

American Legion Riders Chapter ??? By-Laws

Purpose

To participate in parades and other ceremonies which are in keeping with the Aims and Purposes of the American Legion. To promote motorcycle safety programs and to provide a social atmosphere for American Legion members who share the same interest. To use our Association to promote and support programs of the American Legion.

American Legion Riders Chapter ??? herein after referred to as an individual program of Post ???, and affiliated with the American Legion Riders Alaska.

Authority

These by-laws apply to The American Legion Riders Chapter ???, a program recognized by The American Legion, Post **Insert Number & Name of Post**. Where any conflicts may appear between this document and those of The American Legion, Department of Alaska, The American Legion, National Headquarters or **Insert Number & Name of Post**, those documents take precedence.

ARTICLE 1 Membership:

Section A. The following requirements for membership in any chapter of The American Legion Riders of Alaska, are mandatory.

1. Must be a current member of the American Legion, American Legion Auxiliary or Sons of the American Legion.
2. Must own a motorcycle individually or through marriage, life partnership, or a long-term relationship, licensed and insured as required by the ALR member's state/country laws. American Legion Riders must maintain a valid driver's license with a motorcycle endorsement appropriate to the motorcycle being ridden.
 - a. **Chapter ??? may for specific organized rides may require for participation a motorcycle of a minimum engine size and range.** For example: organized rides in and around Post 3 where speed limits and distance are minimal can specify a smaller engine and tank size but Post 3??? with unlimited access to State highways will require motorcycles of a larger size and fuel capacity.

Section B. Annual Membership dues of Chapter members are due and payable prior to July 1 of each year. Life Charter Members or Life Members will be responsible for per capita fees and assessments, but are exempt from annual dues.

Section C. Chapters, at their own discretion, may allow "chapter supporters". The supporters do not constitute actual membership in the American Legion Riders Chapter ???. These chapter supporters are of a nature as to provide recognition to those who show strong support to the American Legion Riders Chapter ???. These supporters must still meet the requirements of [Section A.1.] Furthermore all articles of clothing that contain the American Legion Riders emblem should contain the words "I support" or "Supporter" above the left breast.

Section D. Providing the member remains in good standing with the American Legion Post, the American Legion Auxiliary, or the Sons of the American Legion, with Chapter ??? approval will be allowed continued membership, for those members who have given up motorcycle ownership because of age, illness, injury, or other reasons outside of the member's control.

Section E. Upon approval by the local Post to endorse the formation of an American Legion Riders Chapter within the state of Alaska, the Chapter will establish affiliation with the American Legion Riders Alaska. Such affiliation will afford Chapter support and camaraderie with other Chapters of the State Association. Such affiliation shall comply with Appendix B, Standing Rule # 6.

Section F. Current members or life members in good standing may apply for transfer of membership to another Chapter utilizing any American Legion, American Legion Auxiliary or Sons of The American Legion authorized Member Data Form (MDF). All transfer applications are subject to the approval of the receiving Chapter through a majority vote of the general membership present at a regularly convened Chapter meeting.

ARTICLE 2 Officers of the Association or Chapter

Section A. Designated positions;

1. Director
2. Assistant Director
3. Secretary
4. Treasurer
5. Sgt. at Arms/ Run coordinator
6. Chaplain
7. Membership Chairman *
8. Historian *
9. Webmaster *

(* These offices are at the discretion of the chapter)

Section B. Executive Committee:

1. The Chapter Director will be a member of the Executive Committee for the American Legion Riders Alaska
 - a. Past Association Directors in good standing are ex-officio Executive Committee members with a vote.
2. The Association Executive Committee shall meet as prescribed in Article ???; Section A. Additionally the Association or Chapter Executive Committees shall meet at the discretion of the Director, or upon written request of three or more Officers.
3. Within seven days the additional meetings so requested shall be scheduled, with a selected date.

ARTICLE 3

Elections

Section A. The election of Chapter ??? Officers will be held annually subsequent to February 1st but not later than March 31st. Chapters will offer their slate of officers to the Post Commander for approval by the Post general membership. The approved slate of officers will then be installed during the Post installation ceremonies. An annual certification of Chapter Officers will be forwarded to the Association Secretary to arrive not later than April 1st.

Section B. Officer vacancies in Chapter ???, shall be filled by appointment by the Chapter Director and forwarded through proper channels for Post approval. Appointees will serve for the remainder of the unfilled term.

Section C. Each chapter shall designate up to one (1) active ALR chapter member to be assigned as a delegate for every ten (10) active members to include inactive life members of their chapter. Delegates will vote during the convention meeting of the American Legion Riders Alaska held annually prior to or during The American Legion, Department of Alaska Convention. Designated voting members will be eligible to vote for officers and on any proposal brought forth at the convention meeting.

1. Each duly designated delegate or alternate shall be entitled to one vote.

ARTICLE 4

Duties of required as Chapter ??? Officers

Section A. Director; will serve as Chief Administrative Officer of the Chapter and will preside over all meetings. They shall have general supervision over the affairs of Chapter ???. They shall perform such other duties as directed by the general membership.

Section B. Assistant Director; will assume the duties of the Director in their absence. Will assist the Director in the performance of their duties when called on to do so by the Director.

Section C. Secretary; will keep a full and correct record of all Chapter ??? proceedings at the meetings. Keep membership records as may be required by the general membership. The Secretary should also give detailed minutes of the previous meeting at each regular meeting. This individual may also be designated as Treasurer. Chapter Secretary shall also provide appropriate membership cards for all chapter members

Section D. Treasurer; will have charge of all finances of the Chapter. This person will be responsible for disbursing funds as directed by the general membership and approved as required by The Post. He/She will give detailed financial reports at each regular Chapter meeting. (Copies will be furnished to the sponsoring Post if requested.) This individual may also be designated as Secretary.

1. The Association Treasurer will provide monthly financial statements to The American Legion, Post ??? Finance Officer. He/she will also provide the Finance Officer additional financial information and records in a timely manner after a request is received. Annual Financial Reports are due 30 June.

2. The Chapter ??? Treasurer will ensure all accounts, CD's, or other business related asset accounts containing Chapter funds require two signatures on the "Check Request" prior to any withdrawals or transfers, one of which must be The American Legion, Post ??? Finance Officer.
3. Chapter Treasurer will also meet requirements of Article 4 Section D, 1 & 2 at the Post level.

Section E. Sgt. at Arms/ Run Coordinator; will be responsible for organized runs of Chapter ???. Sgt. at Arms/ Run Coordinator will coordinate with the Chapter Director when planning organized runs.

1. Run Coordinator will suggest dates, times, routes and meeting places for those taking part in a run activity. They may, at their discretion, appoint assistant road captains or take any other measures they may feel necessary to help insure the safety of the group during a run
2. Sgt.at Arms will help to maintain order during Chapter meetings.

Section F. *Chaplain:* provides invocation at regular meetings or other activities as may be required by the general membership

Section G. *Membership Chairman:* promotes American Legion Rider Chapter membership, can help collect eligibility documentation at the Chapter level, and provides membership reports at regular meetings.

Section H. *Historian:* compiles and maintains records to document activities of the Chapter, both written and photographic. The Historian may also serve as the Webmaster.

Section I. *Webmaster:* updates Chapter website or Chapter Social Media sites as needed to include ALR Chapter communications, meeting minutes, Calls to Meetings, Officer listing, and upcoming rides are provided.

Section J. Resignation of elected officers or members shall be submitted in writing to the Chapter Secretary. Resignations shall be read at the first meeting following receipt of notification. Resigning Life Charter Members or Life Members shall not be stricken from the roster, rather, they shall be placed on a list of inactive members.

ARTICLE 5 Meetings

Section A. Chapter ??? committee meetings will be held the insert time for regular monthly meetings of the month..

Section B. Meetings for Chapter ??? may be suspended for the months of , If your Chapter "goes dark or suspends meetings over the winter place the time frame here if not delete whole section and adjust section numbering due to inclement riding weather.

Section C. Meeting Conduct: Meetings shall follow the Roberts Rules of Order.

Section D. All meetings shall follow the approved Agenda as established in Appendix "A". Special emphasis shall be placed on Opening and Closing Prayers and the Pledge of Allegiance.

ARTICLE 6 Finances

Section A. Chapter ??? will pay membership per capita fees and Annual Charter fees to the Association of American Legion Riders Alaska. Membership per capita fees and Annual Charter fees are due to the Association Treasurer by 1 July of each calendar year.

Section B. Finances of the Chapters will be from membership dues or such other sources, as approved by the membership. Funding sources and fundraising efforts should be approved by the sponsoring Post prior to proceeding with receiving outside funds or beginning the fundraising activity.

Section C. In no case will any debt be incurred by any Chapter without prior approval of the sponsoring Post.

ARTICLE 7 Expulsion

Section A. Any member may be expelled from the Chapter by a majority vote of the general membership at an Chapter meeting.

Section B. Any Life Charter or Life Member may not be expelled, rather, they shall be placed on a list of suspended members, maintained by the Secretary.

ARTICLE 8 Life Charter, Charter, Life, ~~Member~~ Membership or Supporter

Section A. Each Chapter may determine eligibility for Life Charter, Charter, or Life Membership in its own Chapter.

Section B. Life Charter membership is defined as individuals whose names appear on the Charter and who have paid a designated lump sum fee at joining, and joined within a specific time period as prescribed by their chapter.

Section C. Charter membership is defined as individuals whose names appear on the Charter and who have joined within a specific time period as prescribed by their chapter.

Section D. Life membership is defined as individuals who have paid a designated lump sum fee at joining or some later date as designated by their chapter.

Section E. Member is defined as an individual who joined after the charter period and pays annual dues as prescribed by their chapter.

Section F. Supporter is defined as an individual who does not meet the Membership requirements, yet has a desire to assist with the successful aims of the chapter, without a vote, and pays annual dues as prescribed by their chapter.

ARTICLE 9 American Legion Riders Patch

Section A. The American Legion Riders Patch designed for wear on the back of a vest or jacket, shall be the Patch as described in the American Legion Emblem Sales.

Section B. Individuals shall purchase an "American Legion Riders" patch, upon approval of membership.

Section C. Chapters or members shall obtain "American Legion Riders" patches directly from Emblem Sales.

1. Patches may be modified with ½ inch gold embroidered lettering to identify sponsoring Post, City, State, and/or Department
2. Furthermore, if the member a Life Member or Life Charter Member the patch may be encircled with a 1/8th inch embroidered border. The border will be yellow gold to designate a Life Charter member or red to designate a Life Member.

Section D. Proper placement of the "American Legion Riders" shall be strictly enforced by the Chapter. The American Legion Riders patch shall be centered on the back of wearers vest or jacket.

ARTICLE 10 Residency

Section A. Each Chapter will be known by the Post in which it exists.

ARTICLE 11 Governing Rules

Section A. Each Chapter should also establish their own set of By-Laws and subsequent amendments with the understanding that they may add to but not conflict with those established by the Department or the host Post. Chapter By-Laws and amendments created locally must be initially approved by the Chapter, then the host Post, and then by the ALRA before implementation.

Section B. Chapters may establish Standing Rules addressing local Chapter requirements.

ARTICLE 12 Disbursement of Funds

Section A. Disbursement of funds will be only those authorized at any regular meeting of Chapter ????. The Chapter are programs of The American Legion Post ???, each will be a non-

profit organization and may only disburse funds in a manner that is in keeping with all local, state and national laws regarding such.

Section B. Dissolution: Dissolution of Chapter ??? shall cause all funds and property to be transferred to the sponsoring Post.

ARTICLE 13

By Law Amendments and Revision:

Section A. These By Laws may be amended at any Chapter ??? meeting by a 2/3rd vote of the authorized voting membership in attendance. Amendments shall be consecutively numbered in the following manner. YYYY-### (example Amendment 2006-001). Once an amendment is approved, it does not take effect until approved by the proper authorities at the Post.

Section B. Proposed amendments shall be submitted in writing to the Chapter Secretary. The Secretary shall distribute proposed amendments to all Chapter Officers no less than thirty days prior to the next Chapter meeting.

Section C. All proposed changes to these By-Laws shall be viewed and responded to the Chapter Secretary within 30 days of their next scheduled Chapter meeting.

Appendix “A”

American Legion Riders Alaska Meeting Agenda

Regular Meeting:

Opening Prayer:

Pledge of Allegiance

Roll Call of Officers:

Reading of Previous Meeting Minutes:

Treasurers Report:

Propositions for Membership:

New Members:

Sickness and Distress:

Reports of Officers:

Reports of Committees:

Safety:

Activities:

Reading of Communications:

Unfinished Business:

New Business:

Social and Community Welfare:

Good of the Order:

Bills of the Session:

Receipts of the Session:

Closing:

Closing Prayer????????????????_

Closed in regular form with ???_ members and ???_ visitors present at ?????_

Next regular meeting ?????????????????_

Appendix “B”

Association Standing Rules

1. No more than (2) two state officers can be elected or appointed from any one Chapter.
2. Annual Membership dues are due and payable prior to July 1 of each year.
3. Delinquent members will be listed delinquent on July 1 of each year for nonpayment of annual dues. Failure to pay annual dues prior to December 31st will be cause for member to be placed on an Inactive List. Failure to pay annual dues prior to June 30th will be cause for member to be stricken from Roll.
4. Reinstatement of stricken members may be accomplished by payment in full of delinquent amounts and the recommendation of two or more Members in Good Standing.
5. Member in Good Standing is any member who has paid all fees due and is not on the Delinquent List, or whom has been stricken from the Roll.
6. Annual Charter fees by Chapters are due and payable to American Legion Riders Alaska prior to July 1 of each year, or within (30) thirty days of forming, in the amount of \$2???.00.
7. Per-Capita Fees are due and payable to American Legion Riders Alaska in the amount of \$ 2.00 per member. Payment shall be made with Charter Application or prior to September 1st of each year beginning in 200???. Per-Capita fees will be based upon Membership Roll of June 30th of the same year.
8. Chapter Reports:
 - A. Annual Membership Report due to the State Secretary prior to June 30 of each year.
 - B. Annual Financial Report due to the State Treasurer prior to June 30 of each year.
9. Meeting Conduct: Meetings shall follow the general guidelines for individual conduct as prescribed by American Legion, Sons of American Legion and Auxiliary, both at local, Department and National.
10. Annual Conventions dates will be posted on our website prior to January 1??? for the 2nd weekend of June of each year with hosting information available for attendees.

Verification and Signature Page

Be it known by all who shall see the presents. That by signature below, the following officers do verify and affirm that the attached By-Laws and Standing Rules have been adopted by Chapter ??? American Legion Riders Alaska.

The effective place and date of adoption was at a General Meeting held at Seward, Alaska on April 22, 201???

Yeas

Nays

Passed by unanimous vote date: _____

Director: (Name) _____
(Signature)

Asst. Director: (Name) _____
(Signature)

Secretary: (Name) _____
(Signature)

American Legion Post ??? Commander, _____