



## **Chapter 157 American Legion Riders Motorcycle Association Draft By-Laws**

### **Purpose**

- **To promote motorcycle safety programs and to provide a social atmosphere for American Legion members who share the same interest.**
- **To participate in parades and other ceremonies which are in keeping with the Aims and Purposes of the American Legion.**
- **To organize and participate in charity events helping our Veterans, their families, and the Local Community.**
- **To use our Association to promote and support the programs of the American Legion.**

### **By-laws**

The American Legion Riders, Madison County Chapter 157 of Virginia, sponsored by American Legion Post 157, henceforth referred to as the ALR-157. ALR-157 will adhere to guide lines set forth by American Legion Post 157 and American Legion Riders (ALR) Motorcycle Association. A Program of the American Legion, as approved by resolution 35, National Executive Committee, October 17-18, 2007 and promulgated by the American Legion Riders Board of Advisors and the National American Legion Riders Information Center.

1. **Membership:** The ALR-157 is not Post specific as to provide the ALR to all American Legion members.
  - 1.1. All members must be a current member in good standing in the American Legion, the American Legion Auxiliary, or the Sons of the American Legion.
  - 1.2. There are two recognized "classes" of involvement with the ALR-157
    - 1.2.1. **Rider:** Each ALR member shall establish and maintain membership by owning, individually or through marriage, a motorcycle licensed and insured as required by state law, and maintain the requirements of section 1.1.
      - 1.2.1.1. ALR- 157 may allow for continued membership for those members who have given up motorcycle ownership because of age, illness, injury, or other reasons outside the member's control.
    - 1.2.2. **Chapter Supporter:** ALR-157 at their own discretion, may allow Chapter Supporters "aka" Supporter
      - 1.2.2.1. The Chapter Supporter classification does not constitute full membership in the ALR-157, but is intended as a means to provide recognition to those who show strong support to the ALR-157 Chapter.
      - 1.2.2.2. Prospective Chapter Supporters must, without exception, meet the requirements of Section 1.1.
      - 1.2.2.3. All articles of clothing worn by Chapter Supporters displaying the ALR emblem must also contain the word "Supporter".
      - 1.2.2.4. Conferring of "Chapter Supporter" status must not be made in connection with the promise of any material, financial, or political benefit to the Chapter, its members or its officers; nor to any other member at any other organizational level within the American Legion, the American Legion Auxiliary, or the Sons of the American Legion; nor must there be any similar gains for the honoree through the conferring of "Chapter Supporter" status.
      - 1.2.2.5. Chapter Supporters may be issued a membership card, which clearly denotes their status as a Chapter Supporter.
  - 1.3. **Continuous Years of Membership** ALR-157 may provide recognition or awards based on ALR membership longevity. In support of this, formal means of tracking a member's affiliation with the ALR.
    - 1.3.1. ALR-157 will consider concurrent membership, upon receiving a copy of records from other ALR Chapters, when determining length of membership.
    - 1.3.2. ALR-157 Chapter shall maintain membership records sufficient to establish the continuous length of time any member has been affiliated with the ALR-157 Chapter. These records are to minimally include:
      - 1.3.2.1. Date member joined Chapter
      - 1.3.2.2. Record of membership renewals
      - 1.3.2.3. Date of separation from Chapter
    - 1.3.3. A copy of these records shall be provided to any member surrendering their membership in the Chapter, whether voluntary or not, within 30 days of their written request for same.
    - 1.3.4. A copy of this record shall be provided to other Chapters upon written request of the subject Chapter.
      - 1.3.4.1. Written request must include a signed statement of consent from the subject member.
    - 1.3.5. Section 1.3 constitutes a courtesy to the membership. ALR-157 Chapter shall not be held legally accountable for any deficiencies in record keeping which impede a member's ability to establish continuous years of affiliation when leaving the ALR-157

Chapter for another.

2. **Organization:** The ALR-157 is a Post Level Program of the American Legion, as defined within the American Legion Internal Affairs Position on the ALR.
  - 2.1. ALR-157 exists at the discretion of the sponsoring Post.
  - 2.2. Each member of the ALR-157 will have a unique membership number in order to facilitate membership audits and tracking by The American Legion.
    - 2.2.1. The first segment shall be “VA” abbreviation of the Department (Virginia), followed by a hyphen.
    - 2.2.2. The next segment shall be “157” Post number of the sponsoring Post, followed by a hyphen.
    - 2.2.3. If the member is a Supporting member, the next segment shall be “SUPPORT”, followed by a hyphen.
    - 2.2.4. The next segment shall consist of a four-digit member number formed by adding one to the preceding member's number.
      - 2.2.4.1. The first member number issued by ALR-157 Chapter shall be 0001.
      - 2.2.4.2. Membership numbers are not re-issued in the event a member leaves the Chapter for any reason including voluntary quit, death, or expulsion. (Membership numbers are "non-retiring".)

### 3. **Officers:**

- 3.1. **Officers of the Chapter:** Officers must first be members of the ALR-157 Chapter, having fulfilled the requirements as laid out in Section 1 above, and fulfilling any additional requirements for membership as determined by the Chapter.

To ensure prospective Officers are fully aware of the personality of, and issues of the Chapter, no member having been so for less than one calendar year shall be considered for any office, unless the Chapter itself has been in existence for less than one calendar year. In the event no members fulfilling this requirement are available or willing to serve, this action may be waived in favor of survival of the Chapter.

There are required officers, as well as discretionary officers (those which may be filled at the discretion of the Chapter), defined as follows:

#### 3.1.1. ***Required Officers***

##### 3.1.1.1. **Director:**

- 3.1.1.1.1. Serves as Chief Administrative Officer of the Chapter and presides over all meetings.
- 3.1.1.1.2. Serves as liaison to the Executive Committee of Post 157.
- 3.1.1.1.3. Supervises all affairs of the Chapter.
- 3.1.1.1.4. Coordinates with other ALR Chapter Directors and Officers.
- 3.1.1.1.5. Performs such other duties as directed by the general membership.

##### 3.1.1.2. **Assistant Director**

- 3.1.1.2.1. Responsible directly to the Director for Assistant Director duties.
- 3.1.1.2.2. Assumes the duties of the Director in his/her absence.
- 3.1.1.2.3. Assists the Director as liaison to the Executive Committee of Post 157
- 3.1.1.2.4. Coordinates with other ALR Chapter Assistant Directors and officers.
- 3.1.1.2.5. Responsible for the logistics of organized runs, including determination of dates, times, routes, and meeting places for those taking part in a run activity.

- 3.1.1.2.6. Acts as the membership Chairman if no Membership Chairman has been appointed.
- 3.1.1.2.7. Assists the Director in the performance of his/her duties when called on to do so by the Director.
- 3.1.1.2.8. Responsible for ensuring the Run Coordinator/Road Captain and Safety Officer is properly trained to perform rules of the road.
- 3.1.1.3. **Adjutant**
  - 3.1.1.3.1. Responsible directly to the Director for Secretary duties.
  - 3.1.1.3.2. Maintains a full and accurate record of all proceedings at the meetings.
  - 3.1.1.3.3. Maintains membership records as outlined in Section 2 and records required by the general membership.
  - 3.1.1.3.4. Responsible for the documentation of detailed meeting minutes and reading previous meeting minutes prior to the beginning of the next scheduled meeting.
  - 3.1.1.3.5. Responsible for maintaining all By-laws, Amendments, and the Constitution.
- 3.1.1.4. **Treasurer**
  - 3.1.1.4.1. Responsible to the Director for all ALR financial matters.
  - 3.1.1.4.2. Maintains all finances of the Chapter per Article 157 of the ALR-157 Constitution.
  - 3.1.1.4.3. Disburses and collects funds as voted by the general membership, pursuant to Section 6 below.
  - 3.1.1.4.4. Provides detailed financial reports at each regular meeting.
  - 3.1.1.4.5. Provides a financial report to Post 157 Finance Officer monthly.
  - 3.1.1.4.6. Responsible for maintaining the financial tracking of all ALR-157 assets.
- 3.1.1.5. **Sgt. At Arms/Safety Officer**
  - 3.1.1.5.1. Responsible to the Director for all Sgt. At Arms duties.
  - 3.1.1.5.2. Responsible to the Director to maintain an accurate member count per meeting and maintaining orderly conduct of meetings.
  - 3.1.1.5.3. Responsible for enforcing eligibility as stated in Section 1. and as directed in article 157 of the ALR-157 constitution.
  - 3.1.1.5.4. Verifies ALR-157 members voting eligibility as stated in Section 4.
  - 3.1.1.5.5. Assist the Run Coordinator in the duties of Section 3.1.1.6.2. and 3.1.1.6.3.
- 3.1.1.6. **Run Coordinator/Road Captain**
  - 3.1.1.6.1. Responsible to the Assistant Director for all Run Coordinator duties.
  - 3.1.1.6.2. Assist the Assistant Director in the duties of Section 3.1.1.2.5.
  - 3.1.1.6.3. Responsible for appointing Road Captains and Assistant Road Captains.
  - 3.1.1.6.4. Responsible to ensure all Road Captains and Assistant Road Captains are provided proper training.
  - 3.1.1.6.5. Responsible for appointing additional Road Captain for 15 or more riders as well as one Assistant Road Captain for each group of 15 riders thereafter.
  - 3.1.1.6.6. Responsible for coordinating with the Sgt. At Arms of all safety items.
  - 3.1.1.6.7. Appoints, directs, and dismisses Assistant Road Captains and/or security personnel as may be required by activities and/or circumstances of the Chapter.

### 3.1.2. *Discretionary Offices*

#### 3.1.2.1. **Communications**

- 3.1.2.1.1. Responsible to the Director for all Communication Duties.

- 3.1.2.1.2. Prior to release of all public communications, responsible for submittal of all DRAFT documents and statements to the Director and the Assistant Director for review and approval.
- 3.1.2.1.3. Responsible for submitting a monthly news release to Post 157 newsletter/webpage.
- 3.1.2.1.4. Submitting of press releases to the Local News Media.
- 3.1.2.1.5. Submitting news releases to the American Legion Department and National News Papers.
- 3.1.2.1.6. Drafts donation letters.
- 3.1.2.2. **Webmaster**
  - 3.1.2.2.1. Responsible to the Director for all Webmaster duties.
  - 3.1.2.2.2. Responsible for coordinating with the Department ALR webmaster in setting up and maintaining the Chapter's web site, [www.mc157vaalr.org](http://www.mc157vaalr.org) "aka" ALR-**157**.
  - 3.1.2.2.3. Ensures all items posted are related only to the ALR-157, ALR, and/or American Legion and is represented in a positive and professional image.
  - 3.1.2.2.4. Maintains an events calendar.
  - 3.1.2.2.5. Post pictures of past events.
  - 3.1.2.2.6. Responsible for maintaining the guest book for website feedback.
- 3.1.2.3. **Historian**
  - 3.1.2.3.1. Compiles and maintains records to document activities of the Chapter, including written and photographic documentation.
  - 3.1.2.3.2. If the Chapter is so equipped, the Historian may also serve as webmaster.
- 3.1.2.4. **Chaplain**
  - 3.1.2.4.1. Responsible to the Director for all Chaplain duties.
  - 3.1.2.4.2. Provides invocation at regular meetings and/or other activities as may be required by the general membership.
  - 3.1.2.4.3. Coordinates invocations prior to ALR-157 events when applicable.
  - 3.1.2.4.4. Responsible for identifying Assistant Chaplains to support Chapter activities.

**Additional Roles** The Chapter may, at their discretion, appoint or elect individuals to fulfill various other roles required for operation of the Chapter. These appointments or elections may be intended to relieve Chapter Officers of certain roles, or to fulfill Chapter-specific requirements.

- 4. **Elections:** Officers serve at the discretion of the ALR-157; therefore, regular elections must be held to select officers from the members in good standing.
  - 4.1. Nominating will be held in the month April each year. Officers of the Chapter shall be elected though an annual nominating and balloting process in the month of May each year. Newly elected officers will take office in June.
    - 4.1.1. A nominating method will be determined by a show of hands for all offices by the general membership. All persons being nominated must be present and accept the nomination prior to their name/s being placed on the ballot during the nomination process.
      - 4.1.1.1. Only those members of the Chapter meeting the requirements of Section 1.2.1. or 1.2.2. will be allowed to make a nomination.
      - 4.1.1.2. Determination of eligibility shall be made by the Sgt. At Arms using membership records of the ALR-157 Chapter and whatever means of identification of the member as deemed necessary by the general membership.

4.1.1.3. Special elections will be held to fill any unexpected vacancies, which may occur for the survival of the chapter.

**5. Meetings:**

5.1. Meetings will be held at time on the week and day of every calendar month at POST 157.

5.1.1. Meeting date, time and location may be changed by majority vote at any regular Chapter meeting

5.2. Seven members will constitute a quorum.

5.3. Meetings will be conducted under "Roberts Rules of Order."

**6. Finances:** Finances of the ALR-157 Chapter will be from Association membership dues or such other sources, as approved by the membership.

6.1. The ALR-157 Chapter finances will be held in such manner as allowed by the rules of the sponsoring Post.

6.2. As a Post-level activity of the American Legion, it is recognized all funds and property of the ALR-157 Chapter is ultimately property of the Post and must be reported and/or surrendered upon demand of the Post Executive Committee.

6.3. As a Post-level activity of the American Legion, the NALR-157 Chapter exercises the tax-exempt status of the Post and must manage its finances in accordance with applicable Federal (IRS), State, and local laws applicable to nonprofit organizations.

6.4. Disbursement of funds will be only those authorized by vote of the general membership.

**7. Expulsion:** Methods for the expulsion or suspension of members are outlined below.

7.1. Members will not at any time hold membership in more than one Post-level Chapter of the ALR.

7.1.1. This provision does not preclude a member from holding office in any Governing or Guiding Chapter organized from amongst groupings of Post-level Chapters, including District, Department, Regional, or National Chapters, as seen fit by any commensurate organizational level within the American Legion. This is in keeping with the Constitution and structure of the American Legion and its family of organizations.

7.1.2. Any member found to be in violation of Paragraph 7.1. must immediately select their home Chapter and relinquish membership in any others upon discovery.

7.1.2.1. Any member refusing to relinquish membership shall be expelled from the ALR-157 Chapter. Such expulsion does not preclude the member from remaining at any other Chapter at which they hold membership.

7.2. Any member may be expelled or suspended from the Chapter by a majority vote of the general membership at a regular Chapter meeting.

7.2.1. For actions unbecoming of an American Legion Rider.

7.2.2. Such expulsion does not preclude the individual from joining at another Chapter

7.2.3. Any member no longer fulfilling the requirements of Section 1. will be evaluated and re-voted by the chapter membership regarding their ALR-157 membership

**8. Charter Membership:**

8.1. The designation of "Charter Member" is reserved to honor those members who originally founded the ALR-157 Chapter.

**9. Chapter Designation:**

9.1. The ALR-157, Madison County has been designated by the Department in which the majority of its members reside.

9.2. At no time shall the ALR-157 refer to itself or present itself as a Motorcycle Club (M/C).

10. **Governing Rules:** Each State Chapter may elect to adopt a set of standing rules to govern its Membership or, at the Chapter's discretion, amend these by-laws to fit their local requirements.

10.1. These standing rules or amended by-laws must not be in conflict with the National Constitution, the ALR-157 Constitution, or with the bylaws of the American Legion, Department, Sponsoring Post, or with Federal State, and local laws.

11. **Amendment Rules:**

11.1. **Chapter By-laws**

11.1.1. The standing rules or by-laws set forth by the ALR-157 Chapter shall be amended by those means set forth within the applicable standing rules or bylaws.

11.1.2. Where means of amendment are not explicitly defined, amendment shall be made through motion, second, and majority vote of members in attendance at any regular Chapter meeting to send amendment forward.

11.1.2.1. Amendment will be sent to the full membership and voted on at the next regular meeting.

12. **Uniform:**

12.1. **Black Leather Vest**

12.1.1. **Back Of Vest.**

12.1.1.1. **ALR Patch:** will be centered from side to side. Top of the patch will be 6 to 6 ½ inches down from center of neckline of the vest. The ALR back patch must be the dominant feature on the back of the vest.

12.1.1.2. **Rockers: (1) Top Rocker** will have the name of the Chapter “ **chapter name** ” embroidered using **color** tread. It will be centered above the ALR Patch and must not be attached to the ALR Patch. **Note:** Rockers are not required, it is only included for those who wish to have a rocker.

12.1.2. **Front Of Vest**

12.1.2.1. **ALR Shoulder Patch:** Worn right side, top of the patch will be 1 ½ to 2 inches down from the shoulder seam.

12.1.2.2. **American Flag:** Worn on the left side, top of the patch will be 1 ½ to 2 inches down from the shoulder seam, making sure it is not lower than the ALR Shoulder Patch. The flag must not be obscured or covered by any other emblem or standard. The only pin allowed to be worn above the flag is the Chaplin's Cross-.

12.1.2.3. **POW/MIA Patch:** Worn on the left side next to the vest snaps, top of patch will be aligned with the top of the vest pocket if there is enough space, if not place the patch just above the pocket.

12.1.2.4. **Virginia State Patch:** Worn on the right side next to the vest snaps, top of patch will be aligned with the top of the vest pocket if there is enough space, if not place the patch just above the pocket.

12.1.2.5. **Individual Patches: Patches** should be veteran related and when placed on the vest will present a positive image of the American Legion and the ALR.

12.1.2.6. **Pins:** When placed on the vest will present a positive image of the American Legion and the ALR. The Director can restrict pins not appropriate

12.2. **Dress For Special Events:**

12.2.1. ALR-157 members will wear Dark Paints, Long Sleeve White Shirt, Black Vest, Full Fingered Gloves, and above ankle Boots.

**13. By-laws and Constitution**

All new ALR-157 members will be issued the ALR-157 By-laws and Constitution upon joining the ALR-157. Members are required to review and sign authorized documentation. Such signed documentation will be kept on file with the Adjutant.

13.1. The Adjutant will maintain the By-laws, Constitution, and the Amendments.

13.2. A copy of the By-laws, Constitution, and the Amendments will be sent to the sponsoring Post (Post 157) and the Virginia Department Headquarters for their records.

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Director, ALR-157

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Commander, American Legion Post 157





### EXAMPLE: Run & Mileage Record

	State ALR Director's Mtg, Spotsylvania, Impromptu ride to raise money for Legacy Fund Escort 1710th TC, NGVA, Richmond to Emporia, VA ALR 49 Fund Rasier For Legacy Fun Ride to Bottom Bridge & New Kent Winery Virginia Diner Ride, Weakfield, Fund Rasier									
Event >							ALR Rider TOTALS	ALR Plus Guess TOTAL		
Chaptr Ann Donation		\$0	\$0	\$200	\$0	\$0	200			
Donation Rider >	\$0	\$5	\$0	\$15	\$0	\$10	30			
Donation Pass. >	\$0	\$5	\$0	\$5	\$0	\$5	15			
<b>Total Donation</b>	\$0	\$45	\$0	\$265	\$0	\$110		<b>\$475</b>		
Date >	8-Jan	8-Feb	27-Feb	28-Feb	6-Mar	7-Mar				
Hours (round up)	8	5	9	6	5	6				
<b>Total Hours</b>	<b>40</b>	<b>45</b>	<b>72</b>	<b>30</b>	<b>25</b>	<b>72</b>	<b>284</b>			
Miles >	268	117	253	159	117	104				
<b>Miles total all riders &gt;</b>	<b>1072</b>	<b>936</b>	<b>2024</b>	<b>636</b>	<b>585</b>	<b>1040</b>	<b>6293</b>			
Number of Riders (S) >	4	8	8	4	5	10				
Number of Pass. >	1	1	0	1	0	2				
Name								T-miles	Donation	Tax miles
Rider	1	1	1	1	1	1		1018	\$30	901
Rider			1			1		357	\$10	357
Rider		1		1		1		380	\$30	380
Rider		1	1		1	1		591	\$15	474
Rider		1	1	1				529	\$20	529
Rider		1	1					370	\$0	370
Rider		1			1	1		338	\$15	221
<b>Supporter (S)</b>	<b>1</b>					<b>1</b>		<b>372</b>	<b>\$10</b>	<b>372</b>
Rider	1				1	1		489	\$10	372
Rider		1	1	1	1	1		750	\$30	633
<b>Passenger</b>		<b>1</b>		<b>1</b>		<b>1</b>		<b>N/A</b>	<b>\$15</b>	<b>N/A</b>
Rider	1	1	1			1		742	\$15	742
<b>Passenger</b>	<b>1</b>					<b>1</b>		<b>N/A</b>	<b>\$5</b>	<b>N/a</b>
Rider			1			1		357	\$10	357
Number of Guess Riders	1	3	2	1	0	4				
Donation always \$5	\$5	\$5	\$5	\$5	\$5	\$5				
Total Donations	\$5	\$60	\$10	\$270	\$0	\$130				

