

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 1st.
- IV. Provide a list of members who are delinquent over 30 days from January 1st, 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. Future Riders

The Chapter will accept Future Riders as a part of our Rider program. A signed waiver must be completed by the Parent/Legal Guardian.

4. 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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5. 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 Adjutant

Date _____