

By-Laws
Of
American Legion Riders Motorcycle Association
Thomas Hopkins, Post 4 Chapter

Purpose:

To participate in community services and 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 or promote and support programs of the American Legion, the American Legion Auxiliary, the Sons of the American Legion, community services and Veteran's organization.

By-Laws:

1. Membership:

- A. Must be a current paid member of one of the following (show current membership card for):
 - (1) American Legion
 - (2) American Legion Auxiliary
 - (3) Sons of the American Legion
- B. You must be either a licensed rider or legal spouse of a licensed rider. Both members in good standing (current dues paid and not on suspension) with your parent entity.
- C. Application forms must be completed annually. The Applicant must show the following items to be a member of the American Legion Riders (ALR) Post 4 Chapter:
 - (1) Current Class M (Motorcycle) License.
 - (2) Safe highway motorcycle (550 cc or larger) with current registration.
 - (3) Current insurance in the applicant's name.
 - (4) Passenger (legal spouse) of the member whose motorcycle you will be riding, you must also fill out an application.
- D. If transferring from another post, you will be required to transfer from your parent entity first to become a member of the ALR Post 4 Chapter. You are also required to fill out an application and provide the above required documents. If you belong to a post that does not have a riders group, you may belong to Post 4 Chapter.
- E. If a current ALR Post 4 Chapter member feels that another member or applicant is in any violation of any of the previous four requirements, they may, in writing, challenge the other

member/applicants validity to the Chapter Executive Board. The written challenge will be done in duplicate. Both copies will be signed by the Director and challenger with a copy being retained by both. It will not be discussed in the general meeting. The member challenging will then be contacted by the Director with a "YES or NO" answers within fourteen (14) days.

F. To comply with policies of the American Legion, membership in more than one ALR Post is not allowed.

G. If the applicant is approved they will be allowed to purchase their ALR patches.

2. ALR Patches:

A. **Back Patches:** The wearing of the Riders patch is a matter of team pride and the individual Rider's choice. It is not a requirement. However for the purpose of uniformity, when a Rider elects to wear the patches, they will be worn within these guidelines. The National ALR patch will be centered on the back and bordered by a top rocker of "POST 4". If you joined after January 01, 2007 you will be required to wear the new one piece patch.

(1) Front of Vest Patches:

a. Upper Right Side: the patches will be worn in this order from top to bottom:

- 1 Patriot Guard (if you choose to belong)
- 2 Charter Member
- 3 ALR 4 Life
- 4 Name and or Rider's nickname
- 5 Officer's position in the Riders.

b. Upper Left Side:

- 1 An American Flag will be worn above the breast (higher than any other patch).
- 2 Affiliation patch of "VET," "AUX," or "SAL" as appropriate, will be just below the rockers of the members parent entity.

c. If you are elected as an Executive Board member of the ALR Post 4 Chapter, you will wear the vest in compliance with section 2 of the by-laws.

3. Special Class Membership:

A. **SPECIAL CLASS:** Any member may continue membership as a Special Class Member (with full membership privileges) if they fail to meet the membership requirements of paragraphs 1 A-E, pursuant to the following and subject to the approval of the general membership.

(1) **Death:** Death of a current spouse who was the owner of the motorcycle as defined in paragraph 1 C.

(2) **Disability:** A current member that develops a disability of injury that prevents being able to operate a motorcycle and ownership of the motorcycle was relinquished due to this disability. This would allow the spouse to continue membership under these conditions as long as the spouse remains a member as described in paragraph 1 A- D.

4. Charter Membership:

A. **Post 4 Charter Members:** Are those members who joined before December 1, 2005.

B. **ALR 4 LIFE:** Membership is no longer offered but will be honored for current ALR Post 4 LIFE members. They are required to complete the Application Form annually also.

5. Membership Dues & Renewals:

A. The minimum annual dues per member shall be set at a rate determined each year by the Executive Board of the ALR Post 4, with the consent of the general membership. Renewal for the ALR will run concurrent with Legion dues with an expiration date of 31 December, regardless of the initial date of application. Dues shall be prorated as follows: a full year shall be paid if joining between January 1st and June 30th. A half-year's dues shall be paid if joining July 1st thru September 30th. If joining Oct 1st or later the dues will cover the remaining months of the current year and also for the full next year. Memberships not paid by December 31st will be subjected to a late fee. Members with late fees will not be able to vote in January's election of officers.

B. The member must fill out applications annually (requirements of paragraph 1 C). All items will be given to the membership coordinator. If applications are left at the post or turned in by somebody other than the applicant, copies of the required items & dues must be provided.

6. Organization:

A. AMERICAN LEGION RIDERS Post 4 Chapter is a family organization. Any inappropriate behavior will not be tolerated. Post 4 shall have no subsidiary organization. Special committees may be appointed as deemed necessary to handle special events.

7. ALR Checking Account:

A. Moving or changing of the account can only be accomplished by:

(1) The entire ALR Post 4 Executive Board has an official board meeting and discusses the request to move the account; it must record the minutes of the

meeting. The Executive Board then votes on the request. The vote must pass by a majority.

(2) If the vote passes, then the Executive Board must notify 100% of the general membership within 10 days prior to the next general membership meeting, informing the members that the Executive Board is requesting to move the checking account.

(3) At the next ALR Post 4 meeting, the entire minutes from the Executive Board meeting will be read by the Director. Any and all questions that members have will be answered. A motion may then be made to move the account. A majority vote of all members present is required to pass the motion.

8. Executive Board of the American Legion Riders: Officers of Post 4 Chapter:

ELECTED OFFICER POSITIONS

DIRECTOR

CO-DIRECTOR

SECRETARY

TREASURER

SEGEANT AT ARMS/ASST. ROAD CAPTAIN

APPOINTED BY ELECTED OFFICERS

ROAD CAPTAIN

MEMBERSHIP COORDINATOR

VA COORDINATOR

HISTORIAN

CHAPLAIN

COMMUNICATIONS COORDINATOR

10. Terms:

A. The term of the officers: 2nd meeting in January through 1st meeting of the next January.

(1) Officers may not hold more than one position.

(2) The Post Commander or 1st Vice Commander cannot be the ALR's Director or Co-Director at the same time.

(3) Members may run for only one office each year.

11. Elections:

A. Election of Officers will be held at the 1st meeting in January of each year. Nominations will be made at the 1st meeting in December and the day of the election.

(1) Members can be nominated for one position each year. Please check the job description for each office for your ability to perform duties required before accepting the nomination.

12. Duties of Post 4 Chapter Officers:

- A. **Director:** Will serve as Chief Administrative Officer of the association and will preside over all meetings. The Director shall have general supervision over the affairs of the association and shall perform other duties as directed by the general membership. (Reporting directly to the Post 4 Commander)
- B. **Co-Director:** Will assume the duties of the Director should the Director not be available. They will assist the Director in the performance of all duties called upon by the Director.
- C. **Secretary:** Shall keep a full and correct record of all proceedings and meetings, as well as keeping official records of the charter. (Reporting directly to the Director)
- D. **Treasurer:** Shall have charge of all finances of the ALR Post 4 Chapter. They shall be in charge of distributing funds as directed by the general membership. They shall give financial reports at each meeting, with a detailed written accounting to be distributed to the membership monthly. (Reporting directly to the Director)
- E. **Sergeant at Arms/ Asst. Road Captain:** Shall assist organizing meetings and maintain order during meetings. They will assist the Director in activities as directed. Sergeant at Arms will be required to take roll of members, visitors and potential new member attending each meeting. (Reporting directly to the Director)
- F. **Road Captain:** Shall be the member in charge of organized runs of the chapter. The RC will determine dates, times, routes, and meeting polices for those taking part in a run activity. The RC will appoint road guards to help insure the safety of the group during a run. (Reporting directly to the Director)
- G. **Membership Coordinator:** Shall keep membership records as required by the general membership. Give detailed reports at each regular meeting. Also responsible for giving welcome packets to new members. (Reporting directly to the Director).
- H. **Veteran's Affairs Coordinator:** Has the responsibility for coordinating and communicating any projects or events related to the VA hospital. (Reporting directly to the Director)
- I. **Historian:** Shall keep all historical records of the chapter. (Reporting directly to the Director)
- J. **Chaplain:** Shall give spiritual guidance and counseling to the membership, and when available, open and close the meetings with a prayer. (Reporting directly to the Director)
- K. **Communications Coordinator:** Will be responsible for ensuring notices of events are published. The medium may vary, to include newsletter, hard copy, internet, email, etc. (Reporting directly to the Director)

13. Meetings:

- A. Meeting will be held on the 1st and 3rd Thursday of every month. Fifteen (15) members will constitute a quorum, consisting of at least three (3) elected officers and twelve (12) general members. Once the meeting starts, no one will be permitted to leave/enter except for emergencies or as required for restroom breaks. Cell phones ringers will be turned off or placed on vibrate mode.

14. Finances:

- A. Funding of the ALR Post 4 Chapter will come from association dues or such other sources as approved by the general membership. All money-making events must be voted on and approved by the general membership.

15. Disbursement of Funds:

- A. Disbursement of funds will be authorized by a two-thirds (2/3) majority of the membership present at the regularly general membership meeting. ALR Post 4 Chapter is a non-profit organization and may only disburse funds in a manner that is in keeping with all Local, State, and National Laws regarding non-profit organization. Normal operating costs and expenses may be disbursed by the Executive Board without specific approval of the membership, but shall be reported in a monthly financial report of the treasurer. A maximum of \$150.00 per month shall be considered to be the normal operating funds. Any amount greater than \$150.00 must be approved by a majority vote of the general membership. The following officer's names shall be authorized on the Post 4 Chapter checking account, Director, Co-Director, Treasurer and Post 4 American Legion Adjutant. Any check disbursing chapter funds must be signed by two (2) of these officers. Any funds spent above that are not approved by the general membership, will be the responsibility of the Executive Board members who signed that check and will pay back to Post 4 Chapter by the end of the next general membership meeting, after the check was written or any funds used.

16. Safety:

- A. The safety of each rider is of the utmost concern: therefore, "Rules of the Road" have been established and shall be furnished to each member. Please, always check that your motorcycle is in proper working order. When riding with flags attached, it must be on a secure flagpole for the safety of each rider in the procession.

17. Order:

- A. All meetings will be conducted under "Roberts Rules of Order."

18. Disciplinary Action, Suspension or Expulsion:

- A. Any member may be disciplined, suspended or expelled from the ALR Post 4 Chapter for any action which brings discredit on the Post 4 Chapter, ALR, or the American Legion entities. The process for disciplining or expelling a member shall be as follows:

- (1) Any member being aware of another member's action which may be cause for disciplinary action shall make a CONFIDENTIAL report in writing to the Post 4 Director.
- (2) The Post 4 Director shall convene the Executive Board to review the allegations. The Director and Co-Director, with the knowledge and consent of the Executive Board, shall interview the member accused of the misconduct and shall investigate the allegations. They shall then report back to the entire Executive Board within two (2) weeks of the allegations being made. The member making the original accusation shall be invited to attend the Executive Board proceedings. In the event the Director or Co-Director is unavailable the Board shall appoint alternate members to conduct the interviews and investigation.
- (3) Upon completion of the above steps, the Board shall meet and decide on the validity of the accusations. If found to be true, the Board will decide on an appropriate action(s) to be taken, up to and including expulsion from the ALR. The accused member shall appear before the Board and will be informed of the findings and action(s) to be taken. If the member consents to the Boards decision, the action(s) will be completed at this time. The general membership will be informed of the situation and action(s) at the next scheduled meeting.
- (4) Should accused member not consent to the Board's decision, they may appeal to a meeting of the general membership. The appeal may continue beyond general membership, Post 4 Commander, Regional, State, National Committees of the ALR.
- (5) Should a member be expelled, they may be asked to return their ALR back patch to the Post 4 Chapter. The chapter may reimburse the member a fair market value for the patch if it serviceable.
- (6) If a rider is suspended, they may be asked to surrender his vest during the suspension period.
- (7) Any disciplinary action(s) taken against a rider shall be reported by the Director, the Commander of Post 4 and State Representative of the ALR.

19. Governing Rules:

- A. These by-laws shall be no less stringent than those contained in the State or National by-laws, nor can they be in any conflict with the Constitution or by-laws handed down by the National American Legion, American Legion Auxiliary and the Sons of the American Legion.

20. Amendments:



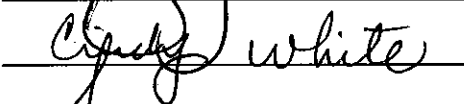
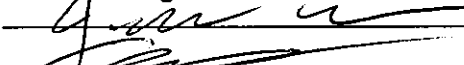
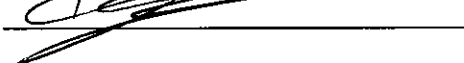
- B. These by-laws are adopted, subject to the provisions the National and State by-laws of the American Legion Riders and the provisions of the by-laws of the American Legion of which this Chapter is member. Any amendment to the National, State or American Legion by-laws, which is in conflict with any provision hereof, shall be regarded as automatically repealing or modifying the provisions of these by-laws to the extent of such conflict. These

by-laws may be amended at regular membership meetings by a vote of two-thirds (2/3) majority of members attending said meeting, provided that the proposed amendment has been read at previous regular membership meetings, and notice shall be given to all members of the date of proposed amendment is to be voted on. Any amendment so adopted shall become effective immediately following the close of the meeting at which it is adopted.

The American Legion Riders Post 4 Chapter by-laws referenced in this document were voted on and adopted at the general membership meeting on:

16 Oct 2014

Signatures of Elected Officers

	Larry Shannon, Director
	Don Hall, Co-Director
	Cindy White, Secretary
	Jerry Coleman, Treasurer
	Alan Nye, Sergeant at Arms