

# SAMPLE SOP

**American Legion Riders Association  
Florida Chapter  
Address  
City, State, Zip Code  
Phone #**

**AMERICAN LEGION RIDERS MOTORCYCLE ASSOCIATION  
CHAPTER [Post #] [City, State]**

## **STANDARD OPERATING PROCEDURES (SOP)**

### **Purpose**

To ensure The American Legion Riders (ALR) Chapter [#] 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.

American Legion Riders of the Department of Florida American Legion shall be known as Florida Chapters. With Post [#] sponsoring this riding group, it shall henceforth be referred to as American Legion Riders Chapter [#] (ALR #), [City], Florida.

(Where a conflict may arise between AL Post [#] and ALR Chapter [#], AL Post [#] By-Laws takes precedence.)

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## **I Membership**

- A. ALR Chapter [#] shall be comprised of members in good standing with The American Legion Post [insert Post #] Family to include (The American Legion, The American Legion Auxiliary and The Sons Of The American Legion), and riders who were grandfathered in prior to the date of this revision due to that members host post not having a chapter.
- B. 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 any other ALR.
- C. 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 proof of current eligibility during renewal period. ALR Chapter [#] reserves the right to deny membership to anyone not meeting the qualifications set forth by the Department of Florida ALR SOP.
- D. Any member who fails to provide proof of eligibility is automatically disqualified from membership in ALR [#]. Upon becoming an eligible member, he/she shall be required to reapply for membership as a new member. 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 [#] membership rolls.
- E. 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 eligibility via electronic medium.
- F. Each ALR member shall establish and maintain membership by owning, individually or through marriage, a motorcycle licensed and insured as required by state law.
- G. ALR programs 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".
- H. Lifetime memberships are Non-Transferrable.

## **II Elected Officers of ALR Chapter [#]:**

### **A. Director**

1. Must have a minimum of two (2) years as an American Legion Rider, a minimum of three (3) years motorcycle riding experience, have been a member of ALR [#] for the past two (2) years and currently own and operate a motorcycle licensed and insured in the state of Florida.
2. Must have a valid driver's license with a current motorcycle endorsement.
3. **Must have held a minimum of 2 prior chapter positions (1 elected and 1 either elected or appointed). (OPTIONAL)**

### **B. Assistant Director**

1. Same minimum requirement as #1 and 2 listed under Director.

### **C. Sergeant-at-Arms**

1. Must have been a member of ALR [#] for a minimum of one (1) year, a minimum of two (2) years motorcycle riding experience and must currently own and operate a motorcycle.
2. Must have a valid driver's license with a current motorcycle endorsement.

### **D. Assistant Sergeant-at-Arms**

1. Same minimum requirement as Sergeant-at-Arms.

### **E. Road Captain**

1. Must have been a member of ALR [#] for a minimum of one (1) year, have a minimum of one (1) year motorcycle riding experience and must currently own and operate a motorcycle licensed and insured as required in the state of Florida.
2. Must have a valid driver's license with a current motorcycle endorsement.

### **F. Safety Officer [optional]**

1. Must have been a member of ALR [#] for a minimum of one (1) year, have a minimum of one (1) year motorcycle riding experience and currently own and operate a motorcycle licensed and insured as required in the state of Florida.
2. Must have a valid driver's license with a current motorcycle endorsement.

### **G. Treasurer**

1. Must have been a member of ALR [#] for a minimum of one (1) year.

### **H. Quartermaster [optional]**

1. Must have been a member of ALR [#] for a minimum of one (1) year.

**I. Secretary**

1. Must have been a member of ALR [#] for a minimum of one (1) year.

**J. Membership Officer [optional]**

1. Must have been a member of ALR [#] for a minimum of one (1) year.

**K. 2<sup>nd</sup> Vice [optional]**

1. Must have been a member of ALR [#] for a minimum of one (1) year,

**III Appointed Officers:**

A. Historian

**B. Event Coordinator [optional]**

C. Chaplain

**D. Web Master [optional]**

**IV Elections:**

- A. An election shall be held during the regularly scheduled meeting, one (1) month prior to the Department of Florida 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 [#] 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 K.
- F. Prior to casting a ballot, all voting members must present a valid AL Family and ALR [#] membership card to the Sergeant-at-Arms.
- G. The Election Committee, which will be appointed by ALR [#] Director from the general membership, 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 [optional] and shall also provide the results to the American Legion Post [#] Commander, [#] District ALR Chair and Department ALR Adjutant.
- 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 will be accepted by Election Committee.
    - a. They must be sealed in an envelope containing a copy of the member's current AL, Aux or SAL and ALR [#] membership card and the actual ballot.
    - b. 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 an 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 email/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 by email/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 General Membership. 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 General Membership
- L. Anyone found guilty of voter fraud or altering the outcome of the elections will be expelled from ALR [#].

## **V DUTIES OF THE ALR CHAPTER [#] OFFICERS**

### **A. Director:**

1. Serve as Chief Administrative Officer of the Chapter and preside over ALR membership meetings
2. Serve as liaison to the Executive Committee of Post [#]
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 Department
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 newsletter

**B. Assistant Director:**

1. Willing to assume duties of director if needed.
2. Perform such duties as directed by the Director.
3. 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. Ensure members attending ALR [#] meetings are current members in good standing, identify any guest(s) and their business with ALR [#] and make introductions when called upon.
4. 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.

**D. Assistant Sergeant-at-Arms:**

1. Execute the duties of the Sergeant-of-Arms during his/her absence or disability.

**E. Road Captain:**

1. 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.
2. Appoint temporary Assistant Road Captains as required to safely manage runs or group rides.
3. Ensure that all non-member guest riders have signed a Release/Waiver Form prior to departure on all runs, group rides or events.
4. Maintain a supply of blank guest ALR Release/Waiver Forms.
5. Provide training for safe group riding.

**F. Safety Officer:**

1. Assist the Road Captain when and as required for the safety of the group.
2. Execute the duties of the Road Captain in the event of his/her absence or disability.
3. Keep the group informed of safety related items and provide motorcycle related training as required.

**G. Treasurer:**

1. Maintain accurate records of all financial transactions in accordance with Post [#] financial requirement.
2. Provide a detailed financial report to the membership during regular monthly meetings.
3. Submit required financial reports to the Post Commander and the Post Executive Board as required.
4. Deposit funds in assigned bank account as expeditiously as possible and disburse funds approved for Chapter operation.

5. Sign all Chapter bank accounts along with the Director and 1 other elected Post officer, preferably the Post CFO or Post Commander.
6. Strive to ensure that a negative balance is never achieved regardless of circumstances by communication what effect a proposed expenditure would have on the status of the balance sheet prior to the membership authorizing said expenditure.

**H. Quartermaster:**

1. Maintain an accurate inventory of all ALR merchandise, sales receipts and invoices, provide a detailed report to the membership during regular monthly meetings.
2. All monies collected above \$50.00 change fund shall be promptly turned over to treasurer for deposit.
3. Ensure an adequate supply of authorized ALR merchandise is on hand for sale.

**I. Secretary:**

1. Maintain a full and accurate record of all proceedings at meetings.
2. Maintain the Post Constitution, By-Laws and Amendments.

**J. Membership:**

1. Maintain membership records of members who are current and in good standing and provide an accurate roster to the Director, District/Area/Department ALR Chairman and Department ALR Adjutant as required.
2. Maintain members' contact information and current release forms.
3. Inform all members of the information required to maintain current membership in ALR [#] no later than 30 days prior to their due date.
4. Send a delinquent notice to members whose dues have lapsed and to those Life Members who have not provided proof of eligibility by 1 January.
5. 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".
6. Maintain a supply of blank membership cards and applications.
7. Collect yearly dues and issue membership cards to eligible and approved members upon verification of current membership.
8. Provide a detailed report of current membership during monthly meetings.
9. All monies collected above \$25.00 change fund shall be promptly turned over to the treasurer for deposit.

**10. [Membership Chair will send out a current roster to all members every 6 months. Members who do not want their information published will notify the membership chairman]. OPTIONAL**

**K. Historian:**

1. Record events of interest for future review which should include photos, Ride Flyers and a brief narrative of the ride/event.
2. Maintain a record of all events and rides including the number of ALR [#] members, sister ALR Chapter members and non ALR guests present, length of event and miles ridden.



**L. Event Coordinator:**

1. Organize all events with the exception of the after meeting fun runs, escorts, parades and spontaneous fun runs organized by the Road Captain.

**M. Chaplain:**

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

**N. Web Master:**

1. Shall establish and maintain Chapter Web Sites, Facebook, Tweeter or other such electronic or social Media accounts as authorized

**O. 2nd Vice:**

1. Coordinate monthly meal volunteers/menus/desserts.
2. Responsible to record meals on post calendar.
3. Report schedule to general membership at monthly meetings.
4. Be available to assist in all aspects of monthly meals.

## **VI MEETINGS**

Meetings will consist of two (2) types:

1. Regularly scheduled General Membership Meetings.
2. Special Event meetings.

**A. General Membership:**

1. General membership meetings will be held monthly on the [ day of month ] at [time]. The meeting may be moved as needed due to holidays or as deemed needed by the ALR general membership.
2. Ten (10) members shall constitute a quorum. [note this can be changed to suit the Chapters needs or membership]

**B. Special Event:**

1. Special Event meetings will be called at the discretion of the Event Chairman.
2. A quorum shall consist of the Event Chairman and three (3) Officers, plus any other members designated by the Event Chairman.
3. The date, length, location and duration shall be determined by the Event Chairman and approved by the Director.

## **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, Finance Officer, and CPA {if needed}.
- C. Disbursement of funds will be only those authorized by  $\frac{3}{4}$  of the ALR Officers and/or the general membership (present at a meeting).
- D. Under extenuating circumstances, the ALR Director has the authority to disburse up to \$500 per month at his/her discretion for the good of the Riders.
- E. ALR Chapter [#] is a non-profit organization which falls under the tax exempt status of American Legion Post [#], 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.
- F. Funds shall remain the property of ALR [#] until such time that the ALR Chapter [#] 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.
- G. Should the ALR Chapter [#] 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 [#]. If ALR [#] is dissolved, no monies shall be distributed among Chapter members.

## **VIII DISCIPLINARY ACTION**

- A. Any member may sustain disciplinary action from the Chapter for the following reasons:
  1. Member's failure to maintain status as a member in good standing with the 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 Membership Officer proof of remaining a member in good standing with sponsoring American Legion, American Legion Auxiliary or Sons of the American Legion.
  3. Theft of ALR[#]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. Any suspension from post family will result in suspension from ALR.

## **IX AMERICAN LEGION RIDER INSIGNIA AND VEST**

- A. The official insignia of the American Legion, Department of Florida, and American Legion Riders worn by all ALR Chapter [#] 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 shall be 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 as the wearer retires the vest or National/Department ALR requires patch change.
- F. ALR [#] members must insure the appearance of their Patch in no way resemble a three (3) piece Patch worn by MC's. Members WILL NOT wear any support patch of an MC with an article of clothing which contains the ALR emblem.
- G. Scrolls above or below the ALR Patch may be permitted providing they conform to National and or Department ALR standards.
- 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 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. In the event an ALR member is suspended, membership revoked or status changes to a "member not in good standing", said member must immediately cease wearing the ALR [#] Patch until such time as said member is once again considered a "member in good standing".
- L. ALR [#] Directors present and past are entitled to wear 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 the 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 [each Chapter should decide amount and or age requirements for lifetime membership]

**C. Charter Membership**

1. Charter Members are anyone who joined prior to [insert date of charter].
2. All Charter Members shall be entitled to wear a gold border around their patch signifying that they are Charter Members.
3. Dues and continued eligibility for Charter Members remain the same as A and B.

**XI GOVERNING RULES**

- A. This SOP along with the Department of Florida American Legion ALR SOP (Standard Operating Procedure) will be adopted as governing rules.
- B. This SOP shall be no less stringent, nor can they be in conflict with the National/Department Constitution and By-Laws of the American Legion, the By-Laws of American Legion Post [#] or the Department of Florida ALR SOP.
- C. ALR Chapter [#] is a program of the American Legion Post [#]. The Director or his designated representative shall attend monthly American Legion Post [#] Executive Board meetings at the discretion of the Post Commander.

**XII RIDER-DOWN FUND (OPTIONAL)**

- A. The Rider-Down fund approved by the general membership.
- B. The Rider-Down Fund will be used to assist with the essential life needs of a current and qualified rider and/or passenger (may not necessarily be a qualified member) of ALR Chapter [#] who has been involved in a recent motorcycle accident.
- C. Permission to grant assistance can be made by a majority vote of the sitting officers.
  1. Each incident will have a suggested cap of \$500.00, but could be elevated to \$1500.00 depending on circumstances. This increase would also be subject to approval of the sitting board of officers.
  2. No incident would ever surpass the maximum amount of \$1500.00.
  3. The fund itself would have a total cap of \$5000.00.
  4. Any monies received that would put the fund above the \$5000.00 cap will be rolled over into the General Operating account.
  5. The account would be funded with monies donated at the monthly meetings of the ALR Chapter [#], 50/50s and any other fundraiser intended for this fund.

**XIII ORDER**

Chapter meetings will be conducted under in accordance with Post [#] Constitution and By-laws. Where events are not covered by the constitution and by-laws, “Roberts Rules of Order” may be followed.

**XIV AMENDMENTS**

- A. This SOP replaces the original By-Laws in total.
- B. This SOP may be amended for minor changes by a majority vote of ALR Chapter [#] membership present at a meeting.
- 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 three-fourths (3/4) vote of attending members shall be required to approve a major change or revision.
- E. This SOP shall be reviewed by every new or re-elected Officer or every 3 years.
- F. This SOP shall be amended or revised when necessary as recommended by the E-Board.
- G. The acceptance of this SOP, 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.

## **XV RECORD OF REVISIONS AND AMENDMENTS**

This SOP were originally voted on and adopted on [insert date] by the ALR Chapter Members at a regular General Membership meeting.

