



American Legion Brownsburg Lincoln Post 331

636 East Main Street, Brownsburg, IN 46112

Bylaws of The American Legion Riders Post 331 Brownsburg, Indiana

Article I – Name

Section 1. The Riders Organization existing under these Bylaws is to be known as the American Legion Riders, Post 331 of Brownsburg, IN. (hereafter designated “ALR331”)

Section 2. The objectives of ALR331 are as set forth in Article II of our Constitution.

Article II — Management

Section 1. The government and management of the ALR331 are entrusted to a Board of Directors to be known as the “Executive Committee.”

Section 2. The Executive Committee shall consist of all elected officers of the ALR331 plus the Director from the preceding term. They shall be nominated in October of each year, and elected at the annual November meeting. Elected officers shall be installed and take office at the end of December social event following the election. The candidate or candidates receiving the highest number of votes shall be elected to the respective office or offices for which they are candidates.

Section 3. Nominations will be accepted from any member in good standing of ALR331.

Section 4. All vacancies existing in any elective office of ALR331 from any cause other than the expiration of the term shall be appointed by the Director during the year of the vacancy, and a person so appointed shall hold office for the unexpired term.

Section 5. A vacancy shall exist when a member or officer is absent from the Chapter due to resignation, loss of qualifications, incapacity due to injury or illness, 3 consecutive unexcused absences, or other conditions considered detrimental to the interest of the chapter by the remaining members of the Executive Committee.

Article III — ALR331 Executive Committee

Section 1. The Chapter Executive Committee may meet for organization and such other business as may come before it at the call of the Director after the installation of the new officers. Thereafter the Executive Committee shall meet at the call of the Director or at regularly scheduled meetings as determined by the ALR331 Director. The ALR331 Director shall call a meeting of the Executive Committee upon the joint written request of three or more members of said Executive Committee. Six members of the committee shall constitute a quorum thereof.

Section 2. The current Director and Event Coordinator must also be on the bank account signature card along with the Treasurer.

Article IV—Duties of Officers

Section 1. Director. The Director will serve as Chief Administrative Officer of the ALR331 and will preside over all meetings. The Director shall have general supervision over the affairs of the ALR331 and shall perform all other duties as directed by the membership. The Director shall be responsible for appointing replacements for vacancies due to death, resignation or any other reason in elected and appointed offices. The Director shall approve all orders directing the disbursement of funds and shall make an annual report covering the business of the ALR331 for the year, and recommendations for the ensuing year, which shall be read at the annual meeting.



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Section 2. Assistant Director. The Assistant Director will assume the duties of the Director should the Director not be available and will assist the Director in performance of all duties as called on to do so by the Director.

Section 3. Secretary. The Secretary will keep a full and accurate record of all proceedings of ALR331 meetings and will provide copies of same to the membership for approval.

Section 4. Treasurer. The Treasurer shall have charge of all finances and see that they are safely deposited in a local bank or banks and shall report once a month to the Director the condition of the finances of ALR331, with such recommendations as may deem expedient or necessary for raising funds with which to carry on the activities of ALR331. The Treasurer shall present a regular report at each regularly scheduled meeting for approval by the membership. The Treasurer shall sign all checks disbursing the monies of ALR331. The Treasurer prepares the chapter's monthly financial report for the sponsoring post.

Section 5. Historian. The Historian shall maintain the individual records and incidents of the ALR331 and shall perform such other duties as may properly pertain to the office as may be determined by the ALR331 Director.

Section 6. Chaplain. The Chaplain shall be charged with the spiritual welfare of the members and will offer guidance but nonsectarian service in the event of dedications, funerals, public functions, etc., and will adhere to such ceremonial rituals as are recommended by the ALR331 from time to time.

Section 7. Sergeant-at-Arms. The Sergeant-at-Arms will preserve order at meetings, assist with the set-up of meetings and other activities, verify membership eligibility of those attending the meetings and voting in election; shall be the keeper of the flag and other ALR regalia; will perform such other duties as may be from time to time assigned by the Director.

Section 8. Ride Coordinator. The Ride Coordinator (RC) will be the logistics person in charge of organized motorcycle runs of the ALR331. The RC will determine dates, times, routes, and meeting places for a run activity as appropriate. ALR 331 sponsored Charity Rides may require input from the organizing committee and Event Coordinator. The RC will be the Senior Ride Captain for any run activities and may at any time appoint assistant Road Captain(s) or take any other measures necessary to help insure the safety of the group during a motorcycle run.

Section 9. Membership Chairperson. The Membership Chairperson shall have charge of all matters pertaining to the membership of ALR331, including the recruitment of new members, reinstatements and eligibility of members, and shall be responsible for maintaining all membership records, will provide a written report at each regularly scheduled meeting.

Section 10. Communications Director. The Communications Director shall be charged with the promotion of public support of the Riders' program and activities by the establishment of proper contact with public media, and shall publish a regularly recurring newsletter of the ALR331; shall prepare and maintain the official website of the ALR331.

Section 11. Event Coordinator. The Event Coordinator shall be charged with scheduling facilities and services for ALR331 sponsored events, may require input from the organizing committee and Ride Coordinator. The Event Coordinator ensures adequate staffing for events through volunteers and schedules event set-up and clean-up; maintains weekly and monthly activities calendar; updates Post events calendar as required; maintains direct contact with the Executive Committee for approval and status of scheduled events; maintains inventory of materials and supplies required for events; works with the Communications Director for Web and email notifications of events as required; works with the Treasurer to coordinate and



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maintain cost and income from the events; reports results of event(s) to the membership at scheduled monthly meetings.

Article V — Appointments

The Chapter Director immediately upon taking office each year shall appoint any and all committees necessary for the operation and functioning of the ALR331.

Article VI – Regalia

Members of the ALR331 shall conform to all rules governing the wearing and display of ALR regalia and American Legion name and emblem. Violations of any rule shall subject the violator to suspension and expulsion as provided for in the ALR331 Constitution and By-laws.

Section 1. The sleeveless vest is the approved minimum article of clothing on which ALR regalia may be displayed, provided that rules applying to displays on the vest apply equally to sleeved garments including but not limited to jackets, T-shirts, sweaters, sweatshirts, etc.

Section 2. The American Flag Patch shall be displayed on either side of the front of the vest providing that the stars on the patch are closest to the center of the chest and in the highest feasible position. No other patch or item shall be displayed above the American Flag.

Section 3. The emblem of The American Legion organization (TAL, Auxiliary, SAL) that the ALR member is entitled to wear by virtue of membership therein shall be displayed on the left front breast of the vest.

Section 4. When displayed on the ALR vest, the ALR emblem back patch will be displayed in the center of the back.

Section 5. POW/MIA or POW/MIA/KIA patch will be worn on the right side of the vest in the highest possible position providing it does not go above the American Flag Patch.

Section 6. Vulgarity, scatology, profanity, and provocative verbiage and imagery (being verbiage and imagery intended to threaten, harass, insult or frighten non-members) shall not be displayed on any item simultaneously bearing the ALR emblem or an emblem of The American Legion; provided that questions concerning same shall be presented to and decided by The American Legion Department of Indiana's American Legion Riders Committee. The State Committee may defer determination of appropriateness to the Adjutant of the Department of Indiana.

Section 7. Nothing in this Article is to be construed as requiring an alteration, revision, replacement, re-design, or prohibition of methods or placement of regalia displayed by members in good standing prior to the adoption of the State Constitution and By-laws, dated October 7, 2007.

Section 8. Regalia added to existing articles of clothing protected under Section 7 above shall conform to the provision of all other sections of Art. VI.

Section 9. All regalia displayed in violation of Art. VI, Sections 1-7, shall be deemed a violation of these By-Laws and subject the offending member to all suspension or expulsion at the discretion of the Chapter Executive Committee.

Article VII —Resolutions

All decisions affecting the conduct and activities of the ALR331 beyond those items deemed routine by the Executive Committee shall be made by resolution, an official committee will be duly appointed. Resolutions approved shall be approved by a simple majority of those voting and a record of the resolution shall be maintained by the Secretary. Resolutions approved shall



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embody the opinion of the ALR331 on the subject and copy of same shall be forwarded to the American Legion Riders Committee of The American Legion, Department of Indiana for its approval before any publicity is given or action other than mere passage is taken.

Article VIII — Meetings

Section 1. Regular ALR331 business meetings shall be held monthly as voted upon by the membership except the month of December which is a social event. The Director will give a summary report at the December event.

Section 2. ALR331 business meetings shall be conducted under and pursuant to Roberts Rules of Order Newly Revised.

Section 3. All ALR331 business meetings will begin with the following formalities: 1. POW/MIA Chair Recognition 2. Pledge of Allegiance 3. Invocation 4. Riders Response. All formal rides will begin with the following formalities 1. Pledge of Allegiance 2. Invocation 3. Riders Response.

Section 4 . Official American Legion, American Legion Auxiliary, or Sons of the American Legion covers or the ALR Beret will be the official cover worn at all official chapter meetings.

Section 5. The Director or a majority of the Executive Committee shall have power to call a special meeting of the ALR331 at any time, provided that advance notice of at least ten days is provided.

Section 6. For the conduct of regular and special meetings of the ALR331, a quorum shall exist when six of the Executive Committee Members are present.

Section 7. The fiscal year for ALR331 shall run January 1 through December 31 (calendar year) of the current year.

Article IX — Notices

Section 1. The list of members and their officers shall not be released in any form for any purposes other than to authorized officers and employees of the Chapter and Department of The American Legion, and may be used by said organizations only for purposes approved by the governing bodies of same.

Section 2. The Chapter Director shall provide notice of the annual election to be given at least 30 days prior to all members.

Article X - Amendments

Section 1. Any amendments to American Legion Riders Department of Indiana Bylaws which is in conflict with any provisions hereof shall be regarded as automatically repealing or modifying the provisions of these Bylaws to the extent of such conflict.

Section 2. These Bylaws may be amended at any regular ALR331 meeting by majority vote of the members attending such regular meeting, providing the proposed amendment shall have been submitted in writing and read at the preceding regular meeting of ALR331, and providing, further, written notice shall have been given to all members at least 30 days in advance of the date when such amendment is to be voted upon, notifying said members that such a meeting for a proposal to amend the Bylaws is to be voted upon.