

Procedures for starting a Florida American Legion Riders Chapter

Having been approved as a Program of the Department of Florida, the American Legion Riders Department of Florida exercises jurisdiction over all chapters of the American Legion Riders organized in Florida. This start up guide is provided to assist you through each step of organizing an American Legion Riders Chapter at your Post. The guide is offered in the spirit of “mutual helpfulness” and to expedite the process of establishing Chapters of the American Legion Riders, Department of Florida.

1. A Post is to review the Department ALR Constitution and By Laws and become familiar with the requirements and obligations of membership. You may contact the Department Judge Advocate for assistance with procedural questions.
2. The Post is to gain the interest and commitment of at least five (5) persons who are, or are eligible to be, members of the American Legion, The Son's of the American Legion, or the Auxiliary; and meet the eligibility requirements to become members of the American Legion Riders. Verify their membership and hold a meeting of the interested parties and determine who will fill the roles of the elected officers during the start up stages.
3. Obtain the approval of the membership of the Post. This is accomplished by presenting the Post Commander with an official written request asking the Post to establish an American Legion Rider Chapter as a Post level program. The proposal will contain the names of the proposed interim board members, which are a minimum of a Director, Assistant Director, Secretary, Treasurer, and Sergeant at Arms. The request is then presented to the Post Membership for a vote.
4. Upon receiving a favorable vote approving the formation of an American Legion Riders Chapter, the Post Commander is to prepare a letter (sample attached) and requesting a temporary charter authorizing the formation of an American Legion Chapter at the Post.
5. Develop and adopt a chapter Constitution and By Laws and elect officers. It is recommended that the template provided be used as the foundation and that a committee be appointed to compile the proposed Constitution and By Laws.
6. Adoption of the Constitution and By Laws by the membership and the election of the officers. The process of announcing and conducting the election should follow the procedures established for elections in the proposed Constitution and By Laws. The

Constitution and By Laws are first presented for adoption by the membership and once approved, the election of officers is held.

7. Send a copy of the adopted Constitution and By Laws for approval along with a permanent Charter to Department Headquarters for final approval.

8. Upon final approval, recruit members and fill out membership applications.

9. Request the general membership approve a checking account for your chapter under the Incorporation papers of the Post.