling of God to reach motorcyclists with the Gospel of Jesus Christ.
Year-end donation receipts are sent out by January 31 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. Receipts for RFS donations greater than $250 can be obtained from CMA upon request by contacting us at rfs@cmausa.org.

Run for the Son

Run for the Son (RFS) is CMA’s investment into evangelizing, equipping, and training the motorcyclists of this nation and worldwide, strengthening the persecuted church, equipping and training pastors and leaders in ministry, and providing the opportunity for people worldwide to hear the words of Jesus in their own language.

Those participating in RFS raise money throughout the year by making personal donations and seeking individuals to make donations and/or sponsor them on the RFS ride that takes place the first Saturday of May each year. 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:

Through your efforts in RFS over:

- 7,855 motorcycles have been given to native pastors, evangelists, and Christian workers worldwide.
- 3.3 million Bibles have been distributed around the world and placed in the hands of those looking for answers.
- 166 million people have seen the JESUS film and 16 million people have made decisions for Christ.
- 692,000 motorcyclists/people ministered to within the USA annually.
- Through all four areas, 32.2 million people have come to Christ.
For more information on Run for the Son, we encourage you to check out the CMA website, contact your State Coordinator, and/or purchase a Run for the Son promotional DVD/USB from our website.

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). Nonmembers may only purchase wearable items with an outline logo 2 ½” (6.4cm) or smaller and other non-wearable CMA items with a logo less than 3 ½” (7.6cm).

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 the back patch. At age 18, Youth Movement 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 Coordinator, and State Coordinators must obtain written permission from their National Evangelist 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 (I 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 with black letters and a black or metal CMA logo
- Nationally appointed leaders and support personnel: White with black letters and a black 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 the CMA website. 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 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 using CMA to build recognition or support for another ministry.
- Refrain from using questionable door prizes (i.e. tattoo, body piercing, bar certificates.)

**Interaction with Motorcycle Clubs/Ministries**

CMA does not partner with people, clubs, ministries, or organizations who are not accountable to the ministry or would take us out of a neutral ministering position.

- Booth space at events is not shared with other ministries or organizations.
- Chapters or members may not become members of any organization that would take CMA out of a neutral ministering position.
- Members may not wear the CMA back patch while trying to raise money for his/her ministry, nor are they permitted to contact CMA’ers in their area to raise money and support for their ministry.
- If a member has his/her own motorcycle ministry, he/she will be asked to choose which back patch they will represent. They will not be removed from CMA if they choose to wear their own back patch, but will be considered inactive CMA members. (This means they cannot vote, nominate, or hold office in a CMA chapter.)

CMA members may be members of other groups such as HOG, GWRRA, ABATE, AMA, or other clubs as long as membership in that group does not take CMA out of a neutral ministry position or discredit the Gospel of Christ or the ministry of CMA.

**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.
- Avoid usage of titles that may mistakenly identify you as a national CMA officer.
Do not consume alcoholic beverages (including near beer).
Submit an event report within 10 days of an event if you served as an Approved Speaker (See Approved Speaker section on page II:5).
Contact your State Coordinator about becoming an Approved Speaker to conduct services at secular events.
Remember that CMA National and 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 (17 years old and younger) complete a national criminal background check.

First-time helpers are welcome to assist in ministry to minors without having completed a criminal background check, but must be approved by the State Coordinator and/or National Evangelist and cannot be left alone with a minor who is not related to them. Those who would like to help on a regular basis must complete a national criminal background check. CMA recommends utilizing SentryLink.

Youth Movement

What is CMA Youth Movement?
Youth Movement is a way for people ages twelve through seventeen to become involved with the ministry of CMA, welcoming a new generation of members to join in the vision of changing the world, one heart at a time. These young people may apply for membership, wear a back patch as a member, serve at secular events, raise money for Run for the Son, and form their own local Chapter Youth Movements.

Why is CMA ministering to young people?
There is a great need in our nation for young people to encounter Jesus and the truth, peace, and life that He offers. With chapters across the country, CMA is uniquely equipped to offer connection and family to young people from all corners of our nation.

CMA is making a difference in the lives of young people. There are already powerful examples of CMA Youth Movement members growing up, going through the Leader in Training (LIT) program and becoming active Chapter Presidents, Area Reps, and even Evangelists in the ministry of CMA. Beyond that, CMA is actively touching thousands of students’ lives across the country through annual Youth Movement events (Flame On and Firecracker), mission trips, state, and national rallies.
Who can be involved with CMA Youth Movement?

- Young people age 12-17
  - Complete the Youth Movement Member Training
  - Wear the back patch
  - Help start a Chapter Youth Movement in a chapter

- People age 18-25 (LIT)
  - Complete the CMA Member Training
  - Join the LIT program

- CMA members age 18+ (adult Youth Movement Leader)
  - Express interest in helping locally or at the state level with Youth Movement
  - Acquire your ministry to minors sticker from CMA National by complete a background check
  - Get involved in your chapter or your state with ministering to young people

More information on the LIT program and how to become an adult Youth Movement Leader can be found in the CMA Youth Movement Handbook, available on the CMA website.

What is a Chapter Youth Movement?

Chapter Youth Movements are chapters for Youth Movement members ages twelve to seventeen formed under the guidance of an existing CMA chapter with at least one ministry to minors approved adult leader. In these chapters, only Youth Movement members hold office and vote.

Goals of a Chapter Youth Movement:

- To create a family where young CMA members can feel welcomed and included in the life of a CMA chapter
- To create opportunities to engage in the vision of CMA (changing the world, one heart at a time) in a manner specifically geared towards young people
- To create a network of CMA members and youth leaders dedicated to making disciples of the next generation of CMA members and Christians

Chapter Youth Movements may hold independent meetings from their parent chapter, but financially and for the sake of reports, the parent chapter and the Chapter Youth Movement are one entity. More information about how to form a Chapter Youth Movement, qualifications of a local Youth Movement leader or how to keep a Chapter Youth Movement going can be found in the Youth Movement Handbook available on the CMA website.
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.

For more information on how you can be involved in the CMA Fast Lane, visit us on the CMA website.

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 the website.

*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.
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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 leader, 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:
- Chapter Officer’s 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.
- Encouraging Area Reps to conduct 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 local, state, and national CMA events.
- 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:
- Submitting recommendations to the National Evangelist for 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 or chapter issues.
- 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.
- 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:
- Conducting all state Youth Movement events including, but not limited to, Seasons of Refreshing and State Rally
- Supporting Chapter Youth Movements and Youth Movement leaders throughout the state with visits, phone calls and ministry resources (including Youth Movement Member Training materials)
- Developing discipleship relationships with young people and Chapter Youth Movement leaders alike
- Coordinating active communication between young people and Chapter Youth Movements in the state
- Promoting Youth Movement within the state
- Identifying potential Chapter Youth Movements and leaders
- Assisting in developing future Chapter Youth Movement leaders
- Helping to develop evangelistic outreach opportunities directed toward students and utilizing students (e.g. motocross and off-road riding)
- Acting in accordance within the State Leadership structure and actively contributing to state leadership team
  - Being accountable to the State Coordinator
  - Working alongside fellow Area Reps
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 Fast Lane at CMA events in your state
- Coordinating 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)
- When applicable, working with state and national leadership to plan, promote and execute a Roads and Trails Rally

**Goodie Representative**

*Goodie Representative: A volunteer that sells CMA Goodies and ToolBox items at CMA rallies. More information about this position and its requirements is available in the Goodie Rep Manual.*

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.
- Operating a computer and credit card machine for rally sales.
- 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.
- Attending national events and working in the Goodie Store during the event.
- Attending the October Goodie Rep Leadership Meeting.
**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 primarily comes from the Run for the Son State Fund donation from CMA National. 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.

Qualifications for State Treasurer include:

- Participate as an active member of a local chapter (if not an Area Rep).
- Be experienced in financial management.
- Not be a member of the State Coordinator’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.
- Ensuring state funds are utilized and documented in compliance with CMA expectations and standards.
- Acting as a team with the State Coordinator and National Evangelist.

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**State Fund**

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

State Fund income primarily comes from the following sources:

- 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.

Each January during a state planning meeting, the State Coordinator and Area Reps, determine the year’s requirements for ministry activities in the state (secular and CMA). 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.
Approved Speaker

Approved Speaker: A person approved by their National Evangelist to conduct services at secular events. Note: a person does not have to be an approved speaker to share his/her testimony at a rally.

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.

Chapter Officer’s Training

Chapter Officer’s Training: A meeting between state and chapter leadership to communicate information, needs, and concerns.

This annual meeting with 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 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 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.

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.
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, 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 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 motorcyclists’ lives.
- Let the motorcyclists know that if they would like individual prayer after the prayer, 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 motorcycling 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 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.

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. You can find these resources on our website at www.cmausa.org, on YouTube at www.youtube.com/cmausadotorg, and in our Goodie Store at https://shop.cmausa.org.

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, contact the appropriate State Coordinator and/or Chapter President and share the person’s contact information. After an appropriate time, contact the person and ask them how they are doing.
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 (Matthew 18:19; 21:22; Acts 1:14; 1 Timothy 2:8)
- Fellowship: spending time together having fun, visiting, and serving (1 Thessalonians 5:11-17; Hebrews 3:13)
- Discipleship: mentoring and growing people (Matthew 28:19; 2 Timothy 2:2)
- Evangelism: going out and looking for ministry opportunities (Matthew 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.

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 State Coordinator and 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 Treasurer, along with 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.
  - Making bank statements available to be reviewed by a non-family member officer of the chapter prior to reconciliation.
- 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.
Quarterly Reporting

A chapter’s quarterly report is an important function of the chapter. Accurate reporting of chapter activities brings 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.

Chapter members are asked to update the Chapter Secretary with their ministry activities since the previous meeting. The Chapter Secretary compiles the information and submits it through the online Quarterly Chapter Reports form.

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, 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. Active chapter 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. Term 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 (for nominations: April-September; for voting: May-October).
  – 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.
  – 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 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. 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 tiebreaker.
- 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 fill out the New Chapter Officers form located on the CMA 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 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 with your members. Listen when they talk.
- Communicate 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 officer’s 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 and chapter officer’s meetings is critical. Many chapter decisions may be based on your records.

Key functions of the Chapter Secretary:
- Attend chapter and officer’s 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 the CMA 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 10th of each month following the quarter:

1st Quarter: April 10
2nd Quarter: July 10
3rd Quarter: October 10
4th Quarter: January 10

- Electronically submit New Chapter Officers form after annual elections. Changes in chapter officers can also be submitted via the online 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.
- Help your chapter membership understand the importance and methods of supporting both the local chapter and the national organization.
  - Collect donations at the chapter meeting, keeping donations meant for the chapter, Run for the Son, and for CMA National clearly separated.
  - Checks intended for chapter use should be made out to the chapter (these donations are not tax deductible).
  - Checks intended for CMA National or Run for the Son should be made out to CMA National and include their CMA number and a designation for Run for the Son if applicable (these donations are tax deductible).
  - Donation checks cannot be split between CMA National and the chapter, therefore separate checks must be written.
  - Cash donations for CMA National need to be deposited in the chapter’s checking account and a chapter check written for the donation. If possible, include the donating member’s name and membership number so they will receive credit. If the member is not known, the donation credit will be given to the chapter.
    - Do not deposit member checks designated for CMA National in the chapter’s checking account.
  - Mail all donations intended for CMA National to CMA National, and deposit all donations intended for the chapter into the chapter bank account.
- Keep accurate records of all monies the chapter receives and disperses along with 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 (other than your spouse) before leaving the chapter meeting.
- Attend chapter and officer’s meetings.
- Present the chapter’s bank account statement for review at officer meetings.

Setting up a chapter checking account
Obtain an Employer Identification Number (EIN) for the chapter from the IRS by completing an online SS-4 form (available on [https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online](https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online))
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.

**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.

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.

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

**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 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 officer’s 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.
Visit the sick; encourage and pray for them.
Accompany the Chapter President on visits to chapter guests and members, whenever necessary and appropriate.
Attend chapter and officer’s 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.

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### Chapter Officer’s Monthly Meeting

*Holding a monthly chapter officer’s meeting is strongly suggested.*

The purpose of the chapter officer’s 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.

---

### 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**

- Record RFS donations at chapter meetings.
- Keep records of donations submitted throughout the year and report progress at monthly chapter meetings.
- Collect and document chapter members’ RFS donations on the actual RFS Day (with another chapter officer), 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 RFS Kickstart 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, 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, videos, 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 Fundraising
RFS is CMA’s kingdom investment into evangelism. It is the only event of this nature that CMA endorses. Please get the approval of the State Coordinator in advance before conducting a special fundraising event outside of RFS. 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 RFS, 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, bookstores, etc. Please use wisdom in obtaining door prizes and avoid items such as body piercing/tattoo, items with skulls on them, etc.
IV. Appendix A

CHAPTER SIGN IN SHEET ___________________________________________ IV:1
MONTHLY CHAPTER MEETING SECRETARY’S SUMMARY REPORT  IV:1
CMA MEMBER INFORMATION SHEET ___________________________ IV:2
### Chapter Sign in Sheet

<table>
<thead>
<tr>
<th>Date:</th>
<th>Secular Events</th>
<th>Outreach Events</th>
<th>Fellowship Events</th>
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### Definitions:

**Secular:**
Put on by non-Christian motorcycling groups: rallies, races, poker runs, chapter meetings, bike shows, swap meets, etc

**Outreach:**
Ministry with non-motorcycling groups: church visits, jail, children's home, homeless shelter, parade, crusades, etc

**Fellowship:**
CMA events such as: CMA rallies, SOR, RFS, chapter meetings, chapter Bible studies, chapter rides, cookouts, etc

**Salvation:**
Those you personally prayed with to accept Christ as Lord and Savior

**Rededication:**
Those you personally prayed with for rededication or recommitment to Christ

**Other Ministry:**
Those you personally prayed with or helped in a matter other than salvation or rededication

**Visitors:** Please sign in on back of sheet. If this is your first visit, list your name, address, phone number and email. Thank you for coming.
MONTHLY CHAPTER MEETING
SECRETARY’S SUMMARY REPORT

Date:  ____
Chapter Name & Number:  ____

<table>
<thead>
<tr>
<th>Number of Attendees:</th>
<th>Members:</th>
<th>Visitors:</th>
</tr>
</thead>
</table>

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)

<table>
<thead>
<tr>
<th>Name</th>
<th>CMA#</th>
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<tbody>
<tr>
<td>Address</td>
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<tr>
<td>City</td>
<td>State, Zip</td>
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<td>Home Phone</td>
<td>Email</td>
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<tr>
<td>Cell Phone</td>
<td>Birthday</td>
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<tr>
<td>Spouse's Name</td>
<td>CMA#</td>
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<td>Spouse Cell Phone</td>
<td>Spouse Email</td>
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<tr>
<td>Names of Children</td>
<td></td>
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<tr>
<td>Names of Grandchildren</td>
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<tr>
<td>How long have you been a CMA member?</td>
<td>How long in this Chapter?</td>
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<tr>
<td>Self:</td>
<td>Spouse:</td>
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<tr>
<td>How far do you travel to attend monthly chapter meetings?</td>
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<tr>
<td>What is the name of your church?</td>
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<tr>
<td>Are you active in the ministry of your church? How?</td>
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<tr>
<td>Do you want to be contacted to help with CMA chapter events?</td>
<td>[ ] Yes [ ] No</td>
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<tr>
<td>Would you be willing to host a chapter Bible study in your home?</td>
<td>[ ] Yes [ ] No</td>
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<tr>
<td>Would you be willing to have a chapter fellowship in your home?</td>
<td>[ ] Yes [ ] No</td>
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<tr>
<td>Would you like to be on the chapter prayer line (email)?</td>
<td>[ ] Yes [ ] No</td>
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<tr>
<td>Would you be willing to help at the Run for the Son ride?</td>
<td>[ ] Yes [ ] No</td>
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<tr>
<td>Do you belong to another motorcycle organization?</td>
<td>[ ] Yes [ ] No</td>
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<tr>
<td>Do you hold office in any of the motorcycle organizations?</td>
<td>[ ] Yes [ ] No</td>
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<tr>
<td>Type of motorcycle:</td>
<td>Self:</td>
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<td>Number of years riding?</td>
<td>Self:</td>
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<tr>
<td>MSF Course?</td>
<td>Self: [ ] Y [ ] N</td>
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</table>

Comments