



Department of Florida

**American Legion Riders
Standard Operating Procedures (SOP)
September 1, 2018**

” for the cause, NOT the applause”



The American Legion Department of Florida

American Legion Riders – Standard Operating Procedures (SOP)

The American Legion Riders (ALR) is a program of The American Legion. Members of the ALR come from The American Legion, The American Legion Auxiliary and, The Sons of the American Legion, collectively “The American Legion Family”, who share an interest in motorcycling. They can be found participating in parades, partaking in motorcycle events and supporting the communities in which they live, work, and play.

The American Legion Riders is formed to promote the aims and purposes of The American Legion as a family-oriented motorcycling activity for members of The American Legion Family.

- **To promote motorcycle safety programs and to provide a social atmosphere for members who share the same interest.**
- **To participate in events and 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.**

The ALR is not a motorcycle club (M/C) and does not practice M/C rules or regulations. There is no patching or pledging permitted. ALR Chapters are not permitted to join the “Motorcycle Clubs”.

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ARTICLE I DEPARTMENT ALR COMMITTEE

Purpose: To ensure The American Legion Riders (ALR) operate in accordance with the Department of Florida rules and procedures and operate within the guidelines of resolution 35 as adopted October 17-18, 2007, Resolution 32 as adopted in May 2011 and any subsequent resolutions as adopted at the National Executive Committee of The American Legion.

Section 1: Members

The Committee shall consist of the following ALR members: Chairman; Six Area Chairman (Northern, Eastern, Central, Southern, Southwestern, Western); Adjutant, Chaplain, Treasurer, Safety Officer, New Chapter Development Officer and Sergeant at Arms.

Section 2: Qualifications

1. Must be a member in good standing of The American Legion and a current American Legion Rider within the Department of Florida.
2. Must be a current or past officer of an American Legion Rider Chapter.

Section 3: Selection

1. The Chairman is appointed by the Department of Florida Commander.
2. The Area Chairman are appointed by the Department of Florida Area Commander with the agreement of the ALR Committee Chairman and approval of the Department Commander.
3. The District Chairman are appointed by the District Commanders with the agreement of the ALR Committee Chairman and the Area Commander.
4. The Chairman appoints the Adjutant, Chaplain, Treasurer, Safety Officer, New Chapter Development Officer and Sergeant at Arms with the approval of the Department Commander.
5. All members of the Committee are expected to attend all Department functions; Summit, Florida Conferences, and Conventions.

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Section 4: Duties

1. Chairman:

- a. Charged with the overall supervision of the Committee and the American Legion Riders program in the Department of Florida, reporting directly to the Department Commander and the Department Executive Committee.
- b. Sets the agenda for all meetings of the Committee.
- c. Monitors to ensure all Areas and Chapters are following the rules and procedures as set forth by the Department.
- d. Monitors to ensure all functions participated in by the ALR Chapters are within the guidelines set forth by the Department of Florida and the National Organization.
- e. Monitors to ensure that the good name of the American Legion is not tarnished in any way by actions of American Legion Riders or Legion Rider Chapters that could be perceived as detrimental to our image in our community.
- f. Monitors to ensure the motto “Legion Family First, Rider Second” is instilled in every Chapter.
- g. Monitors to ensure all necessary reports to the Department Commander and Department Executive Committee are submitted in a timely manner.

2. Area Chairman:

- a. Shall assume the duties of the Chairman in his/her absence at the instruction of the Department Commander or Department Executive Committee.
- b. Shall make reports to the Chairman prior to the Fall Conference, ALR Summit, and the Department Convention. Reports should cover all aspects of Chapter membership, recruitment, social events, mileage, hours and funds expended in support of community events and programs, training and any other information for the good of the American Legion Riders.
- c. Monitor to ensure all District Chairman Chapters are following the rules and procedures as set forth by the Department of Florida.
- d. Responsible for ensuring the administration, operation and safety of the Chapters in their region and following guidelines set forth by the Department of Florida and our National Organization

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- e. Visit chapters within their region regularly.
- f. Provide advice and assistance to Posts within their region that wish to start an ALR Chapter in conjunction with the Committee New Chapter Development Officer.
- g. Represent Chapters within their Region at all Committee meetings.

3. District Chairman:

- a. Shall make reports to the Area Chairman prior to the Fall Conference, ALR Summit, and the Department Convention. Reports should cover all aspects of Chapter membership, recruitment, social events, mileage, hours and funds expended in support of community events and programs, training and any other information for the good of the American Legion.
- b. Monitor to ensure all Chapters are following the rules and procedures as set forth by the Department of Florida.
- c. Responsible for ensuring the administration, operation and safety of the Chapters in their region and following guidelines set forth by the Department of Florida and our National Organization
- d. Visit chapters within their region regularly.
- e. Provide advice and assistance to Posts within their region that wish to start an ALR Chapter in conjunction with the Committee New Chapter Development Officer.
- f. Represent Chapters within their Region at all Committee meetings.

4. Adjutant/Finance:

- a. Records minutes of all Committee activities and submits a copy to Department Adjutant.
- b. Maintains copies of minutes and reports.
- c. Handles all administrative functions and correspondence of the Committee at the direction of the Chairman.
- d. Finance Officer:
 - i. Maintains accurate records of all transactions in accordance with the ALR Department procedures.
 - ii. Deposits funds per ALR Department procedures.
 - iii. Provides financial reports to the ALR Committee monthly.

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5. Safety Officer:

- a. Primary duty is to insure the safe operation of group rides and events in accordance with all applicable Federal, State and Local laws.
- b. Provides and passes along safety information, and training when appropriate to American Legion Riders.
- c. Assists the Chapter Road Captains in educating members about “Group Riding” techniques and general safety principles.

6. New Chapter Development Officer:

- a. Assist Post considering sponsoring an ALR Chapter.
- b. Monitor and ensure sponsoring Post have the required number of qualified riders to start an ALR Chapter.
- c. Provides applications and training material.
- d. Assist in scheduling the formation of the Chapter and advising the Chairman and Adjutant of the date, time and location to publicize to other Chapters to support.

Section 5: Meetings

There shall be three (3) official Committee meetings as scheduled by the Department Adjutant. These meetings are at the Department Fall Conference, the American Legion Riders Summit and at the Department Convention. All Committee members are expected to attend. Additional meetings may be called by the Committee Chairman at his/her discretion. Minutes of all meetings must be prepared by the Committee Adjutant and submitted to the Department Adjutant.

Section 6: Committees

Sub-Committees can be established by the Chairman at any time for any purpose as deemed appropriate.

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ARTICLE II AMERICAN LEGION RIDER CHAPTER

Purpose:

- To use our Association to promote and support the programs of The American Legion.
- To organize and participate in charity events helping our Veterans, their families, and the Local Community.
- 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 American Legion members who share the same interest.

Section 1: Establishment of Chapters:

1. Chapters must have a sponsoring Post.
2. Chapters must have a minimum of five (5) qualified Riders.
3. Chapters must take the Post number of the sponsoring Post.
4. Chapters must be sponsored by a post, agreed to by the ALR Committee, and approved by the Department of Florida.

Section 2: Qualifications:

1. Must be a member in good standing of The American Legion, The American Legion Auxiliary or The Sons of the American Legion.
2. Members of a sponsoring post may not at any time hold membership in more than one Chapter of the ALR.
3. Each ALR member shall establish and maintain membership by owning either individually or through marriage, a motorcycle or trike licensed with a minimum of 750cc, and insured in accordance with state law, and the operator must have a license with proper endorsement.
4. Individual ALR Chapters may allow for continued membership for those members whom have given up motorcycle ownership due to age, illness, injury, or other reasons beyond a member's control.

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- 5. Support members.** Chapters may accept support members in accordance with their guidelines, but at a minimum they must:
- a. Be a Legion Family member in good standing under the guidelines of one of the three organizations;
 - b. Supporters may only hold the Adjutant/Finance/Chaplain positions at the post level
 - c. A supporter if American Legion Family Member may not hold any Department Committee position other than Adjutant, Finance or Chaplain.

Section 3: Organization:

An ALR Chapter is a Post Level Program of The American Legion and exists at the discretion of the sponsoring Post.

Section 4: Officers:

1. Required officers: Director, Assistant Director, Adjutant/Finance Officer, Road Captain/Safety Officer, and Chaplain.
2. Optional Officers: Sergeant-At-Arms, Historian, Communication, and other positions, as needed.

Section 5: Duties

1. **Director:**
 - a. Serves as Chief Administrative Officer of the Chapter and presides over all meetings
 - b. Serves as liaison to the Executive Committee of sponsoring Post.
 - c. Supervises all affairs of the Chapter.
 - d. Coordinates with other ALR Officers at the Chapter, District, Area and Department level
 - e. Submits reports as required by the sponsoring Post, District, and Department. **NOTE:** Monthly activity, selected charities and finance reports are required to be submitted to the sponsoring Post for review and approval.

2. **Assistant Director:**
 - a. Perform such duties as directed by the Chapter Director.

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- b. Executes the duties of the Chapter Director during his/her absence or disability.**

3. Adjutant/Finance Officer:

a. Adjutant:

- i. Shall maintain membership records sufficient to establish**
 - 1. Members in good standing**
 - 2. Eligibility to be a rider.**
 - 3. Contact information**
 - 4. Motorcycle license and local insurance requirements**
- ii. Maintains a full and accurate record of all chapter proceedings at meetings.**

b. Finance Officer:

- i. Maintains accurate records of all transactions in accordance with the sponsoring Post's financial requirements**
- ii. Deposits funds in assigned bank account and disburses funds as approved by the Chapter and directed by the Post. Must have a minimum of Two signatures on the account.**
- iii. Provides financial reports to the sponsoring Post Executive Committee monthly.**

4. Road Captain/Safety Officer:

a. Road Captain:

- i. Responsible for organizing group rides and reporting details to the Adjutant.**
- ii. Responsible for reporting to the Adjutant the following:**
 - 1. Date and name of the event or ride.**
 - 2. Names of riders on the ride**
 - 3. Length of event or ride in hours and miles**
- iii. Assigns additional road captains and sweeps for large groups and determines safe number of riders in each group**
- iv. Responsible for giving a pre-ride briefing covering route, hazards, and hand signals.**

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- v. Shall ensure all guest riders sign a waiver of liability before all rides. Signed waivers will be given to the Adjutant for filing.

b. Safety Officer:

- i. Promote safe riding techniques and ongoing training.
- ii. ensure the safe operation of group rides and events in accordance with all applicable Federal, State and Local laws

Section 6: Discipline

American Legion Riders membership may be suspended or expelled under the same procedures provided for the suspension or expulsion of a member of the American Legion.

Section 7: Election of Officers

Should follow post procedures and be completed 30 days prior to the Department Convention.

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**ARTICLE III
PATCHES AND APPAREL**

Section 1: Riders Vest

1. ALR Back Patch. Centered, left to right, and attached to the back of the vest.
2. ALR shoulder patch. Attached to the upper right side of the front of the vest.
3. US Flag patch
 - a. Attached to the upper left side of the front of the vest
 - b. Nothing is permissible above the flag as worn on the vest except for religious symbology (i.e., Cross, Star of David)
4. Individual Patches:
 - a. Should present a positive image of The American Legion.
5. The Director can restrict patches not appropriate
6. No patches indicating membership or support for any Motorcycle Club are permitted.
7. Pins
 - a. When placed on the vest will present a positive image of the American Legion and the ALR.
 - b. The Director can restrict patches and pins that are not appropriate.

Section 2: Dress for Funerals and Special Events (Veterans Day and Memorial Day Ceremonies, etc.)

Suggested that all Members wear Dark Pants, White Shirt, Rider Vest, and appropriate Legion Family headgear.



**Michael McDaniel, Adjutant
The American Legion
Department of Florida**

**[Signed original on file at
Department Headquarters]**



**Jim Wineland, Chairman
American Legion Riders
Department of Florida**