



By-Laws

The American Legion Riders

Article I--Name

Section 1. The Chapter existing under these By-Laws is to be known as Post 259 American Legion Riders, The American Legion, and Department of Maryland.

Section 2. The name and nature of this Chapter are as set forth in the Constitution.

Article II—Management

Section 1. The elected executive officers of the Chapter shall be Director, Assistant Director, Secretary, and Treasurer. The appointed positions are Sergeant-at-arms, Chaplain, Road Captain, Quartermaster, Safety Officer, Webmaster, and Historian.

Section 2. Between Chapter meetings, the administrative power of the Chapter shall be vested in the Chapter Executive Committee, which shall consist of elective and appointed officers for the current year, in addition to the immediate Past Director.

Section 3. Officers of this Chapter shall be elected annually in June and take office at the meeting next following of that of the election. All Chapter officers will be elected to their positions for a period of two (2) years. The elections will be split as described in section 4.

Section 4. The odd year election will be held for the Assistant Director and Secretary. The even year election will be held for Director and Treasurer. All elections of officers shall be by ballot and the candidate or candidates receiving the highest number of votes shall be elected to the respective office or offices for which they are candidates. All such officers shall be confirmed by vote at a regular post meeting, or installed by the host post or department at a suitable installation ceremony.

Section 5. Prior to nominations a list with names of eligible members will be distributed. Nominations will be accepted from any member in good standing of the chapter. The designation of “member in good standing” shall apply to any member that has attended 3 Chapter meetings and 3 Chapter events within the Post fiscal year and term of office (June to June).

Section 6. All vacancies existing in any office of the Chapter from any cause other than the expiration of the term shall be filled by a majority vote of the members of the committee or Executive Committee, and a person so appointed shall hold office for the unexpired term of the member of the committee or officer whose position was vacated.

Section 7. A vacancy shall exist when an officer is absent from the Chapter due to resignation, loss of qualifications, incapacity from injury or illness, or for a continuous period of three (3) consecutive ALR meetings, unless excused by the Director.

Section 8. All Past Chapter Directors shall be members of the Executive Committee with voice but without voting privileges.

Article III—Meetings

Section 1. The regular meeting of the Chapter shall be held at Post 259 on the fourth (4th) Thursday of each month with the exception of November (Thanksgiving) when the meeting will be held on the third (3rd) Thursday. There will be no Chapter meeting during the month of December. The meetings are held to transact such business as may properly be brought up for action; such meetings may be converted into entertainment meetings, as may be deemed agreeable by the officers of the Chapter.

Section 2. The Chapter Director or a majority of the Executive Committee shall have power to call a special meeting of the Chapter at any time.

Section 3. Upon the written or verbal request of ALR 259 officers/members, the Executive Committee shall call a special meeting of the Chapter.

Section 4. Four ALR 259 Chapter members shall constitute a quorum. Of that four, at least two must be Executive Committee members.

Section 5. All meetings shall be conducted under the pursuant to Roberts' Rules of Order (Newly Revised), except as herein otherwise provided.

Article IV—Chapter Executive Committee

Section 1. The Chapter Executive Committee shall meet for organizational or such other business as may come before it at the call of the Chapter Director after the installation of the new officers. Thereafter the Chapter Executive Committee shall meet as often as Chapter Director may deem necessary. The Chapter Director shall call a meeting of the Chapter Executive Committee upon the joint written request of three or more members of said Chapter Executive Committee, and **four** members of the committee shall constitute a quorum thereof.

Section 2. The Chapter Executive Committee, based on a majority vote, shall authorize and approve all expenditures; shall provide or require adequate bonds from all persons having custody of chapter funds; shall hear the reports of chapter committee chairs; and generally, shall have charge of and be responsible for the management of the affairs of this chapter.

Article V—Duties of Officers

Section 1. Duties of Director. It shall be the duty of the Chapter Director to preside at all meetings of the Chapter and to have general supervision over the business and affairs of the Chapter, and such officer shall be the chief executive officer of the Chapter. The Director shall approve all orders directing the disbursement of funds and shall provide an end of the year report covering the business of the Chapter, with a copy thereof immediately forwarded to the post or Department adjutant. The Director shall perform such other duties as directed by the Chapter.

Section 2. Duties of Assistant Director. The Assistant Director shall assume and discharge the duties of the director in the absence or disability of, or when called upon by the Chapter director.

Section 3. Duties of Chapter Secretary. The Secretary shall have charge of and keep a full and correct record of all proceedings of all meetings, keep such records as the Post and Department organizations may require, and maintain the Chapter membership roster and under direction of the Director handle all correspondence of the Chapter. The Secretary shall provide an electronic copy of the meeting minutes to members by request and submit electronic and hard copies of

meeting minutes for the full calendar year to the Director (by no later than December 30 of same year).

Section 4. Duties of the Treasurer. The Treasurer shall have charge of all finances and see that they are safely deposited in some local bank or banks and shall report to the Executive Committee concerning the condition of the finances of the Chapter, with such recommendations as he or she may deem expedient or necessary. The Treasurer and Director, and at least one member of the chapter executive committee shall be a signatory on any and all accounts of the chapter. The treasurer shall provide such surety bonds in such amounts as shall be fixed by the Chapter Executive Committee and obtained by the Chapter when necessary. The Treasurer prepares the Chapter's monthly financial report for the regular Chapter meeting. Upon request the Treasurer will provide an electronic report to Chapter members.

Section 5. Duties of Road Captain. The Road Captain shall plan all tours, runs, activities, and events; lead the chapter in formation riding or parades; arouse interest in activities; enforce all rules of safe motorcycle operation and group riding. Additionally, the Road Captain may select assistants to aid in special tasks and may chair appropriate activities committee as directed by the chapter Director or Executive Committee.

Section 6. Duties of Historian. The Historian shall maintain the individual records and incidents of the chapter and perform such other duties as may properly pertain to the office as may be directed by the chapter director.

Section 7. Duties of Chaplain. The Chaplain shall be charged with the spiritual welfare of the members and will offer divine but nonsectarian service in the event of dedications, funerals, public functions, etc., and will adhere to such ceremonial rituals as are recommended by the Director.

Section 8. Duties of Sergeant-at-Arms. The Sgt. at Arms will preserve order at meetings, assist with set-up of meetings and other activities, and verify membership eligibility of those attending the meetings and voting in elections. Shall be the keeper of ALR regalia, will perform such other duties as may be from time to time assigned by the Director. The Sergeant-at-Arms will attend to colors and ensure proper placement, care, use, and protocol at all times.

Section 9. Duties of Safety Officers. The Safety Officer shall work closely with the Road Captain and Sergeant-at-Arms to maximize the safety of all participants at all events. The Safety Officer may also prepare and present safety training or present safety tips to the membership at every regular meeting, and assist the Road Captain and Treasurer with event planning and event insurance issues.

Section 10. Duties of Quartermaster. The Quartermaster will maintain and inventory all ALR 259 Chapter merchandise, supplies, and equipment; keep track of the Chapter's inventory and vendor needs and make recommendations to the Executive Committee and membership concerning pricing when necessary; research vendor/supply options and handle procurement/distribution responsibilities as required; accept payment for above-referenced articles in the Treasurer's absence. The Treasurer will provide guidance to the Quartermaster to ensure proper accountability of ALR funds. The Quartermaster will make a report to Chapter membership at monthly meeting and provide the Secretary with a hard copy of same.

Article VI—Appointments

Section 1. The Chapter Director, immediately upon taking office each year, may appoint standing committees or commissions for the furtherance of chapter programs.

Section 2. Such standing committees shall consist of such persons, and the chair thereof, as designated by the Chapter Director. The Director shall establish a list of appointed positions, standing committees and/or commissions.

Article VII—Notices

Section 1. Every member shall furnish the Chapter Secretary with a valid email, postal mailing address, and phone number.

Section 2. The Chapter Secretary shall cause notice of the annual election to be given at least two weeks prior thereto.

Article VIII—Patch Deposit/Refund

Section 1. New Chapter members are required to place \$45.00 deposit for the ALR back patch and payment of Chapter membership dues in the amount of \$15.00. Payment of dues is required at the general membership meeting each January or upon accepted initial membership.

Section 2. All required additional patches (US Flag, Maryland Flag and POW/MIA patch) may be purchased from the Chapter Quartermaster.

Section 3. When and if a member is expelled or resigns from the Chapter, the back patch must be returned. The deposit will be refunded within fourteen (14) calendar days, based on the condition of the back patch emblem.

Article IX—Limitations of Liabilities

Section 1. This Chapter shall incur, or cause to be incurred, no liability nor obligation whatever which shall subject to liability any other Chapter, subdivision, members of The American Legion, post, departments, or other individuals, corporations or organizations.

Article X—Amendments

Section 1. These By-Laws may be amended at any regular Chapter meeting by a vote of two-thirds of the members of said Chapter attending such regular meeting, provided that the proposed amendment shall have been submitted in writing and read at the next preceding regular meeting. Any changes will be reported to the sponsoring department or Post upon request.

Section 2. Written or electronic notice to the addresses of record indicated in Article VII, Section 1, shall have been given to all members at least 5 days in advance of the date when such amendment is to be voted upon, notifying said members that at such meeting there will be presented a proposal to amend the By-Laws.

Larry V. McBean
Director
American Legion Riders #259

_____ **Date** _____

These By-Laws were voted on and approved by the membership on January 22, 2015.