

# CMA Chapter President's Training

Seasons of Refreshing 2025

## APPENDIX

### *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.

### *Logo use*

Refrain from placing the CMA logo on secular event fliers and other promotional materials as a sponsor or promoter. **Consult the Area Representative** for approval to use CMA's logo on Chapter produced event Flyers for Chapter sponsored events.

### *Chapter membership communications method.*

The minimum standard CMA method for sharing information with the chapter membership is via **email**. Social Networks and other similar apps like BAND to communicate with chapter membership may be incorporated in addition to email but should never take the place of email.

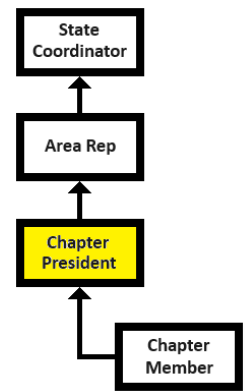
### *Know your handbook*

Read and become familiar with the CMA Handbook. It is your source for answers to a lot of problems that arise in the workings of a chapter. If the answer to questions can't be found in the handbook, your next resource is your Area Rep. Your Area Rep is your link to the CMA chain of command via state leadership that will have better chance of finding an answer to your questions.



## Follow the CMA chain of command

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.



## Why We Report?

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.

## There is help!

To assist chapter membership with reporting their ministry activity, SETX has created a **Chapter Activity Report Widget**. This Smartphone tool can report chapter member activity directly to the chapter secretary via email. Your chapter's activity report widget can be found at [www.cmasetx.com/car.html](http://www.cmasetx.com/car.html).

The Chapter Secretary compiles the information and submits it through the current reporting forms. To assist the Chapter Secretary with this, It is recommended that the quarter's activity report be reviewed and discussed at the last Officer's Meeting of the quarter. Reporting instructions are sent out each quarter through the chain of communication while CMA is in the development process with the reporting section of the website.



**Address** the issue Prayerfully.

- Be prayed up before you ever attempt reconciliation of any issue. Prayerfully seek God's guidance and Spirit.
- Communicate Promptly.
- Never let an issue stew. Always attempt reconciliation as promptly as possible.
- Handle the situation Prudently. (Acting in a way that is careful and avoids risks.)
- Always be professional and Godly. Approach reconciliation in love.

- Keep good notes, have the person accompanying you keep notes as well if possible.
- Listen more than you talk.
- Pass the information to leadership in a timely manner.
  - Do not put off bringing your Area Representative if you believe you need leadership help with the issue.
- Meet in Pairs. (take someone with you)
  - Never go one on one. Always bring someone else you choose into any reconciliation conversation.
- Agree to a Plan to reconcile and restore this issue.
  - Always bring everyone together



**In Summary:**

Always pass information to your State Leadership as quickly as possible. Especially, those things that are in your control. If it's with a chapter member, reconcile this issue by taking another chapter member with you and document your findings.  
And of course, be prayed up!


# Adding the Activity Report to your Smart Phone

## IPHONE

Get started with these easy steps:

Open Safari and navigate to your Chapter Activity Report Webpage using the following link:

<http://www.cmasetx.com/cmaXXX/>

This will be your chapter number 

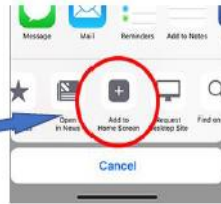


### iPhone Add to Home Screen

1. While viewing the Activity Report in Safari, tap the blue box-arrow icon.



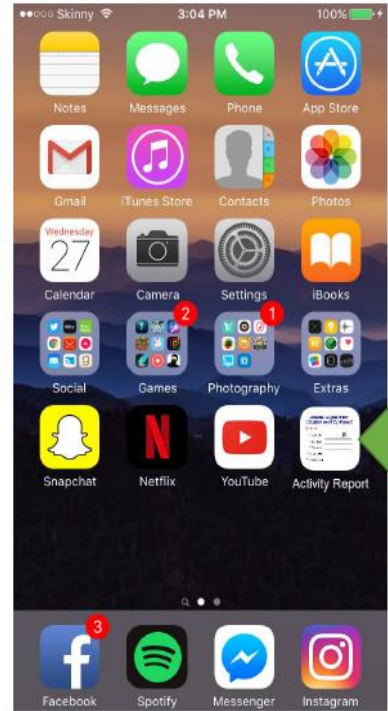
2. Tap "Add to Home Screen". If you don't see the home screen icon, scroll down or swipe left.



3. Type in the app name that you desire, for example, 'Activity Report'.



Now tap Add at the top right.



## ANDROID

Get started with these easy steps:

Open Chrome and navigate to your Chapter Activity Report Webpage using the following link:

<http://www.cmasetx.com/cmaXXX/>

This will be your chapter number 



### Android Add to Home Screen

1. While viewing your calendar in Chrome, tap the 3 vertical dots.



2. Then tap "Add to Home screen".



3. Type in the app name that you desire, for example, 'Activity Report'.

Now tap ADD.



# CMA Chapter Meeting Agenda (Example)

- The **secretary** ensures all present have signed the attendance sheet prior to the start of the meeting.
- **Chaplain** ensures all present have access to Prayer request form(s) prior to the start of the meeting.
  
- Open the meeting in prayer.
  - *Either the **President** or the **Chaplain**.*
- **President** leads chapter in reciting Pledge of Allegiance
  - *Additionally, chapter may recite Pledge to the Christian Flag and or the Bible. This can be determined by the chapter officers.*
  - *The chapter should have the flag(s) available. They should be large enough to make them easily visible to all attendees.*
- **Vice President** address the chapter.
  - *V. P. can also recognize the visitors to the chapter meeting*
- **Chaplain** Devotional
  - *Devotional is not a sermon and should be brief about 10-12 minutes.*
- **Secretary** reports to the chapter.
- **Treasurer** reports to the chapter.
- **Road Captain** reports to the chapter.
  - *Review both past and upcoming chapter rides.*
- **President** discusses old business and events from the past month.
- **President** discusses new business and events for the next month.
- **President** recognizes new chapter membership.
  - *Chapter officers should decide how the chapter will recognize new membership (Colors Patch Kit, Certificate, chapter patch, etc.).*
- **Run for the Son Lead/Secretary** addresses the chapter.
- **Chaplain** Closes the meeting in prayer.
  - *Chapter officers should decide how this happens (circle up, cover prayer requests, allow members to pray if they desire, etc.).*

# A guide to reaching the local groups and clubs in your area.

## Prepare:

- Get prayed up, don't attempt to dive into this area of ministry without the guidance of the indwelling Holy Spirit. Seek God's will to be done and lean on Him and rely on Him. He is faithful. Always be in prayer and always ask the clubs if they need prayer.
- Always maintain integrity, never lay stumbling blocks for others to cause them to doubt the Spirit of Christ resides in you. Remember, as a Christian, you are being watched more closely than any others.

## Finding Opportunities:

- Go to Veterans of Foreign Wars (VFW), American Legion Riders (ALR), and bars to look for rides, meetings, and benefits.
- If you are at a bike rally or bike night, watch what clubs come in and always go up and say hello and shake their hand. Don't forget to share your card or bless their bike(s)
- If you encounter one or two prospects or members of a club at gas stations or restaurants, always approach them and say hello and only shake their hand if they seek to shake yours. Don't forget to share your card or bless their bike(s)

## Pursuit of Opportunities:

- Write down contact numbers and then call to see how you can help with the event.
- Ask to go to their meetings to tell them about CMA, most m/c meetings are closed but ask for 5 minutes before meeting to talk to them, then tell them you will wait outside after their meeting to answer any questions.
- If you encounter a new club and you don't know who to talk to, ask for the Sergeant at Arms, introduce yourself and then ask to talk to the President.
- If any club is having an auction, call them and give them some auctions items and always tape your CMA card on the item.
- Always hand out chapter presidents' cards
- Find who is the #1 club in your area and get to know them.
- Take the President and Sergeant at Arms out to lunch/dinner, you don't necessarily need to talk about CMA as much as you need to get to know them. Talk about motorcycles, sports, or their work. Make them feel at ease, they will bring up CMA.
- If you are at a bike rally or bike night, watch what clubs come in and always go up and say hello and shake their hand. Don't forget to share your card.

## Maintaining relationships:

- After you get to know the presidents of m/c clubs, call them once a month and see how everything is going. Ask them if they need anything. (help, prayer)
- If clubs have a ride [just their club] ask to see if you and your chaplain can go, this way you can know everyone else in the club

## **A guide to reaching the local groups and clubs in your area (continued)**

### **Know the Rules:**

- Always ask if the wife can ride with you on your bike (not on her bike). Try to go by their club rules- so respect for those rules. Ask the club what rules they have for women riders and women at meetings. Riding their own bike or riding with their husband.
- Get to know their club rules, your CMA members could get in a lot of trouble if you think you are better than them. The more you know club rules the more they will understand you are trying to help.
- Be neutral with all clubs, all clubs are watching us.

### **Further outreach ideas:**

- Call the clubs [#1 club first] and ask them to bring their whole club out for a hamburger-find a place you can cook, tell them you are supplying everything except the beer, if they want beer to bring it. Serve them, bring door prizes to give away, have some fun games, CMA chapter need to sit one on each table not together-president sit with president. After you do this call the #2 club and do the same thing.
- Call the #1 club and ask who they can get to come talk at your meeting- talk about how to act at runs, rallies how to go up to a club and say hi
- After you get to know the clubs, and some have open meetings assign someone to go to their meeting each month.
- Go to their BBQ and chili cook offs and see how you can help.
- Rent a putt-putt golf place and invite all the clubs to come out with their family to play. Offer each club a hole and give out candy when the kids come around.
- If you hear of someone going down [wreck] call the club and ask to go see the person, if they need help, or if they need CMA to do a celebration of life or help on a benefit they are doing for the person.

### **Learn more:**

- CMA members can go to <http://www.rcvsmc.net> and get useful information about both motorcycle clubs and Ride clubs. A lot of clubs are making their prospects read this before they can patch in.

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