

The American Legion Department of Florida  
American Legion Riders – Standard Operating Procedures



# Department of Florida The American Legion Riders

AMERICAN LEGION RIDERS MOTORCYCLE  
ASSOCIATION

CHAPTER# \_\_\_\_\_  
\_\_\_\_\_, FLORIDA

**“For the Cause, NOT the Applause”**



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## **STANDING RULES**

**1. Optional Positions:** The Chapter may choose Optional Officers such as: Historian, Communication, and other positions as needed. Select all that apply.

**Quartermaster**

- I. Maintain an accurate inventory of all ALR merchandise, sales receipts and invoices, provide a detailed report to the membership during regular monthly meetings.
- II. All monies collected above \$50.00 shall be promptly turned over Finance Officer for deposit.
- III. Ensure adequate supply of authorized ALR merchandise is on hand on sale.

**Membership**

- I. Maintain membership records of members who are current and in good standing and provide an accurate roster. Maintain the members contact information and current release forms.
- II. Inform all members of the information required to maintain current membership no later than 30 days before their due date.
- III. Send a delinquent notice to members whose dues have lapsed and to those Life-Time Members who have not provided proof of eligibility by January 1<sup>st</sup>.
- IV. Provide a list of members who are delinquent over 30 days from January 1<sup>st</sup>, thus making them not current and therefore “members not in good standing.”
- V. Maintain a supply of blank membership cards and applications.
- VI. Collect yearly dues and issue membership cards to eligible and approved members upon verification of current membership.
- VII. Provide a detailed report of current membership during monthly meetings.
- VIII. All monies collected above the \$25.00 shall be promptly turned over to the Finance Officer for deposit.
- IX. Membership Chair will send out a current roster to all members at a minimum of every six months. Members who do not want their information published will notify the membership chairman.

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**Historian**

- I. Record events of interest for future review which should include photos, Ride Flyers, and a brief narrative of the ride/event.
- II. 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.

**Event Coordinator**

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

**Webmaster**

Shall establish and maintain Chapter Web Sites, Facebook, Twitter or other such electronic or social media accounts as authorized.

**Advisory Committee**

Must have the past ALR Director, the current ALR Director and a minimum of two ALR members.

**2. Supporters**

The Chapter will accept Supporters as a part of our membership as outlined. Supporters will have a voice and will \_\_\_\_ or will not \_\_\_\_ have a vote.

**3. Meetings**

The regular meeting of the Chapter shall be held at \_\_\_\_\_ on the \_\_\_\_\_ of each month at \_\_\_\_ am/pm to conduct and discuss business as may properly be brought up for action.

\_\_\_\_\_ or \_\_\_\_% of voting members of the ALR Chapter shall constitute a

Quorum at any regular or special meeting.

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**4. Finances**

- I. Membership Dues shall be \$\_\_\_\_\_ per year.
- II. Lifetime Membership shall be \$\_\_\_\_\_.
- III. Discretionary Expenditures: Under extenuating circumstances, the ALR Director has the authority to disburse up to \$\_\_\_\_\_ per month at his/her discretion for the good of the Riders.

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**ACKNOWLEDGED & APPROVED BY:**

\_\_\_\_\_  
Post Commander

\_\_\_\_\_  
Post Adjutant

\_\_\_\_\_  
Chapter ALR Director

\_\_\_\_\_  
Chapter ALR Adjutant

Date \_\_\_\_\_

\_\_\_\_\_  
ALR Department Chairman

\_\_\_\_\_  
ALR Department

Date \_\_\_\_\_