



**PO Box 1731
BUNNELL, FL 32110-1731**

**American Legion Riders Chapter 115 Bunnell, FL
By-Laws
&
Standard Operating Procedures (S.O.P.)**

“For the Cause, NOT the Applause”





TABLE OF CONTENTS

PAGE ----- 3	ARTICLE I II	NAME NATURE
PAGE ----- 4	ARTICLE III ARTICLE IV	ORGANIZATION MEMBERSHIP ELIGIBILITY
PAGE ----- 5	ARTICLE V	WEAR OF AL/ALR EMBLEM
PAGE ----- 6	ARTICLE VI ARTICLE VII	ELECTED OFFICERS MEETINGS
PAGE ----- 7	ARTICLE VIII ARTICLE IX	CHAPTER ALR EXECUTIVE COMMITTEE CHAPTER ALR DUTIES OF OFFICERS
PAGE ----- 9	ARTICLE X ARTICLE XI ARTICLE XII	FINANCE DISCIPLINE AMMENDMENTS



ARTICLE I: NAME

The name of this program shall be The American Legion Riders Flagler Chapter 115.

ARTICLE II: NATURE

Section 1. The American Legion Riders Flagler Chapter 115 (hereafter “ALR Chapter 115”), is a program of the American Legion, Department of Florida (hereafter “Department”) and the Flagler Post 115 (hereafter “Post”) subject to the rules, regulations, policies, oversight, and control thereof. Such oversight and control shall be exercised through a committee of the Department ALR Committee.

Section 2. ALR Chapter 115 is a program for all members of the American Legion Post 115, The American Legion Auxiliary Post 115, and The Sons of the American Legion Squadron 115, collectively “The Legion Family of Post 115”, who share an interest in motorcycling.

Section 3. ALR Chapter 115 upholds the declared principles of The American Legion as well as conforms to and abides by the regulations and decisions of the National, Department, District, Post, or other duly constituted governing body.

Section 4. ALR Chapter 115 maintains and protects the image of The American Legion at all times through appropriate wearing of The American Legion Emblem. The emblem of The American Legion demands “the wearer shall ever guard the sanctity of home and country and free institutions”.

Section 5. All members of ALR Chapter 115 shall avoid any perception of being a motorcycling club (hereafter “MC”) or gang. Rather, the focus of membership is for enjoyment and comradeship and furthering Legion Programs and/or projects in the community, state, and nation.

Section 6. ALR Chapter 115 strives to improve the public’s perception of the motorcycling community by promoting the honorable nature of service to one’s community, state, and nation.

Section 7. Members of ALR Chapter 115 shall comply at all times with the motor vehicle safety, licensing, and insurance laws or regulations of the State of Florida or of the state where their vehicles are registered.

ARTICLE III: ORGANIZATION

Section 1. Upon establishment of ALR Chapter 115, a Chapter Director shall be appointed, a copy of the ALR Chapter 115 By-Laws and Standards of Procedures (hereafter “SOP”), roster of Officers, and a letter of certification from the Post must be submitted to the Department. The Post must also maintain adequate liability insurance of this program.

Section 2. All ALR Chapter 115 programs will be subject to all applicable provisions of the Department ALR SOP.

Section 3. A minimum of five (5) members is required in order to form and maintain ALR Chapter 115.

Section 4. The ALR Chapter 115 Officers and Executive Committee are responsible and accountable to the sponsoring Post Commander, and Executive Committee.

ARTICLE IV: MEMBERSHIP ELIGIBILITY

Section 1. Eligibility for basic membership in ALR Chapter 115 shall be as prescribed the the national constitutions of The American Legion, The American Legion Auxiliary, and The Sons of the American Legion.

Section 2. Annual dues for ALR Chapter 115 shall be Twenty Five (\$25) U.S. dollars and will be due annually July 1st of each year (not counting year of ALR Chapter 115 creation). Lifetime ALR Chapter 115 membership can be requested for an amount of Two Hundred (\$200) U.S. dollars during the initial Charter Year 2019/2020 of ALR Chapter 115. Lifetime membership requested after the Charter year will be available the year following the dues payment of a member’s first year of membership.

Section 3. All members of ALR Chapter 115 must further demonstrate current individual membership in The American Legion, The American Legion Auxiliary, or The Sons of the American Legion.

Section 4. Members will not at any time hold membership in more than one (1) Post ALR Chapter. The sponsoring Post general membership must approve of, by majority vote, all applicants seeking ALR Chapter 115 membership from other Posts.

Section 5. In addition to Sections 1-3 above, members must be the legally registered owner or co-owner of a “two (2) wheeled” or “three (3) wheeled” cycle of at least 450ccs (with the stipulation of at least 750ccs for the National Legacy Run per National SOP) or a legally registered “auto/truck/passenger” vehicle (hereafter “Vehicle”) or are the spouse and/or (children, grandchildren under 18 years of age) of the legally registered owner in the state of registration.

Section 6. All operators must be properly licensed and insured per state laws.

Section 7. All operators must obey the motor vehicle laws in any state in which they are operating a Vehicle or riding as a passenger.

Section 7. ALR Chapter 115 shall be the judge of the qualifications of our membership subject only to the restrictions of this SOP.

ARTICLE V: WEAR OF THE AMERICAN LEGION EMBLEM

Section 1. The ALR backpatch, as copyrighted and sold by The American Legion Flag & Emblem Sales, is authorized for wear by all current members of the ALR. The backpatch will be centered from, left to right, and attached to the back of the vest.

Section 2. The ALR shoulder patch is to be attached to the upper right side of the front of the vest.

Section 3. The US flag patch will be attached to the upper left side of the front of the vest. Nothing is permitted above the flag as worn on the vest except for religious symbology (i.e. Cross, Star of David).

Section 4. Individual patches and/or pins will present a positive image of the American Legion and ALR. The Director maintains the right to restrict patches and/or pins deemed not appropriate.

Section 5. No patches and/or pins indicating membership or support for any M/C are permitted.

Section 6. The ALR Chapter 115 standards for patch sales shall be on file with The American Legion Flag & Emblem Sales.

Section 7. Use of rockers or paths modifying the ALR backpatch is NOT allowed.

Section 8. Dress for funerals and special events (i.e. Veterans Day / Memorial Day ceremonies, parades) will be black pants, white button dress shirt, black boots or shoes, ALR vest, and appropriate Legion Family headgear.

ARTICLE VI: ELECTED OFFICERS

Section 1. The elected officers (hereafter Executive Committee) of ALR Chapter 115 are Director, Assistant Director, Finance Officer, Adjutant, Sergeant-at-Arms, and Road Captain. Appointed Officers shall be Chaplain, Historian, Webmaster/Media, Activities Officer, Safety Officer, and such other positions as the Director and/or Executive Committee shall deem necessary.

Section 2. Officers of ALR Chapter 115 shall be elected and installed annually in conjunction with Posts' elections and installation, and shall take office at the meeting following installation. All elections of ALR Chapter 115 Officers shall be by ballot when applicable and the candidate or candidates receiving the highest number of votes shall be elected to the respective office for which they are a candidate(s).

Section 3. All vacancies existing in any committee or office of ALR Chapter 115 from any cause other than the expiration of their term shall be filled by a majority vote of the ALR Chapter 115 Executive Committee and with the knowledge of the ALR Chapter 115 membership. A person so appointed shall hold office for the unexpired term of the member of the committee or officer whose position was vacated.

Section 4. A vacancy shall exist when a committee member or officer is absent from the Post or ALR Chapter 115 due to resignation, loss of qualification, incapacity from injury or illness, or for a continued period of unexcused absences considered detrimental to the intent of the ALR.

ARTICLE VII: MEETINGS

Section 1. The regular meeting of ALR Chapter 115 shall be held at **XX time** on **such a day of each month**, at which time may be transacted such business as may properly be brought up for action; such meetings may be converted into entertainment meeting, as may deemed agreeable by the Officers of ALR Chapter 115.

Section 2. The ALR Chapter 115 Director or a majority of the ALR Chapter 115 Executive Committee shall have authority to call a special meeting of the ALR Chapter 115 at any time.

Section 3. Only up-to-date dues paying members shall have voice and vote at ALR Chapter 115 meetings.

Section 4. Five (5) members, which must include at least two (2) Officers shall constitute a ALR Chapter 115 quorum.

ARTICLE VIII: ALR EXECUTIVE COMMITTEE

Section 1. The ALR Chapter 115 Executive Committee shall meet for organizational or such other business as may come before it at the call of the ALR Chapter 115 Director within ten (10) days after the installation of the new Officers. Thereafter the ALR Chapter 115 Executive Committee shall meet regularly at future specified days and time.

ARTICLE IX: ALR DUTIES OF OFFICES

Section 1. Duties of Director. It shall be the duty of the ALR Chapter 115 Director to preside at all meetings of the ALR Chapter 115 and to have general supervision over the business and affairs of the ALR Chapter 115, and such officer shall have knowledge of the disbursement of funds and shall make a report covering the business of ALR Chapter 115 which shall be read at the Post general membership meeting.

Section 2. Duties of Assistant Director. The Assistant Director shall assume and discharge the duties of the office of Director in the absence or disability of, or when called upon by the Director. The Assistant Director will be responsible for new member recruitment. The Assistant Director will be responsible for review of the eligibility of new, renewing, transfer, and reinstatement of ALR Chapter 115 memberships.

Section 3. Duties of Finance Officer. The Finance Officer is to receive all monies, to keep a just and true account of same, and pay them out on the order of the ALR Chapter 115 membership, with the consent of the Director. The Finance Officer will in a timely manner deposit all funds. The Finance Officer will co-sign all checks disbursing ALR Chapter 115 funds and is required to have two (2) authorized signatures on disbursements over two hundred (\$200) US Dollars. The Finance Officer shall give a detailed report at each regular membership meeting of the ALR Chapter 115. The Finance Officer shall also prepare and provide a monthly ALR Chapter 115 financial report to the Post Executive Committee. The Finance Officer shall also be the keeper of the ALR Chapter 115 Store, membership, information, and collection of dues. The Finance Officer must be a Legionaire and be properly surety bonded.

Section 4. Duties of the Adjutant. The Adjutant shall keep a full and correct account of the proceedings of ALR Chapter 115 executive and general membership meetings in proper written and electronic form. The Adjutant shall also make a copy of the minutes by email (if available) to each member, and keep such records as the Post, District, and Department may require. The Adjutant shall, under direction of the Director, handle all correspondence of ALR Chapter 115. The Adjutant must be a Legionnaire.

Section 5. Duties of the Sergeant-at-Arms. The Sergeant-at-Arms shall ensure meeting areas are prepared in advance for all ALR Chapter 115 meetings. The Sergeant-at-Arms shall ensure eligibility of all members attending ALR Chapter 115 meetings, and preserve order at all ALR Chapter 115 meetings and gatherings. Also to assist the Director in ALR Chapter 115 activities and such other duties as may be incumbent upon the office by the Director.

Section 6. Duties of Road Captain. The Road Captain shall lead the formation in all organized tours, runs, activities, parades, and events. The Road Captain is responsible for reporting to the Adjutant the event date, name, name of riders, and length of ride in time and miles. The Road Captain will determine routes for all ALR Chapter 115 rides. The Road Captain is responsible for giving a pre-ride briefing covering route, hazards, and hand signals. The Road Captain shall ensure all guest riders sign a waiver of liability before all rides. Signed waivers will be given to the Adjutant for filing. The Road Captain shall promote safe riding techniques and on-going training and ensure safe operation of group rides and events in accordance with all Federal, State, and Local laws. The Road Captain, at any time, may appoint Assistant Road Captains to aid in special tasks or take any other measures necessary to help insure the safety of the group during a ride.

Section 7. Duties of the Chaplain. The Chaplain shall open and close all meetings with a prayer. The Chaplain will initiate and maintain correspondence with members in need or distress. The Chaplain shall report to ALR Chapter 115 meetings and coordinate visitations. The Chaplain must be a Legionnaire.

Section 8. Duties of Historian. The Historian shall preserve the records, incidents, and archives of the ALR Chapter 115 and its members, and publish from time to time such historical data as may be appropriate. The Historian shall perform such other duties as may properly pertain to the office as may be determined by the Director or Executive Committee.

ARTICLE X: FINANCE

Section 1. The revenue of ALR Chapter 115 shall be derived from such membership fees or dues and from such other sources as may be approved by the Director and Executive Committee.

Section 2. ALR Chapter 115 shall provide a monthly financial report and minutes to the Post executive committee and general membership.

Section 3. The Post Finance Officer shall be listed on all ALR Chapter 115 accounts. Account co-signors shall be the Finance Officer, Director, Assistant Director, and Adjutant.

Section 4. The disbursing of funds shall require consent of the Director and Executive Committee. Checks over two hundred (\$200) U.S. dollars requires two (2) authorized signatures.

Section 5. All benevolent revenues raised, during the Legion year, shall be allocated with no less than fifty percent (50%) being dispensed towards Legion programs and/or projects at the ALR Chapter 115, Post, District, Department, or National levels.

ARTICLE XI: DISCIPLINE

Section 1. ALR Chapter 115 membership may be suspended or expelled under the same procedures providing for the suspension or expulsion of a member of The American Legion, The American Auxiliary, or The Sons of the American Legion.

ARTICLE XII: AMMENDMENTS

Section 1. This ALR Chapter 115 S.O.P. is adopted, subject to the provisions of the National, Department, District, and Post constitutions, of which this Chapter is subordinate. Any ammendment to the National, Department, District, or Post constitutions that is in conflict with any provisions hereof shall be regarded as automatically repealing or modifying the provisions of the constitution and by-laws of ALR Chapter 115 to the extent of such conflict.

Section 2. This ALR Chapter 115 S.O.P. may be ammended at any regular ALR Chapter 115 meeting by a vote of two-thirds (2/3) majority of the members attending such meeting, provided that the proposed ammendment shall have been submitted in writing and read at the preceding regular meeting. Any changes will be reported to the Post, District, and Department. Written or E-mail notice to the address of record shall be given to all members at least ten (10) days in advance of the date when such ammendment is to be voted upon, notifying said members that at such a meeting there will be presented a proposal to ammend the ALR Chapter 115 S.O.P.