

# New Officer Email

This email is to welcome you as a new {officer position} of the Southern Cruisers Riding Club. Your access to the website has been updated to reflect your new officer position. Your current Membership Number and Password will not change.

There is a lot of information in this email for you to digest. I highly recommend you print it out and keep it in a safe place for future reference.

The National Chapter Director's responsibilities include the final approval for all Officer Appointments and Chapter Changes. Your Appointment to your new officer position has already been updated in the Roster and Added to the Chapter / Officer Listing pages.

We wanted to let you know the process for handling new membership applications.

A new member signing up will fill out the online form and once approved they will automatically receive an e-mail welcoming them to the Club along with their membership number, password, Chapter Officer contact information (First and Second Officer) and Chapter information. At the same time the First Officer, Second Officer and State Officer will receive an e-mail with the member's information (not the password).

## First Officers:

You will have access to everything the members have plus more. You will have up-to-date information on your roster only. You will not have access to another Chapter's roster. If you need that information, you will need to contact an Officer within that area. This will help with improving communications between our Officers. You will have access to Officer contact information.

You will be able to transfer, remove and update members' information. After approval the information will be automatically updated. No more waiting two weeks for updates.

If you choose to appoint a second officer the Regional Officer and the State Officer must be notified for approval. After final approval from the Chapter Director, the program will automatically update and send e-mails to the new Officer, First Officer, State Officer and Regional Officer.

## State Officers:

You will have the same access as First Officers. You will also have access to all Chapter rosters in your state. You will have access to appoint a First and Second Officer with the approval of the Regional Officer and final approval from the Chapter Director. After approvals, the program automatically updates and sends out the e-mails.

## Regional Officers:

You will have the same access as State Officers. You will also have access to all Chapter rosters in your region. You will have access to appoint a State, First and Second Officer with the approval of the Chapter Director. After the approvals, the program automatically updates and sends out the e-mails.

After the approvals, on any application the websites will be automatically updated with the proper information.

It is your responsibility to ensure that our Officer's information remains within the Officers ranks of the Southern Cruisers Riding Club. Access to the Officers restricted sites is for the following members of the Southern Cruisers ONLY:

National Officers  
Board of Directors Members  
Regional Officers  
State Officers  
Assistant State Officers  
Chapter 1st and 2nd Officers

No other member of the club should have access. DO NOT give out your Membership Number and Password to Anyone.

If it is determined that any member not holding a title listed above is given access to our Officer's pages and we determine who provided the information to this individual, that person will be removed permanently from Membership within the Southern Cruisers Riding Club.

Go to the Southern Cruisers Site and Login ([www.scrnational.com](http://www.scrnational.com)). Click on the link to view your Roster. Click on the New Members name to view all the contact information and verify. Any changes needed to the member's contact information can be submitted from this form.

You do have the ability to download your rosters.

The roster for the Southern Cruisers is considered confidential. Please do not release any information contained on the roster to anyone not in our club. Do not release any information contained in the roster to any other non-officer members without permission from those members. Please tell your members that the more information we have about them, the better we can keep in contact with them about rides and events. Inform them that their information is kept private.

If you need any information or have a question about the club, just give any National Officer a shout. You can reach them either by email or by phone. They would be happy to help any time and will walk you through any process.

As one of the main goals is for a Friendly, working relationship between chapters, we find it necessary to remind all Officers of some policies regarding recruiting from other chapters. We often have a situation that results from one chapter opening up in a location close to an existing chapter to provide better coverage for the area and decrease the distance some members have to ride just to arrive at

the start of a chapter ride. One of our biggest issues regarding opening chapters close together is not following a diplomatic procedure or chain of command when building the new chapters roles.

Officers are not to directly recruit, by email, forum or phone, any existing member of another chapter. This can cause the members to feel pressured and also cause uncomfortable tensions and division within the chapters.

Officers will contact the 1st Officer of the chapters in their area asking that an email be sent out which will notify existing members that a new chapter has opened in the area. This message will state that:

1. NO members will be automatically transferred.
2. Members may stay with which ever chapter they chose.
3. Members are always encouraged to ride with neighboring chapters if the opportunity exists as a supplement to their current chapter rides.

All Officers with chapters nearby should include the other Officers in their area in email regarding events or rides that their chapter is holding or participating in. These other Officers should then make that information available to everyone.

We realize that new Officers want to build a strong base in their chapter and get some participation going. However, a negative environment is established and hard to reverse when recruiting of members goes on behind other officer's backs. REMEMBER - the Southern Cruisers National and the Chapters within the SCRC is not about Numbers. We are about having fun, keeping the Attitude Positive and Riding.

Any questions about this can be directed to any of the National Officers.

We also have an Officers Only forum and Officers Only website where you can ask questions, get advice or find out about other information pertaining to leading a chapter. They are located at:

Forum:

<http://forums.delphiforums.com/officersonly>

\*for the passcode, please contact your officer

Facebook:

<https://www.facebook.com/groups/537521313291684>

Website:

<https://scrcnational.com/officers>

SCRC Store:

<https://southerncruiser.3dcartstores.com/>

TRADEMARK

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The Patch and the name Southern Cruisers Riding Club may be reproduced for Membership Cards, Letterhead, Newsletters and other similar items. All Graphics used on the National Web Site may be used on the Chapter Web Sites with permission from the SCRC. Chapter Web Sites will need to be approved before they are listed on the National Site and all updates involving the National Web Site will need to be directed to the Webmaster of the National Site at this address:  
<https://scrcnational.com>.

Chapter Banners and Chapter Patches will have to be approved by Bill Presley. Chapter patches are to be made for the front of the vest ONLY. The chapter patch is not permitted to be use on tee shirts, hats or flags.

As an Officer of the Southern Cruisers, it is up to you to protect the Club Patch and Club Name. You need to report any items being reproduced for sale by any member or outside entity. All Officers need to make sure your Chapter or your members are not using the Club Name and Logo without written permission of the SCRC Trademark Owner: <https://scrcnational.com/trademark.html>. Failure to do this could result in termination of your Officers Position and/or membership.

The 1st Officer's first duty is to maintain communication with his/her members, National, Regional and State Officers.

First Officers do the following:

1. Welcome new members as soon as possible after receiving the email notification of a new member (phone or in person preferable, e-mail or snail mail if others not possible)
2. Plan and coordinate rides and events for the chapter to be involved in. All members as well are encouraged to plan or suggest rides.
3. Publish, either by e-mail, telephone phone tree, snail mail or website - the more the better, the events and rides that are planned. Be sure the members know what is going on.
4. Publish when possible any nationally sponsored or major chapter events he/she is notified about.
5. Coordinate with the Road Captain; routes, stops, emergency procedures and riding rules for chapter rides.
6. Be courteous, diplomatic and helpful when communicating with fellow members, whether on a local, state, regional or national level.

Applicants - Applicants can enter their own applications on-line. If an applicant does not have a computer, printable applications are available. Have them fill out the form, return it to you, then you would fill out the application for them on-line. Do not send in the printed application to us. You will receive a copy of the on-line application as normal. Remember, either THE APPLICANTS valid Email address or Telephone number must be included on the application to be processed. We have had

many try joining our club who has given us very few resources to contact them. If we can't contact them they will probably never ride with us.

**New Members:** Please be sure to contact your new members, preferably by phone as soon as you receive their application. A Quick, Positive and Personal Welcome from the 1st Officer by TELEPHONE makes a great 1st impression, will give you a chance to get to know the member and will in most cases ensure that the rider will be a participating member. Notify Chapter members that there is a new member in their chapter. If you cannot contact them by phone immediately, please email them as soon as possible. It is the 1st Officers duty to do this. You can give them their membership card, if you are printing membership cards.

**Member Removals:** Members have many reasons that they cannot attend a certain number of events in a certain period of time. If they fail to communicate AT ALL and they haven't shown up at all in one year, that can be considered grounds to terminate their membership. They may not be able to respond to every email. However, if they do communicate with you and there are extenuating circumstances why they haven't been able to attend, they will be considered full members and will be treated as any other member would be treated. Remember before clearing your roster of inactive members; attempt all means of communication to reach the members. Some members just don't check their email that often or at all. The phone is the best way of contacting members when determining if they still want to remain a member of the Southern Cruisers. The 2nd Officer needs to be able to take this over if necessary and is really a mirror of the 1st officer. They need to be able and willing to do what the 1st Officer does in case he or she is unable to, due to being out of town or down with an illness or injury or have something that takes priority. It is a good idea to find someone willing, able and dependable to be a 2nd Officer as soon as possible.

**Submitting Changes / Updates / Removals / Transfers:**

Your login gives you access to submit these types of changes. Removals require a reason for the removal prior to submitting the form.

The Road Captain's main duty is the safety and organization of a group ride. They brief the members present on route, hand signals, riding rules and emergency procedures as prescribed by the National Club or by their local laws. As with Regular Governmental law, additional safety procedures can be added if deemed necessary by the local chapter but none can be taken away. This again, is for our members and guests safety. It is a good idea to have an experienced rider as Road Captain and Tail Gunner and that they are able to communicate during a ride.

The Riding Rules for the club can be found off of our National Web site at <https://scrcnational.com/rideguide.html>. There is also a printable version there. I would suggest emailing this link and/or printing it out and making copies to deliver to each member and explaining them so that they are understood.

The Southern Cruisers Online Store is available at <https://southerncruiser.3dcartstores.com/> for all your SCRC Gear needs including Patches, decals, pins and shirts.

Finally, Officers Appointments:

Second Officer Appointments: The 2nd Officer and Road Captain can be either appointed by the 1st Officer or elected by the chapter. The 2nd Officer's position is very important, as the 1st Officer has to feel comfortable that if he or she can no longer do their job, the 2nd Officer needs to be willing to step forward and do it. That is why often the 2nd Officer is appointed by the 1st Officer. 1st Officers will submit to there State Officer, Regional Officer for approval of 2nd officers with final by the Chapter Director.

The 1st Officer Appointments:

First, the incoming 1st Officer must want to fulfill this position. An endorsement by the outgoing 1st Officer, if this is an existing chapter, is recommended. The State Officer, Regional Officer and the Clubs National Chapter Director must approve 1st Officer Appointments. The State Officer will verify that the incoming 1st Officer understands all of their duties and is willing to commit to doing what is necessary to keep their chapter informed and active.

**\*\*Note:** Officer Appointments are not official until they are approved by National. This email signifies Final and Official Approval of your Officer Appointment Status.

*The club is structured and the chain of command is as follows:*

*Bill Presley  
National President*

*Jim "Bushhog" Dolan  
National Vice President  
Managing SCRC Events Rallies and Charity Events*

*Ken "TxDragon" Wood  
National Chapter Director  
Managing SCRC Officer and Chapter changes*

*Scott "Ras" Rasco  
National Membership Director  
Managing Roster and Membership changes*

*Regional Officers, State Officers, Assistant State, First and finally Second Officers*

*If there is a situation or issue that cannot be resolved by following the chain of command, that is when the Board of Directors should be contacted to help resolve the situation or issue.*

*Please use your area's Chain of Command for all requests.*

I have found the following link to provide a wealth of knowledge if taken in the right context. I feel it is good for all members to read and discuss this site and its content.

<http://www.rcvsmc.net/id3.html>

The Southern Cruisers Riding Club is not an MC, nor do we claim to be. We want to keep this club a family-oriented riding club that welcomes all makes, models, and types of people. I strongly urge you to utilize the chain of leadership in this club to answer your questions and/or concerns.

Take Care and Ride Safe

Bill Presley  
National President  
Southern Cruisers Riding Club