



Department of Florida

The American Legion Riders

Standard Operating Procedures (SOP)

“For the cause, NOT the applause”



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

The American Legion Riders (ALR) is a program of The American Legion. Members of the ALR come from The American Legion, Sons of The American Legion, and The American Legion Auxiliary, 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 are 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. An ALR Chapter Member is not permitted to join the "Council of Clubs."

Table of Contents

- Article I: Department ALR Advisory Committee
- Article II: Sub-Committees
- Article III: Finance
- Article IV: Florida Motorcycle Safety Program
- Article V: American Legion Rider Chapter
- Article VI: Patches and Apparel
- VII: Amendments
- VIII: Effective Date
- Participant Accident Waiver/Release of Liability Form
- Chapter Standing Rules

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

**ARTICLE I
DEPARTMENT ALR ADVISORY COMMITTEE**

Purpose

To ensure The American Legion Riders (ALR) operate by the Department of Florida rules and procedures and within the guidelines of NEC Resolution No. 5, adopted May 5-6, 2021, and any subsequent resolutions adopted at the National Executive Committee of The American Legion.

Section 1. Members

The Committee shall consist of the following ALR members: Chair, Vice Chair, one (1) Area Chair from each Area (Northern, Eastern, Central, Southern, Southwestern, Western); one (1) District Chair from each District, Adjutant/Finance Officer, Assistant Adjutant/Finance Officer, Chaplain, Safety Officer, New Chapter Development Officer, and Sergeant-At-Arms.

Section 2. Qualifications

- a. The Chair, Vice Chair, and Area Chairs must be a member in good standing of The American Legion and a current American Legion Rider within the Department of Florida.
- b. The District Chairs, Adjutant/Finance Officer, Assistant Adjutant/Finance Officer, Chaplain, Road Captain/Safety Officer, New Chapter Development Officer, and Sergeant-At-Arms must be a member in good standing of The American Legion Family and a current American Legion Rider within the Department of Florida.
- c. Must be a current or past officer of an American Legion Rider Chapter.

Section 3. Selection

- a. The Chair shall be appointed by the Department Commander.
- b. Each Area Commander, with the recommendations of the ALR Chair, shall appoint an Area Chair.
- c. Each District Commander, with the recommendations of the ALR Chair, shall appoint the District Chair.
- d. The Chair appoints the Vice Chair, Adjutant/Finance Officer, Chaplain, Road Captain/Safety Officer, New Chapter Development Officer, and Sergeant-At-Arms with the approval of the Department Commander.
- e. The Chair, Assistant Chair, and Adjutant/Finance Officer shall select the Assistant Adjutant/Finance Officer.

Section 4. Duties

All members of the Committee are expected to attend all Department of Florida events, Summit, Conferences, and Conventions.

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

1. Department Chair

- 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 three scheduled meetings of the Committee.
- c. Monitors to ensure all Areas, Districts, 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 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 promptly.

2. Department Vice Chair

Shall assist as directed by the ALR Chair in the overall supervision of the Committee and the ALR program in the Department of Florida. This role ensures that all ALR activities align with the guidelines and standards set forth by the Department of Florida and the National Organization.

3. Area Chair

- a. Shall assume the duties of the Chair in their absence at the instruction of the Department Commander or Department Executive Committee.
- b. Shall make reports to the Chair before the Department Convention, Fall Conference, and ALR Summit. 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. Monitors to ensure all necessary reports to the Department Commander and Department Executive Committee are submitted promptly.
- c. Monitor to ensure all 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 and following guidelines set forth by the Department of Florida and the National Organization in their area.
- e. Visit Chapters within their area regularly.
- f. Provide advice and assistance to Posts within their region that wish to start an ALR Chapter in conjunction with the Committee's New Chapter Development Officer.
- g. Represents Chapters within their Area at all Committee meetings.

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

4. District Chair

- a. Shall make reports to the Area Chair before 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. Ensure the administration, operation, and safety of the Chapters in their areas and following guidelines set forth by the Department of Florida and The National Organization
- d. Visit Chapters within their District regularly.
- e. Provide advice and assistance to Posts within their District that wish to start an ALR Chapter in conjunction with the Committee's New Chapter Development Officer.
- f. Represent Chapters within their District at all Committee meetings.

5. Adjutant/Finance Officer

a. Adjutant

- i. Records minutes of all Committee activities.
- ii. Maintains copies of minutes and reports.
- iii. Manages all administrative functions and correspondence of the Committee at the direction of the Chair.

b. Finance Officer

- i. Maintains accurate records of all transactions by the ALR Department procedures.
- ii. Deposits funds per ALR Department procedures. Request disbursement checks from the Department of Florida's Senior Staff Accountant.
- iii. Provides financial reports to the ALR Committee at all ALR Committee Meetings. A copy of these financial reports plus financial statements detailing receipts and disbursements for each ALR Department sponsored event must be sent to the Department of Florida's Senior Staff Accountant.
- iv. Submit the annual budget forecast by April 15th of each year.
- v. The ALR Department may not incur any debt in the name of the Department of Florida without prior approval from the Department of Florida Executive Committee or Department Convention.

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

6. Assistant Adjutant/Finance Officer

The Assistant Adjutant/Finance Officer will report to the ALR Department Adjutant/Finance Officer. The Department ALR Adjutant/Finance Officer will assign duties to the Assistant on an as needed basis. The responsibilities could be, but not limited to, recording meeting minutes, maintaining records, managing SOP administrative functions, financial records, overseeing transactions, and assisting in preparing financial reports for Committee meetings.

7. Road Captain/Safety Officer

- a. Primary duty is to ensure the safe operation of group rides and events by following 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.

8. New Chapter Development Officer

- a. Assists Posts considering sponsoring an ALR Chapter.
- b. Monitors and ensures sponsoring Posts have the required number of qualified riders to start an ALR Chapter.
- c. Provides applications and training material.
- d. Assists in scheduling the formation of the Chapter and advising the Chair and Adjutant of the date, time, and location to publicize to other Chapters for support.

9. Sergeant-At-Arms

- a. Preserve order at meetings and gatherings.
- b. Assist the Road Captain in enforcing all rules of safe riding during rides, runs, and events.
- c. Ensure members attending ALR meetings are current members and are in good standing.
- d. Identify any guest(s) and their business with the ALR and make introductions when called upon.
- e. Be responsible for the logistics and proper standing of flags and meeting rooms for all meetings and the appropriate staging of flag bikes and motorcycles during parades and escorts.

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 the Department Convention. All Committee members are expected to attend. Additional meetings may be called by the Committee Chair at their discretion. Minutes of all meetings must be prepared by the Committee Adjutant and submitted to the Department Adjutant.

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

**ARTICLE II
SUB-COMMITTEES**

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

**ARTICLE III
FINANCE**

Section 1. Budget

An annual budget for the following membership year shall be submitted for consideration by the Department Finance Committee and approval by the Department Executive Committee.

Section 2. Contracts

No member or committee of the ALR shall have the authority to bind it by contract or incur any obligation upon its behalf except by express authority of the Department Convention or Department Executive Committee.

**ARTICLE IV
Maintain Support for Florida Motorcycle Safety Program**

The Chair will develop and maintain a volunteer staff consisting of a Program Administrator, an Assistant Administrator, a Web Master, a Safety Officer, and representatives from each District. The group will collaborate with two other motorcycle organizations and the contractor representing the coalition to the Department of Motor Vehicles, State of Florida. The goal is to promote safety awareness at motorcycle events in the State.

**ARTICLE V
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 Family members who share the same interest.

The American Legion Department of Florida

American Legion Riders – Standard Operating Procedures

Section 1. Establishment of Chapters

- a. Chapters must have a minimum of six (6) qualified Riders.
- b. Chapters must take the Post number of the sponsoring Post.
- c. Chapters must be sponsored by a Post, agreed to by the ALR Committee, and approved by the Department Commander before it is considered an official Chapter and chartered.
- d. Chapters may be suspended or canceled by the Department Executive Committee after due notice in the event it violates the provisions of this SOP.

Section 2. Qualifications

- a. Must be a member in good standing of The American Legion, Sons of the American Legion, or American Legion Auxiliary.
- b. Members of a sponsoring post may not at any time hold membership in more than one Chapter of the ALR.
- c. The ALR is a Post Program. If an individual does not have an ALR Chapter at their Post Home and is a member in good standing, they may apply for membership in an ALR Chapter at another Post without transferring their membership at their Post, Unit, or Squadron Home. This does not apply to members of Headquarters Post 400, Unit 400, or Squadron 9999.
- d. Each ALR member shall establish and maintain membership by owning, either individually or through marriage, a common-law marriage, a life partnership, or a long-term relationship, a motorcycle, trike, or auto-cycle licensed and insured by ALR member's state law. The operator must have a license with proper endorsement.
- e. On Department of Florida or National motorcycle events, a minimum of 750cc will be required to participate along with the proper endorsements, insurance, and signed waiver.
- f. Individual ALR Chapters may allow continued membership for those members who have given up motorcycle ownership due to age, illness, injury, or other reasons beyond a member's control.

Section 3. Future Rider Members

Chapters may accept Future Rider members, but at a minimum, they must:

- a. Be a Junior member of the American Legion Auxiliary or Sons of The American Legion and be identified by a Future or Junior Rider patch.
- b. The Parent or Legal Guardian must sign the Participant Accident Waiver/Release of Liability form.

Section 4. Support Members

Chapters may accept support members, but at a minimum, they must:

- a. Be a Legion Family member (i.e., The American Legion, Sons of The American Legion, or The American Legion Auxiliary) in good standing under the guidelines of one of the three organizations and identified by a "Supporter" Rocker under the ALR back patch.
- b. A supporter may only be a Supporter of one ALR Chapter.

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

- c. May only hold the Adjutant/Finance Officer positions at the Chapter level.
- d. May not hold any Department ALR Committee position.
- e. May not vote at the Chapter level unless specifically authorized by the Chapter's Standing Rules.

Section 5. Organization

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

Section 6. Officers

Required Officers: Director, Assistant Director, Adjutant/Finance Officer, Road Captain/Safety Officer, Chaplain, and Sergeant-At-Arms.

Section 7. 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 levels.
- e. Submits reports as required by the sponsoring Post, District, and Department.

2. Assistant Director:

- a. Perform such duties as directed by the Chapter Director.
- b. Executes the duties of the Chapter Director during their 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.
 - 5. Maintain membership records of members who are current and in good standing and provide an accurate roster.
 - 6. Send a delinquent notice to members whose dues have lapsed and to those Lifetime Members who have not provided proof of eligibility by January 1st.
- ii. Maintains a full and accurate record of all chapter proceedings at meetings.

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

b. Finance Officer:

- i. Maintains accurate records of all transactions by the sponsoring Post's financial requirements.
- ii. Deposits funds in an assigned bank account and disburses funds as approved by the Chapter and directed by the Post.
- iii. Provides financial reports to the sponsoring Post Executive Committee monthly.
- iv. Collect dues as required.

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, sweeps for large groups, and determines the safe number of riders in each group.
- iv. Give a pre-ride briefing covering the route, hazards, and hand signals.
- 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 by all applicable Federal, State, and local laws.

5. Chaplain:

- a. Offer the invocation at the beginning and the benediction at the end of all meetings and Chapter functions.
- b. Visit sick and distressed members, their immediate family, and fellow veterans, reporting to the membership their status and needs.
- c. Report the death of any Chapter members to the Director, the District, and the Department Chair.

6. Sergeant-At-Arms

- a. Preserve order at meetings and gatherings.
- b. Assist the Road Captain/Safety Officer in enforcing all rules of safe riding during rides, runs, and events.
- c. Ensure members attending ALR meetings are current members and are in good standing.

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

- d. Identify any guest(s) and their business with the ALR and make introductions when called upon.
- e. Be responsible for the logistics and proper standing of flags and meeting rooms for all meetings and the appropriate staging of flag bikes and motorcycles during parades and escorts.

Section 8. Discipline

The American Legion Riders is an American Legion program, discipline may only be addressed by the sponsoring Post.

Section 9. Election of Officers

All officers of The American Legion Riders Chapter shall be elected, not more than ninety (90) days, nor less than ten (10) days prior to the Annual Department Convention.

Section 10. Finances

- a. Finances will be derived from Membership Dues, sale of approved merchandise and such other revenue sources as approved by the ALR General Membership.
- b. Checks issued by the ALR Chapter must have the Post Finance Officer or their designee as one of the signatories to the bank account. The ALR Chapter may decide the other Chapter signatories on said instrument.
- c. The ALR Chapter Finance Officer must file a financial statement detailing receipts and disbursements each month with the Post Financial Officer, which will be reported to the Post General Membership.
- d. An ALR Chapter may not incur any debt in the name of Post without prior approval of the Post membership documented in the Post Memberships minutes.
- e. The ALR Chapter of a Post is a subordinate organization to the sponsoring Post which is a non-profit organization and a tax-exempt Corporation under the laws of the State of Florida.
- f. Should the ALR Chapter be dissolved or suspended, all funds and assets will be immediately turned over to the sponsoring Post for disposition.

Section 11. Outside Organization

Per NEC Resolution No. 37, May 4-5, 1988, ALR Chapters do not have the authority to enter into any formal association or club/council membership with any outside organization that may act or vote in any manner outside the control of The American Legion.

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

**ARTICLE VI
PATCHES AND APPAREL**

Section 1. Riders Vest

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

**Section 2. Dress for Installation of ALR Officers, Funerals, and Special Events
(Veterans Day and Memorial Day Ceremonies, etc.)**

It is suggested that all Members wear Dark Pants, a White Shirt, Rider Vest, and appropriate Legion Family headgear.

**ARTICLE VII
AMENDMENTS**

This SOP may be amended at any ALR Committee meeting, subject to the approval of the Department Executive Committee.

**ARTICLE VIII
EFFECTIVE DATE**

This SOP became effective upon its adoption by the Department Executive Committee on November 24, 2024, and was amended at the 2025 Department Convention.

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



Participant Accident Waiver/Release of Liability Form

1. I acknowledge that motorcycle activity is a potentially hazardous activity, which can be a test of a person's physical and mental limits and carries with it the potential for death, serious injury and property loss. The risks include, but are not limited to, those caused by terrain, facilities, temperature, weather, condition of rider's equipment, vehicular traffic, actions of other people including, but not limited to participants, volunteers, and spectators. These risks are not only inherent to riders, but are also present for passengers, spectators and volunteers. I hereby assume all the risks of participating and/or volunteering in this event. I realize that liability may arise from negligence or carelessness on the part of the persons or entities organizing or conducting this event and hereby release them of all possible liability. I certify I am at least 18 years old. I promise not to sue and agree to pay all court costs and all attorney fees that result from my action, civil or otherwise.
2. I certify that I am physically fit with no known physical or mental impairment and have prepared for participation in the event(s). I acknowledge that this Accident Waiver and Release of Liability form will be used by the event holder, sponsors and organizers of the event(s), in which I may participate and that it will govern my actions and responsibilities at said event(s). I certify that I am not under the influence of any narcotic, alcohol or other drug that may impair my understanding or judgment and that I will not at any time during the event(s) operate my motorcycle under the influence of any narcotic, alcohol or drug. I certify that I have fully adequate insurance to cover all medical claims, the motorcycle and any other equipment and any damage or liability I may ultimately be found responsible for, during all travel connected with the event(s). I further certify that I have all the insurance required by law and I am licensed and competent to operate a motorcycle in a safe manner and my license has all motorcycle endorsements or certificates required by my state of residence. On Department of Florida or National motorcycle events, a minimum of 750cc will be required to participate. Auto-cycles will not be permitted to participate in Department of Florida or National motorcycle sanctioned events.
3. In consideration of my being permitted to participate in the event(s), I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows: (A) Waive, Release and Discharge from any and all liability for my death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter accrue to me during the event(s) or during my traveling to and from the event(s), THE FOLLOWING ENTITIES OR PERSONS: The American Legion, officers, sponsors, volunteers and (B) indemnify and Hold Harmless the entities or persons mentioned in this paragraph from any and all liabilities or claims made by other individuals or entities as a result of any of my actions during the event(s). Accordingly, I do hereby release and discharge The American Legion, officers, sponsors, and volunteers from all claims, demands, and causes of action of every kind whatsoever for any death, damages and /or injuries which may result from my participation in the event(s). This shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.
4. I hereby consent to receive medical treatment, which may be deemed advisable in the event of injury, accident and or illnesses during the event(s). I agree to pay for all costs related to medical response, treatment and transport on my behalf.
5. I certify I will wear the personal protective equipment while operating my motorcycle at the event(s) that is or may be required by Florida and/or any state in which my participation occurs and that my motorcycle and all required personal protective equipment are in safe operational condition. I agree to abide by the directions/rules given by the organizers of the event(s) and understand that my privilege to ride may be removed without refund if I am in violation of the rules set forth or acting/performing in an unsafe manner, or any manner disruptive to the operation of the event(s).
6. I certify that I am the parent or legal guardian of _____ which is a member of the Future Rider program. In consideration of all aspects of the Participant Accident Waiver & Release of Liability, I agree to abide by the directions/rules given by the organizers of the event.

NAME: _____ **PHONE #:** _____

EMERGENCY CONTACT: _____ **PHONE#:** _____

EMAIL: _____ **CHAPTER#:** _____

SIGNATURE: _____ **DATE:** _____

Road Captain/Safety Officer INITIALS _____

**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”



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

STANDING RULES

1. Optional Positions: The Chapter may choose Optional Officers such as: Quartermaster, Membership Chair, Historian, Event Coordinator, Webmaster, Advisory Committee, 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 the \$50.00 shall be promptly turned over to the Finance Officer for a deposit.
- III. Ensure an adequate supply of authorized ALR merchandise is on hand for sale.

Membership Chair ☐

- 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 Lifetime 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 on current membership during monthly meetings.
- VIII. All monies collected above the \$25.00 shall be promptly turned over to the Finance Officer for a deposit.
- IX. The 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 Chair.

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.

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

Event Coordinator ☐

Organize all events except for 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.

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 their discretion for the good of the Riders.

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

ACKNOWLEDGED & APPROVED BY:

Post Commander

Post Adjutant

Chapter ALR Director

Chapter ALR Adjutant

Date _____

Department ALR Chair

Department ALR Adjutant

Date _____