

. AMERICAN LEGION RIDERS

Earl E. Mitchell Post 29 ALR Chapter

Glendale, Arizona

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 the American Legion members who share an interest in motorcycles. To promote and support programs of the American Legion. To assist other American Legion Posts in forming American Legion Riders chapters. To be a conduit of information from the National Organization and the Department of Arizona to American Legion Riders in Arizona, and to provide input to the National Organization and the Department of Arizona on issues relating to American Legion Riders.

By-Laws

The American Legion Riders Post 29 is a program of the American Legion and must abide by all of the Post By-Laws for Earl E. Mitchell, American Legion Post 29, Glendale, AZ.

I. Name

- A. The name of this organization shall be known as: American Legion Riders Post 29, Glendale, Arizona of the American Legion, Department of Arizona. For working purposes only, it shall be called: The Chapter, this Chapter, and/or ALR 29.
- B. American Legion Riders, Department of Arizona for working purposes only, shall be called: AZALR

II. Membership

Must be a current member of the American Legion, or the American Legion Auxiliary, or the Sons of the American Legion, and must meet the following requirements:

- A. Must own a motorcycle, road ready, of at least 650 cc in size, have a current driver's license with a motorcycle endorsement, registration and insurance. Membership could be for a period of up to Ninety (90) days in order to verify eligibility in the American Legion Family, as well as Safety Checks with qualified Road Captain.
- B. Applicants must complete three rides with the Senior Road Captain and/or a qualified Road Captain. Qualified perspective members are entitled to an American Legion Rider back patch upon approval.
- C. No person should hold an elective office in more than one ALR Chapter.

- D. All new applicants should be sponsored by a fellow American Legion Rider or seek membership from a chapter member. Once accepted, annual dues must be paid to maintain membership.
- E. No ALR 29 member or applicant can be a member of a motorcycle club while being considered for ALR 29 membership or in continued membership with ALR 29.
- F. Reinstated Membership: Past or ex-ALR 29 members can request to be reinstated back into the ALR 29 membership if they left in good standings (within 1 Year). All requests will be submitted to the Advisory Committee then approval by the General Membership.
- G. All members must volunteer a minimum of 3 ALR events in a calendar year.
- H. All new prospective members must be interviewed by advisory board.

III. Special Class Membership and Supporting Membership

- A. You may continue your membership as a special class member (With full membership privileges) if you fail to meet the membership Requirements of Section II, pursuant to the following and subject to the approval of the general membership.
 - 1. Disability, which prevents you from physically being able to operate a motorcycle and ownership of the motorcycle, was relinquished due to this disability.
 - 2. If you have been a member for ten (10) consecutive years, you are entitled to the distinction of a "Special Class Life Member." Membership may continue without regards to Section II-A for the rest of your life and payment of local chapter dues will be waived.
- B. ALR 29, at their discretion may elect by majority vote at a regular membership meeting to authorize a "supporting" membership to an individual or individuals under the following guidelines:
 - 1. These memberships are to be of supportive nature. Supporting memberships should only be granted to those persons who have demonstrated themselves to be assets to the organization and excelled in promoting the aims and purposes of the "American Legion Riders"
 - 2. Supporting members have no vote or hold elected office except for the Advisory Committee.
- C. The Commander of Post 29 will automatically become an Honorary member (if not a current rider) during his or her tenure. ALR membership dues will be waived.

IV. American Legion Riders Back Patch and Other Patches

A. Qualified members must purchase the “Back Patch” through this Chapter. The ARIZONA DIST 11 POST 29 rocker will be presented to new members upon acceptance into the chapter. Location and associated patches are as follows:

1. The back patch will be centered horizontally on the back of the vest.
2. No patch of any kind shall touch the ALR back patch.
3. No motorcycle club patches will be worn in conjunction with the “ALR” Back Patch.
4. Post rocker will be sewn below the back patch.
5. The American Flag patch on left breast (over heart). Nothing such as patches, etc., will be worn on or above the American Flag.
6. The American Legion, Auxiliary or S.A.L patch over right breast.
7. Arizona State patch and POW/MIA/KIA patch.
8. No obscene or derogatory patches or pins are allowed on ALR 29 vest at the sole discretion of the Advisory Committee.
9. The ARIZONA DIST 11 POST 29 rocker is the property of the chapter and will be returned if the member quits or is expelled. There is a \$20 deposit for the rocker, and the deposit will be refunded upon return of the rocker if the member quits or is removed prior to “Lifetime” status. Any rocker issued after January, 2022, and then returned will need proof (receipt) to receive deposit. Once a member reaches “Lifetime” status, the member shall retain the rocker.
10. Vests are to be worn with a short or long sleeve shirt by ALR riders/members.

V. Officers of the Chapter

A. Elected Officers:

1. Director
2. Assistant Director

B. Appointed Positions:

1. Secretary
2. Sergeant-At-Arms (2-3) (must be ALR rider)
3. Senior Road Captain (must be ALR rider)
4. Road Captain (must be ALR rider)
5. Historian
6. Chaplin (2)
7. Store Keeper
8. Event **Coordinator**
9. Chapter Judge Advocate (must be ALR rider)
10. **Treasurer (must be ALR rider)**

VI. Election

Election of Chapter officers will be held annually. The following election procedures will then occur:

- A. Nominations will be held at the general Membership meeting of April. Elections will be held at the general Membership meeting of May.
- B. A member seeking nomination to be elected to an office must have been a member of Post 29 ALR Chapter for at least (1) year with proof of eligibility.
- C. A fellow member in good standing must nominate a member seeking nomination or a member may be self-nominated provided they are in good standing.
- D. All Officers elected and appointed will assume their duties immediately upon installation of Officers after the elections.
- E. Elected Officers will meet with ALR Advisory Committee immediately following their election and select, as necessary, members to serve in the Appointed Positions. These selections will be announced at the next scheduled General Membership meeting and must be approved by that body.

VII. Duties of Chapter Officers and Appointees

Missing three (3) consecutive meetings without legitimate excuse can be cause for removal from office when voted on by the general membership present.

- A. Director
Will serve as Chief Administrative Officer of the Chapter and will preside over all meetings. He/She shall have general supervision over the affairs of the Chapter. He/She shall perform such other duties as directed by the General Membership. Chapter events shall be reported at the Post General Membership meeting.
- B. Assistant Director:
Will assume the duties of the Director in his/her absence. Will assist the Director in the performance of his/her duties when called to so by the Director. Shall also be the "Membership Chairman" and to conduct membership recruitment activities and maintain membership records at their post.
- C. Treasurer:
Will serve as the Chapter Chief Financial Officer. Will have charge of all the finances of the Chapter. Will have charge of disbursing funds as directed by the General Membership. Will give detailed financial reports at each regular meeting. Maintain discretionary fund of \$200 for emergencies and normal operations and provide and obtain receipts for expenditures and/or approved reimbursable expenditures upon approval by ALR Director. Will provide detailed summary financial information to the Membership for annual reporting purposes. Will be responsible for an annual audit after the installation of elected officers, upon newly

appointed treasurer. Annual audit to be witnessed by newly elected Director and Treasurer, Assistant Director, Past Director and Past treasurer and 2 elected advisory committee members. If past treasurer is appointed again for the new upcoming year, a general member will be selected for the audit. All financial records, including bank statements, monthly and annual reports, and audits are solely the responsibility of the Treasurer, must be kept secure, and audit must be completed by end of July for submission to the board at the next scheduled meeting.

D. Secretary:

Will keep a full and correct record of all members present at the meetings. Will keep membership records that may be required by the General Membership. The Secretary should also give detailed minutes at each regular meeting.

E. Sergeant-At-Arms:

Will maintain order and safety during Chapter meetings, rides and events. Will verify eligibility before meetings.

F. Senior Road Captain:

Will be knowledgeable of Road Captain responsibilities and provide them with training when necessary. Will be the logistic person in charge of organized runs of the Chapter. He/She will assist in determining the dates, times, routes and meeting places for all taking part in a run activity. He/She may, at the discretion, appoint an Assistant Road Captain or take any other measures he/she may feel necessary to help insure the safety of the group during a run. He/She shall conduct a safety briefing and safety inspection of bikes before each run and ensure waivers are available for guests, and at his/her discretion solicit emergency contact information of all who participate. Road Captain will also maintain first aid kit which will be signed out/in during rides. Road Captains must submit ride sheets to SR Road Captain within one week of ride, and first aid kit(s) shall be returned to the post at the end of ride, or within one week, pending circumstances.

G. Historian:

Will keep accurate, detailed records of events, functions necessary. Will verify eligibility in the American Legion Family, insure that the applicant owns a motorcycle, road ready of at least 650cc in size, with current driver's license with a motorcycle endorsement, registration and insurance. All ride data will be submitted monthly to the Assistant Director. Senior Road Captain will annually be in charge of maintaining a correct and up to date first aid kit.

H. Road Captain:

and Chapter sponsored activities as they occur and provide this information on an annual basis to the General Membership.

I. Chaplain:

Will Lead General Membership meetings in prayer at the beginning and end of each meeting. Will provide news and updates regarding illnesses, hospitalizations, and deaths of members and their families. Will arrange for memorial services of members and their families. Will provide summary information quarterly of all events to the General Membership for annual reporting purposes.

J. Store Keeper:

Will order, maintain, and provide for purchase articles such as shirts, hats, emblems, patches, cups, etc., the approval from the Advisory Committee. Will provide summary and report the proceeds of all sales to the Chapter Treasurer. Will provide summary information quarterly to the General Membership for annual reporting purposes

K. Events Coordinator:

Will coordinate with post calendar for ALR events. Will communicate with the Auxiliary and SAL regarding ALR sponsored events held at Post 29. Will obtain approved necessary funds from the General Membership to produce these events. Will provide summary information quarterly of all sponsored events to the General Membership for annual reporting purposes.

L. ALR 29 Judge Advocate:

Must be knowledgeable with ALR 29 Bylaws, Post Bylaws, National American Legion Bylaws, AZALR Bylaws, National ALR Bylaws, post rules and regulations and Roberts rules of Order. The Judge Advocate can be asked to make a ruling on Bylaws as to the proper definition of set Bylaws. He/She can be asked to make a ruling on any disciplinary or suspension of any ALR member in accordance with the ALR 29 Bylaws, Post Bylaws, or rules and regulations of post 29. The Judge Advocate cannot have a vote if He/She is being asked for a ruling. The Judge Advocate can ask for a motion to table a ruling until proper research can be made before their ruling.

M. Budget Committee

Budget committee members will be appointed and there must be odd number of members of 3 or more. Budget committee will convene at the July meeting and report proposed budget at Aug. advisory and general membership meetings, or next scheduled meeting if dark.

N. By-Laws Committee

By-Laws committee members will be appointed and there must be odd number of members of 3 or more. By-Laws committee will convene at the July meeting and report proposed by-laws changes if any at Aug. advisory and general membership meetings, or next scheduled meeting if dark.

VIII. Meetings

A. Advisory Committee meetings will be held on the 2nd Sunday of the Month at 1200 hrs.

1. Advisory Committee shall consist of seven (7) members.

a. Director, Assistant Director, Treasurer, Last Past Director, three (2) Elected General Members and (1) Supporting Member.

B. General Membership meetings will be held on the 2nd Sunday of the Month at 1300 hrs.

C. Meetings subject to change.

IX. Finances:

- A. A budget meeting shall be held the beginning of July to determine the upcoming fiscal year's budget. The Treasurer will chair this meeting. Once compiled, the Chapter Membership must approve budget. The budget will first be emailed to Advisory Board members, to be voted on for approval during the August Advisory Board meeting. If the budget is approved by the Advisory Board, it will be presented to the general membership for vote approval at the August meeting, or next scheduled meeting if dark.
- B. A Post 29 Officer must be a signatory agent on any ALR 29 Chapter bank accounts. The current Chapter Director and Treasurer will be signatory agents.
- C. All checks over \$500.00 require two signatures for any ALR 29 bank transactions.
 - 1. The Director, upon his/her discretion, may sign check(s) up to \$200.00 without needed approval or second signature.

X. Expulsion:

A. Any Member may be expelled or suspended from the ALR 29 by majority vote of the General Membership present at a regular Chapter meeting for just cause:

1. Any member who brings discredit or dishonor to the American Legion, AZALR, ALR 29 (i.e. convicted of a misdemeanor involving moral turpitude or felony) while wearing vest/shirt and/or representing ALR. (#2 moved here). All perceived issues must be in writing and presented to the ALR Advisory Committee before it is presented to the membership. Any action will be at the sole discretion of the General Membership present at ALR 29 General Membership.

XI. Order:

- A. All meetings will be conducted under "Robert's Rules of Order"
- B. If a member of ALR Post 29 has an incident(s) in the Post or at an ALR event, the ALR Advisory Committee can at their discretion take proper action.

XII. Governing Documents

- A. Post Constitution and By-Laws.
- B. Post "Policy and Procedures" manual SOP.
- C. ALR 29 By-Laws.

William Lindahl, Post 29 ALR Director

Dave Coates, Post 29 Commander

American Legion Riders

Earl E, Mitchell Post 29

Department of Arizona

October 08, 2005

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Revised 02/13/22

Christine Macias, Post 29 ALR Recording Secretary