



American Legion Riders Association

Florida Chapter 316

Atlantic Beach, FL 32233

**(904) 249-0202**



## **American Legion Riders Motorcycle Association Chapter 316 Atlantic Beach, Florida SOP**

Revision 1, As approved 04/13/2013

### **Purpose**

To ensure The American Legion Riders (ALR) Chapter 316 operates within the established guidelines and in accordance with The Department of Florida rules, regulations, and procedures. The ALR was formed to: participate in parades, escorts and other ceremonies which are in keeping with the aims and purposes of the American Legion, participate in motorcycle events; provide a social atmosphere for members who share the same interest; promote motorcycle safety programs and motorcycle awareness; organize and participate in charity events helping veterans and their families; promote and support the programs of The American Legion and support our community.

### **SOP**

American Legion Riders of the Department of Florida American Legion shall be known as Florida Chapters. With Post 316 sponsoring this riding group, it shall henceforth be referred to as: American Legion Riders Chapter 316 (ALR 316), Atlantic Beach, Florida.

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## I Membership:

- A. ALR Chapter 316 shall be comprised of members in good standing from: The American Legion, American Legion Auxiliary, and the Sons of the American Legion.
- B. Riders home Post need not be Post 316, however Riders may not be a member of two (2) ALR Chapters locally, state, or nationally at the same time.
- C. Upon submitting an application for joining, the requesting member shall provide proof of qualification and attest that he/she is not currently a member of another ALR.
- D. Membership shall be confirmed by a simple majority vote of attending members during a regularly scheduled meeting. Furthermore, existing members upon renewing yearly membership and lifetime members shall provide the Membership Officer with proof of current eligibility during re-enrollment period.
- E. Any member who fails to provide proof of eligibility is automatically disqualified from membership in ALR 316. Upon becoming an eligible member, he/she shall be required to reapply for membership as a new member.
- F. Individuals who maintain eligibility but are working, living or stationed outside of the local area and not able to attend regularly scheduled meetings shall be permitted to transmit their membership eligibility via electronic medium to the Membership Officer.
- G. Ownership of a motorcycle either individually, through marriage or a relationship with another ALR member is not required, but highly encouraged.
- H. Members who have fallen in arrears for more than 30 calendar days and have not become members in good standing by the regularly scheduled February meeting will be removed from the ALR 316 membership rolls.

## II Elected Officers of ALR Chapter 316:

- A. Director
  - 1. Must have a minimum of two (2) years as an American Legion Rider, minimum of three (3) years motorcycle riding experience, have been a member of ALR 316 for the past two (2) years and currently own and operate, individually or through marriage, a motorcycle licensed and insured as required by the state of Florida
- B. Assistant Director
  - 1. Same minimum requirement as Director

- C. Sergeant-at-Arms
  - 1. Must have a minimum of one (1) year as an American Legion Rider, minimum of two (2) years motorcycle riding experience and must currently own and operate, individually or through marriage, a motorcycle licensed and insured as required by the state of Florida
- D. Assistant Sergeant-at-Arms
  - 1. Same minimum requirement as Sergeant-at-Arms
- E. Road Captain
  - 1. Must have a minimum of one (1) year motorcycle riding experience and must currently own and operate, individually or through marriage, a motorcycle licensed and insured as required by the state of Florida
- F. Safety Officer
  - 1. Must have a minimum of one (1) year motorcycle riding experience and must currently own and operate, individually or through marriage, a motorcycle licensed and insured as required by the state of Florida
- G. Treasurer
  - 1. Must have been a member of ALR 316 for a minimum of one (1) year
- H. Quartermaster
  - 1. Must have been a member of ALR 316 for a minimum of one (1) year
- I. Secretary
  - 1. Must have been a member of ALR 316 for a minimum of one (1) year
- J. Membership Officer
  - 1. Must have been a member of ALR 316 for a minimum of one (1) year

### **III. Appointed Officers of ALR Chapter 316:**

- A. Historian
- B. Event Coordinator
- C. Chaplain
- D. Electronic Media Officer

### **IV. Elections:**

- A. An election shall be held during the regularly scheduled meeting, one (1) month prior to the State Convention for those Officers listed in Section II
- B. Nominations will be requested no later than each of the two (2) months prior to the election

- C. All nominees will acknowledge before the assembly that they are qualified and willing to accept the position and responsibilities of the position for which they are nominated
- D. A qualified ALR 316 member shall be permitted to nominate him/herself for a position they desire to hold
- E. Write-in candidates will be accepted the day of the election. However, they must meet the qualifications of Section II, Paragraphs A through J, and the provision of Section IV, Paragraph C above
- F. Prior to casting a ballot, all voting members must present a valid AL Family and ALR 316 membership card to the Sergeant-at-Arms
- G. The Election Committee, which will be comprised of ALR 316's current Secretary, Sergeant-at-Arms and Membership Officer, shall tally the ballots. Results shall be read to the membership prior to the conclusion of the meeting. The Director shall provide the results of the election to all members of the Chapter via the newsletter and shall also provide the results to the American Legion Post 316 Commander, 5<sup>th</sup> District ALR Chair and Department ALR Secretary
- H. Members must be present to vote and every attempt shall be made to ensure that ballots submitted during the regularly scheduled meeting are anonymous, with the following exception:
  - 1. Absentee ballots may be accepted by the Election Committee
    - a. They must be sealed in an envelope containing a copy of the member's current AL, Aux or SAL and ALR 316 membership card and another sealed envelope containing the actual ballot.
    - b. Absentee ballots must be received by the Election Committee prior to the regularly scheduled election date
    - c. Absentee ballots will not reflect a write in candidate for any office
- I. Once the ballots are tallied and results read, no further ballots shall be considered. The candidate for each office who has received the most votes will be considered to have won their respective office and shall assume the duties of that office immediately after being installed at the ALR Installation Ceremony. In the event two or more candidates for the same office receive the same number of votes, they shall be required to address the general assembly to make their case as to why they should be elected to that position. Immediately afterward, a re-vote of the general assembly shall take place and when combined with the previously received absentee ballots, the election committee shall recount the ballots. If after the second series of voting there is still a tie vote, the election of that office will be suspended until the next regularly scheduled meeting. The results of the tie vote will be communicated to the membership via the

newsletter along with the necessity of re-voting in person or absentee as authorized at the next regularly scheduled meeting.

- J. If during the year, an elected Officer is unable to continue filling their office, the vacancy and need for a replacement shall be announced in the newsletter. Nominations and an election shall be called for at each meeting until a replacement is elected. In the event there is only one (1) person in contention to fill said vacancy, they shall be voted in during the next regularly scheduled meeting. They may be permitted to act as the interim officer of said position until such time that they can be voted into office by a simple showing of hands at the time of their nomination.
- K. The appointment of non-elected Officers will be made by the Director and ratified by a simple majority vote by the Executive Board. If during the year, an appointed officer is unable to continue filling their office, the Director shall appoint a replacement who will be ratified by a simple majority vote by the Executive Committee.
- L. Anyone found guilty of voter fraud or altering the outcome of the elections will be expelled from ALR 316 for no less than one (1) election cycle

## **V. Duties of the ALR Chapter 316 Officers**

- A. Director:
  - 1. Serve as Chief Administrative Officer of the Chapter and preside over Executive Board and General membership meetings
  - 2. Serve as liaison to the Executive Committee of Post 316
  - 3. Serve as an ex-officio member of all committees
  - 4. Supervise all affairs of the Chapter
  - 5. Coordinate with other ALR officers at the District, Department and National levels
  - 6. Submit reports as required by Post, District and ALR Sub-Committee
  - 7. Attend district and state ALR meetings and functions
  - 8. Keep membership informed of local, state and national ALR activities by regular weekly correspondence via electronic medium and monthly American Legion Post 316 newsletter input
- B. Assistant Director:
  - 1. Perform such duties as directed by the Director
  - 2. Execute the duties of the Director during his/her absence or disability
- C. Sergeant-at-Arms:
  - 1. Preserve order at meetings and gatherings
  - 2. Assist the Road Captain in enforcing all rules of safe riding during rides, runs and events

3. Perform such other duties or chair such committees as may be assigned by the Director
  4. Ensure members attending ALR 316 meetings are current members in good standing, identify any guest(s) and their business with ALR 316 and make introductions when called upon
  5. Be responsible for the logistics and proper staging of flags and meeting room for all meetings and the proper staging of Flag Bikes and motorcycles during parades and escorts
  6. Execute the duties of the Director in the event the Director and Assistant Director are absent or disabled
- D. Assistant Sergeant-at-Arms:
1. Perform such duties as directed by the Director
  2. Execute the duties of the Sergeant-at-Arms during his/her absence or disability
- E. Road Captain:
1. Perform such duties as directed by the Director
  2. Execute the duties of the Assistant Sergeant-at-Arms in the event of his/her absence or disability
  3. Organize and participate in after monthly meeting fun runs and other group rides, (exclusive of Event Runs) determining dates, times, routes, and meeting/stopping locations for those taking part in the run.
  4. Appoint temporary Assistant Road Captains as required to safely manage runs or group rides as necessary
  5. Ensure that all non-member guest riders have signed a Release Form prior to departure on all runs, group rides or events
  6. Maintain a supply of blank guest ALR Release Forms
- F. Safety Officer:
1. Perform such duties as directed by the Director
  2. Assist the Road Captain when and as required for the safety of the group
  3. Execute the duties of the Road Captain in the event of his/her absence or disability
  4. Keep the group informed of safety related items and provide motorcycle related training as required
- G. Treasurer:
1. Perform such duties as directed by the Director
  2. Maintain accurate records of all financial transactions in accordance with Post 316 financial requirements
  3. Provide a detailed financial report to the membership during regular monthly meetings
  4. Submit required financial reports to the Post Commander and the Post Executive Board as required

5. Deposit funds in assigned bank account as expeditiously as possible and disburse funds approved for Chapter operation
6. Sign all Chapter bank accounts along with the Director
7. Strive to ensure that a negative balance is never achieved regardless of circumstances by communicating what effect a proposed expenditure would have on the status of the balance sheet prior to the membership authorizing said expenditure

H. Quartermaster:

1. Perform such duties as directed by the Director
2. Assume the duties of the Treasurer in the event of his/her absence or disability until such time a new Treasurer can be elected
3. Maintain an accurate inventory of all ALR merchandise, sales receipts and invoices, providing a detailed report to the membership during regular monthly meetings
4. All monies collected above a \$50.00 change fund shall be promptly turned over to the treasurer for deposit
5. Ensure an adequate supply of authorized ALR merchandise is on hand for sale

I. Secretary:

1. Perform such duties as directed by the Director
2. Maintain a full and accurate record of all proceedings at meetings
3. Maintain the Chapter Constitution, By-Laws, and Amendments
4. Maintain membership records and contact information in the event of the Membership Officer's absence or disability
5. Prepare and mail all correspondence leaving the Chapter after receiving approval from and/or signature of the Director
6. Receive all correspondence addressed to the Chapter and inform the Director of its content. Read all correspondence to the membership at the general assembly when called upon

J. Membership:

1. Perform such duties as directed by the Director
2. Execute the duties of Secretary in the event of his/her absence or disability
3. Maintain membership records of members who are current and in good standing and provide an accurate roster to the Director, District Chairman and State Chairman as required
4. Maintain member's contact information and current release form
5. Inform all members of the information required to maintain current membership in ALR 316 no later than 30 days prior to their due date
6. Send a delinquent notice to members whose dues have lapsed and to those Life Members who have not provided proof of continued eligibility by New Year's Day, I January

7. Provide the Director a list of members who are delinquent greater than 30 days from 1 January, thus making them not current and therefore "members not in good standing"
8. Maintain a supply of blank membership cards, applications, release forms and authorized ALR Chapter 316 Patches
9. Collect yearly dues and issue membership cards to eligible and approved members, providing a detailed report of current membership during monthly meetings
10. All monies collected above a \$25.00 change fund shall be promptly turned over to the treasurer for deposit
11. Receive approval from or signature (as required) of the Director before any correspondence is sent outside of ALR Chapter 316

K. Historian:

1. Perform such duties as directed by the Director
2. Record events of interest for future review which should include photos, Ride Flyers and a brief narrative of the ride/event
3. Maintain a record of all events and rides including the number of ALR 316 members, sister ALR Chapter members and non ALR guests present, length of event, miles rode, funds collected and to whom distributed
4. Receive approval from or signature (as required) of Director before any correspondence is sent outside of ALR Chapter 316

L. Event Coordinator:

1. Perform such duties as directed by the Director
2. Organize all events with the exception of the after meeting fun runs, escorts, parades and spontaneous fun runs organized by the Road Captain(s)
3. Serve as Chairman of the Committees for annual events, i.e., Poker Runs, Christmas Party, Steak, etc.
4. With the concurrence of the Chapter Director, schedule and chair Special Event Committee meetings
5. Draft all correspondence relating to special events in conjunction with the Secretary, i.e.: Sponsor Letters, Certificates, Flyers, etc.
6. Draft and submit to the Director all procedures, itineraries and regulations governing Events falling under the purview of the Event Coordinator
7. Receive approval from or signature (as required) of the Director before any correspondence is sent outside of ALR 316

M. Chaplain:

1. Perform such duties as directed by the Director
2. Offer the invocation at the beginning and the benediction at the end of all meetings, events, and Chapter functions
3. Visit sick and distressed members, their immediate family and fellow veterans, reporting to the membership their status and needs
4. Report the death of all Chapter members to the Director, the District and Department Chairman

- N. Electronic Media Officer:
  - 1. Perform such duties as directed by the Director
  - 2. Shall establish and maintain Chapter Web Sites, Facebook, Tweeter or other such electronic or social media accounts as authorized

## **VI. Meetings**

Meetings will consist of three (3) types:

- 1. Executive Board meetings
  - 2. Regularly Scheduled Membership meetings
  - 3. Special Event meetings
  
- A. Executive Board:
  - 1. The Executive Board (E-Board) is comprised of all Officers, both elected and appointed
  - 2. Five (5) Officers shall constitute a quorum
  - 3. Each Officer has one (1) vote with the Director voting only as a tiebreaker
  - 4. Any Officer may bring an item to the table for voting
  - 5. In an emergency, the Director may bring items before the E-Board for resolution electronically. After a decision has been made by the E-Board, the Director is required to notify the membership of the item brought before the E-Board and resolution of said item.
  - 6. The E-Board shall meet monthly no more than two (2) weeks prior to the regularly scheduled monthly General meeting
  
- B. General Membership:
  - 1. General membership meetings will be held monthly, normally on the second Saturday of the month at 10:00 AM and will be held at Post 316
  - 2. Ten (10) members shall constitute a quorum
  - 3. In the event the general membership meeting cannot or should not be held on the second Saturday of the month or at Post 316, all members shall be notified, when practical either in person or electronically no less than 48 hours prior to the revised scheduled meeting
  
- C. Special Event:
  - 1. Special Event meetings will be called at the discretion of the Event Coordinator
  - 2. A quorum shall consist of the Event Coordinator and three (3) Officers, plus any other members designated by the Event Coordinator
  - 3. The date, length, location and duration shall be determined by the Event Coordinator and approved by the Director
  - 4. Notification of intent to hold a Special Event meeting shall be made electronically no less than forty-eight (48) hours prior to scheduling meeting

## **VII. Finances**

- A. Finances will be derived from membership dues, sale of merchandise and/or such other revenue sources as are approved by the general membership
- B. A detailed financial report will be provided to the Post Commander, District and State Chairman as required by American Legion Post 316 and State ALR Constitution, By-Laws or Standard Operating Procedure
- C. Disbursement of funds will be only those authorized by the E-Board and/or the general membership.
- D. ALR Chapter 316 is a non-profit organization which falls under the tax exempt status of American Legion Post 316, and shall collect, retain and disburse funds in a manner that is in keeping with all local, state and national laws regarding a nonprofit organization
- E. Funds shall remain the property of ALR 316, until such time that ALR Chapter 316 votes to disband or such time as the Department Executive Committee (DEC) or the Department Finance Committee when the DEC is not in session, suspends or revokes the Charter
- F. Should ALR Chapter 316 be dissolved, suspended or revoked, all outstanding debts shall be expediently discharged and the remainder of all monies and property will be turned over to Post 316. If ALR 316 is dissolved, no monies shall be distributed among Chapter members

## **VIII. Expulsion**

Any member may be expelled or suspended from the Chapter as recommended by the Executive Board and approved by a majority vote of the general membership for reasons of misconduct. The member shall be informed of action pending, dates and location of the E-Board meeting by a letter sent via the US Mail, with U.S. Tracking required. Any member may appeal to the Chapter Executive Board stating the reasons why they feel their punishment should be reconsidered. The reason for expulsion will be reported to Post 316 Commander for possible additional Post discipline.

- A. Any member may be automatically expelled or suspended from the Chapter for the following reasons:
  - 1. Member's failure to maintain status as a member in good standing with member's sponsoring American Legion, American Legion Auxiliary or Sons of the American Legion
  - 2. Member's failure to remain in good standing by becoming delinquent in Chapter dues and/or failure to provide the Membership Officer proof of

remaining a member in good standing with sponsoring American Legion, American Legion Auxiliary or Son of the American Legion

3. Member is found guilty of voter fraud or altering the outcome of elections
  4. Theft of ALR 316 Property or monies
- B. Suspension is to be considered as a temporary disciplinary action for minor infractions and shall not be for a period greater than one (1) calendar year. A member shall be allowed to participate in all Chapter activities upon the completion of the assigned suspension period.
- C. Expulsion is to be considered as a permanent disciplinary action and for life. However, an expelled member may reapply for membership in the Chapter after a one (1) year period. Admittance is not automatic and approval by the general membership will be required. If re-admittance is granted by a majority vote of the General membership the re-admitted member will be considered as a new member for dues and eligibility to hold office.
- D. During the period of suspension or expulsion the member shall not participate in any Chapter activities or be entitled to wear the ALR 316 Patch or any other merchandise specific to Chapter membership.

## **IX. American Legion Rider Insignia and Vest**

- A. The official insignia of the American Legion, Department of Florida, American Legion Riders worn by all ALR Chapter 316 members shall be as approved by National Emblem Sales and henceforth referred to as: Patch
- B. Back Patch shall be centered, left to right and attached to the back of the vest
- C. Life Members shall be entitled to wear two (2) gold stars one on either side of the word American
- D. Charter Members are entitled to wear a gold border around their Patch
- E. Once an approved patch is sewn onto your vest it shall be grandfathered in regardless of changes until such time the wearer retires the vest
- F. ALR 316 members shall not wear rockers and must ensure the appearance of their Patch in no way resembles a three (3) piece Patch worn by MC's
- G. Scrolls above but not touching the ALR 316 Patch may be permitted providing they conform to National Emblem Sales with one (1) of the four (4) words: Veteran, Legionnaire, Auxiliary or SAL, but are highly discouraged
- H. U.S. Flag may be attached to the upper left side of the front of the vest with nothing above it

- I. If worn the ALR National Shoulder Patch shall be attached to the lower side of the front of the vest
- J. Individual patches and pins will not be restricted; however, they should present a positive image by not being degrading or derogatory to humanity or country
- K. ALR Patches are to be considered as rented from ALR Chapter 316 for as long as the member remains a "member in good standing." In the event an ALR 316 member is suspended, membership revoked or status changes to a "member not in good standing," said member must immediately cease wearing the ALR 316 Patch until such time as said member is once again considered a "member in good standing."
- L. ALR 316 Directors present and past are entitled to wear the RIDERS DIRECTOR pin. While holding the office of Director he/she shall wear the pin above the heart, past Directors may continue wearing the pin however it shall be worn below the heart.

## **X. Membership**

- A. Annual
  - 1. Annual membership requires member to renew annually by 1 January.
  - 2. Dues for the upcoming calendar year will be assessed based upon the recommendation of the Chapter Membership Officer and as approved by a majority vote of attending members
- B. Lifetime Membership
  - 1. Lifetime membership shall be afforded to any qualified members as determined in Section I.
  - 2. Lifetime membership dues will be based upon the dollar amount of ten (10) years of annual dues
  - 3. Members transferring Lifetime Membership from another Chapter into ALR 316 shall be assessed dues based upon twenty-five (25) percent of current ALR 316 Lifetime dues.
    - a. Transferring member must show proof that they are currently a Lifetime Member in good standing in a sister Chapter to be eligible for the special transfer Fee listed above
- C. Special Silver Lifetime Membership
  - 1. If you have been an ALR 316 member for ten (10) consecutive years and have reached the age of 65, you are entitled to the distinction of a "Special Silver Lifetime Membership".
  - 2. Membership may continue for the rest of your life and payment of Local Chapter Dues will be waived.

3. Member must continue to maintain the eligibility requirements listed in Section I. (A and B), as well as requirements listed Section II if seeking an Officer position.
- D. Charter Membership
1. Charter members are anyone who joined prior to 31 December 2004
  2. All Charter Members shall be entitled to wear a gold border around their Patch signifying they are Charter Members
  3. Dues and continued eligibility for Charter members remain the same as A through C above

## **XI. Governing Rules**

- A. These By-Laws along with the American Legion, INC. Department of Florida American Legion Riders, Motorcycle Association Standard Operating Procedure (SOP) will be adopted as governing ALR 316
- B. These By-Laws shall be no less stringent, nor can they be in conflict with the National Constitution, the By-Laws of the American Legion or the By-Laws of American Legion Post 316
- C. ALR Chapter 316 is a program of the American Legion Post 316. The Director or his designated representative shall attend monthly American Legion Post 316, Executive Board meetings to report the financial status and upcoming activities and to answer any questions pertaining to the ALR.
- D. All individuals becoming an ALR Chapter member agrees to and accepts the tenants of these By-Laws

## **XII. Order**

Chapter meetings will be conducted under "Roberts Rules of Order"

## **XIII. Amendments**

- A. These By-Laws replace the original By-Laws in total
- B. These By-Laws may be amended for minor changes by a majority vote of ALR Chapter 316 Executive Board
- C. Major changes or complete revisions should be presented to the Chapter at the general meeting and then voted on at the next general meeting.
- D. A two-thirds (2/3) vote of attending members shall be required to approve a major change or revision

- E. These By-Laws shall be reviewed by every new or re-elected Officer
- F. These By-Laws shall be amended or revised when necessary as recommended by the E-Board
- G. The acceptance of these By-Laws, as written, shall be voted on by the General Membership at a period not to exceed three (3) years or after any major changes or revisions are made

#### **XIV. Record of Revisions and Amendments**

These By-Laws were originally voted on and adopted on 31 December 2004 by the Charter ALR 316 Chapter Members at a regular membership meeting. They were amended by membership vote on 22 August 2006. Revision (1) was approved and adopted by the General Membership on 04/13/2013.