

**FLORIDA AMERICAN LEGION RIDERS
CHAPTER 359
PORT SAINT JOHN, FLORIDA**

STANDARD OPERATING PROCEDURES (SOP)

These SOP are established in accordance with and shall not conflict with the American Legion Riders Motorcycle Association, a program of the American Legion, as approved by the attending Chapters at the National Chapter Officers Meeting during the 2005 Great Lakes Romp, Fowler, Michigan and promulgated by the American Legion Riders Board of Advisors and the National American Legion Riders Information Center.

PREAMBLE

For God and Country, we associate ourselves together for the following purposes: To uphold and defend The Constitution of The United States of America; to maintain law and order; to foster and perpetuate a one hundred percent Americanism; to preserve the memories and incidents of our associations in the Great Wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and good will on earth; to safeguard and transmit to posterity the principles of justice, freedom and democracy; to consecrate and sanctify our comradeship by our devotion to mutual helpfulness.

PURPOSE

The American Legion Riders is formed to promote the aims and purpose of The American Legion. A family-oriented motorcycle activity for members of The American Legion, The American Legion Auxiliary and The Sons of the American Legion.

AUTHORITY TO ORGANIZE

American Legion Riders is recognized by the National organization as a program of The American Legion through National Executive Committee Resolution 35 in 2007 and Amended in 2011 by Resolution 32.

ARTICLE I – NAME

The name of this organization shall be The American Legion Riders Motorcycle Association Chapter 359 located at: The American Legion Post 359, Port Saint John, Florida; hereinafter referred to as “Chapter” or “ALR”.

ARTICLE II – NATURE

Section 1: The American Legion Riders (ALR) is a Legion-run program for members of The American Legion, The American Legion Auxiliary and The Sons of The American Legion (SAL), collectively; the American Legion Family who share an interest in motorcycling.

Section 2: The American Legion Riders (ALR) upholds the declared principles of The American Legion as well as conforms to and abides by the regulations and decisions of The National American Legions Riders Motorcycle Association and The Department of Florida American Legion Riders.

Section 3: The American Legion Riders maintains and always protects the image of The American Legion through appropriate wearing of the American Legion Emblem.

Section 4: Members of The American Legion will avoid any perception of being a “motorcycle” or “biker” gang. Rather, the focus of membership is for the enjoyment of motorcycles and comradeship and furthering Legion Riders programs in the community.

Section 5: The American Legion Riders strives to improve the public’s perception of the motorcycling community by promoting the honorable nature of service to one’s community, state and nation through the sport of motorcycling.

Section 6: Members of The American Legion Riders shall always comply with the motor vehicle laws and regulations of The State of Florida.

ARTICLE III – MEMBERSHIP

Section 1 – Requirements for Regular membership, Supporter membership, and Honorary Supporter membership:

- A.** Person(s) applying to become a member of The American Legion Riders at Post 359 must first be a member in good standing with The American Legion, The American Legion

Auxiliary or The Sons of the American Legion at Post 359. This membership must remain current to remain an American Legion Rider at Post 359.

- B. Members of The American Legion Riders Post 359 will not at any time hold membership in more than one American Legion Chapter, American Legion Post, American Legion Auxiliary Unit or Sons of The American Legion Squadron.**
 - C. All members of a chapter must sign the Department of Florida Waiver and Release from Liability Form for Chapter Membership to be valid.**
 - D. Accepting membership in a Chapter subjects the member to be governed by the Constitution and SOP of the Chapter, Post and Department.**
 - E. The member should be a motorcycle owner in which the motorcycle or motorcycle trike is in accordance with Department of Florida DMV and Department of Florida SOP.**
 - F. The member's motorcycle must be registered and insured applicable to the State and Local laws of the owner's residence.**
 - G. The member must possess and carry the necessary "motorcycle endorsement" applicable to State Law.**
 - H. Membership is extended to those married to a qualifying member.**
 - I. Lifetime transfers are allowed for ALR members from another American Legion Post once they become members of Post 359. There will be a transfer fee of \$20.00 plus the cost of the ALR 359 patch. The only exception to this rule is if the post transferring from has disbanded their riders' group, then the transfer fee is waived, but the ALR 359 patch cost still applies.**
 - J. Individuals may be allowed continued membership if they have given up motorcycle ownership due to age, illness, injury, or other reasons beyond a member's control. A brief letter of "Request for Exemption" must be submitted to the Officer's Board for approval.**
 - K. Supporter Membership is defined as those who do not meet the requirements of a full membership. Supporter members cannot hold any office on the Officer's Board.**
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Furthermore, Supporter members will have limited voting rights, which are defined as General Meeting voting but excludes election of officers.

- L. The ALR membership may elect to allow a member of the American Legion Post 359, The American Legion Auxiliary Post 359 or a Son of The American Legion Post 359, absent the above criteria, to become an Honorary Supporter member based on his or her contributions to the ALR 359 chapter. Honorary Supporter Membership shall be for a period of one (1) year. Honorary Supporter membership will be given at the discretion of the Executive Board. Honorary Supporter members will not be granted voting rights and will not hold position on the Officer's board.

- M. Falsifying or lying on an application is automatic and permanent denial into the ALR

Section 2 – The General Membership of ALR Chapter 359 delegates its authority to the elected officials to grant membership provided the following conditions are met:

- A. Eligibility requirements have been verified in accordance with these SOP and the Department of Florida SOP.

- B. ALR dues are paid for annually or as a lifetime membership. Annual dues are set at \$45 yearly and \$45 for the ALR359 patch. Lifetime dues are set at \$140 and will include a lifetime ALR359 patch. Additionally, it requires that the ALR member maintain current dues status as an American Legion Member, Auxiliary Member or Sons of the American Legion Member. Supporter Membership dues are paid annually or as a lifetime membership. Annual dues are set at \$20 yearly and lifetime is set at \$75.

- C. An ALR member may be suspended from ALR membership by a majority vote of elected officers if they are or have conducted themselves in a manner that discredits or disrupts the ALR membership. Should a member become the focus of a formal written complaint, they may be suspended pending an investigation by the ALR Judge Advocate (2nd Assistant Director). If a member is suspended, they must discontinue wearing clothing bearing The American Legion Rider Identification until restored to membership status.

- D. Any member may be expelled from the chapter by two-thirds (2/3) vote of the General Membership at a regular chapter meeting. This action may also be enacted by a majority vote of elected officers at an Officer's Board Meeting, should the need arise, for immediate action. The expelled member will be requested to discontinue wearing clothes bearing The American Legion Riders Identification.

- E. Members that joined this chapter prior to July 01, 2005 are known as Charter Members.**
- F. The post Commander will be granted Honorary membership for the length of their term plus one (1) year after as "Past Post Commander".**

ARTICLE IV – OFFICER’S BOARD

Section 1. The Officer’s Board shall be composed of the following Elected Officers of this Chapter:

- A. Director**
- B. First Vice Director/Assistant Director**
- C. Secretary**
- D. Treasurer**
- E. Sergeant at Arms**
- F. Immediate Past Director**

Section 2. Appointed positions include:

- A. Second Vice Director/2nd Assistant Director (also acts as Judge Advocate)**
- B. Chaplain**
- C. Road Captain/Safety Officer**
- D. Assistant Sergeant at Arms (if needed)**
- E. Web Master**
- F. Historian**
- G. Run Coordinator**
- H. Event Coordinator**

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Sections 3 – The Director shall serve as the Chairperson of the Officer’s Board and the First (1st) Vice/Assistant Director shall assume that position in his/her absence.

Section 4 – The Immediate Past Director shall serve on the Officer’s Board and shall have one vote concerning issues presented.

Section 5 – The Officer’s Board will meet once a month, prior to the regular scheduled meeting of the general membership to discuss chapter business.

ARTICLE V – OFFICERS AND ELECTIONS

Section 1 – All American Legion Riders in good standing are eligible to hold office.

Section 2 – All officers will serve within the timeframe of the other American Legion Officers and offices, which is from installation day to the following installation day of one (1) year. All officer's membership qualifications will be reverified immediately following nominations. Any nominee who does not meet the requirements at the time of nominations will be struck from nominations and deemed ineligible to run for office.

Section 3 – Nominations and elections will be on a date and time voted on by the Officer's Board and approved by the General Membership and the American Legion Post 359. Incoming Officers shall assume their duties following the completion of voting and any pending review of the vote (if contested).

Section 4 – American Legion Riders in good standing may hold more than one office in the ALR organization except for any elected position.

Section 5 – All elected officers shall have only one vote at the Officer's Board or General Membership Meeting.

Section 6 – Elections shall be held by secret ballot, whereby a majority of all votes cast will determine the winner. In the case of an unopposed office, one vote will be cast at the General Membership Meeting once nominations are closed, which will elect/appoint the unopposed candidate to office.

Section 7 – All vacancies occurring, other than expiration of office, will be filled as needed by an appointment by the Director and with approval of the Executive Board.

Section 8 – All incoming officers must pay their dues prior to installation.

Section 9 – In the event an officer is absent from three (3) consecutive meetings of this Chapter without being excused by the Director or Officer's Board, such office may be declared vacant by majority vote of those present at an Executive Board Meeting by two-thirds (2/3) vote.

Section 10 – Elected Officers and Appointed Officers can be removed from office by two-thirds (2/3) majority vote of the General Membership at a regular General Membership Meeting. Motions to

remove an officer must first be presented to the Officer's Board in writing, stating cause for consideration.

Section 11- Officers who resign or vacate their respective position prior to the end of their term will not be eligible to run for or be appointed an Officer's board position for a period of one (1) full year. Resignations due to personal, medical or other reasons that are outside the control of the officer will be reviewed by the Officer's Board and could be exempt from the above action.

Section 12 – Duties of the Officers of this Chapter shall include, but not limited to:

- A. Director – Shall serve as Chief Administrative Officer of the association and will preside over all meetings. The Director shall have general supervision over all affairs of the association. The Director shall perform such duties as directed by the Officer's Board and General Membership. The Director will maintain the records for the volunteer hours. The Director will report monthly to the Commander of the post. The Director shall complete and file all reports required by the Department of Florida. The Director must adhere to the National/Department ALR Rules and regulations for motorcycle ownership and operation.**
- B. 1st Vice/Assistant Director – Shall assume the duties of the Director in his/her absence. He/she will act as the Membership Committee Chairperson and administer the Chapter's membership program. The 1st Vice shall oversee the ALR community outreach programs. The 1st Vice/Assistant Director must adhere to the National/Department ALR Rules and regulations for motorcycle ownership and operation.**
- C. 2nd Vice/Assistant Director – Shall assist the Director and 1st Vice Director in the mission of the organization. He/she shall be responsible for coordinating special events, projects and reporting to the Officer's Board and General Membership. He/she will also assume the duties as Judge Advocate, should the need arise.**
- D. Secretary – Shall keep a full and correct record of all proceedings and meetings to include Officer's Board Meetings and General Membership Meetings. Under the direction of the Director, the Secretary will handle correspondence of this Chapter. He/she shall validate a member's eligibility to become an ALR Member prior to approval by the Executive Board or Membership vote. The Secretary must adhere to the National/Department ALR Rules and regulations for motorcycle ownership and operation. The Secretary will maintain a complete membership roster and report monthly to the 1st Vice/Assistant Director.**

- E. Sergeant at Arms – Shall act as the Activities Committee Chairperson. He/she shall prepare and secure meeting rooms, preserve order at all meetings and perform other such duties as assigned by the Director. The Sergeant at Arms may be designated as the Run Coordinator. The Sergeant at Arms must adhere to the National/ Department ALR Rules and regulations for motorcycle ownership and operation.**
 - F. Chaplain – Shall be charged with the spiritual welfare of Chapter Members and will offer divine by non-sectarian service in the event of dedications, funerals, public functions, etc. The Chaplain shall report on sick and/or distressed members at the local chapter meetings and will officiate at the beginning and end of each General Membership Meeting.**
 - G. Finance/Treasurer – Shall maintain all finance records and bookkeeping for the ALR Chapter 359. He/she will issue checks/payments, make deposits, maintain petty cash and the bank bags. He/she will give a full finance report monthly to the Officer’s Board and General Membership. He/she will also act as Bar Manager for the “Riders Roost” during functions that require the “Riders Roost” to be open. The Finance/Treasurer must adhere to the National/Department ALR Rules and regulations for motorcycle ownership and operation.**
 - H. Run Coordinator – Shall determine dates, times, routes and meeting locations for those taking part in run activities. The Run Coordinator will be in charge of organizing runs for this Chapter and ensure that each run is approved by the Director prior to posting. The Run Coordinator will ensure that the necessary liability release form has been completed by each person participating, prior to the start of the run. This office may be held by the Sergeant at Arms.**
 - I. Historian – Shall keep a record of events of interest for future reference. This record shall include, but is not limited to photos, event flyers and local Chapter events.**
 - J. Road Captain/Safety Officer – Shall be the person in charge during organized runs hosted by the Chapter. The Road Captain/Safety Officer may, at their discretion, appoint assistants to help ensure the safety of the group during organized runs. The Road Captain/Safety Officer must adhere to the National/Department ALR Rules and regulations for motorcycle ownership and operation.**
 - K. Web Master – Shall be responsible for the maintenance and updates of the ALR website and all social media platforms. The Web Master should consult the Officer’s Board**
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concerning any items in question and keep the General Membership informed or updated as requested.

- L. **Event Coordinator** – Shall be responsible for coordinating events held by the ALR. The Event Coordinator should consult members of The Officer's Board concerning any items in question and keep the General Membership informed or updated as requested.

- M. **Past Director** – Shall have a seat on the Officer's Board, He/she will maintain the mileage records for the ALR.

ARTICLE VI – MEETINGS

Section 1 – All regular General Membership meetings will be held at the American Legion Post 359. Meetings will be held monthly, normally on the third (3rd) Sunday of each month at 10:30 A.M. This date and time may be changed due to holidays, special events or other conflicting events.

Section 2 – Two-Thirds (2/3) of the Chapter's Elected Officers shall constitute a quorum for the purposes of conducting an Officer's Board Meeting and General Membership Meetings.

Section 3 – The Officer's Board consists of the following Elected Officers: Director, 1st Vice/Assistant Director, 2nd Vice/Assistant Director, Secretary, Treasurer, Sergeant at Arms, Historian and Immediate Past Director.

Section 4 – All meetings will be conducted in accordance with Department/National ALR guidelines.

Section 5 – Special meetings may be called by the Director or a majority of the Officer's Board when necessary.

Section 6 – Should the Officer's Board need to vote on an item or motion involving the ALR, a majority vote of the attending members shall prevail.

ARTICLE VII – FINANCES

Section 1 – Finance of this Chapter will be from the membership dues and other such sources as approved by the American Legion Post 359 and the Membership. All monies will be submitted to the Finance/Treasurer and properly deposited in an account approved by the Officer's Board.

Section 2 – Signatures on the account will include the Director, Finance/Treasurer and the Legion Post Finance Officer. Additional persons may be added upon approval of the Officer’s Board.

Section 3 – Disbursement of funds will be authorized by two-thirds (2/3) vote of the Officer’s Board at the Officer’s Board Meeting. General Membership will be notified of all disbursements. In the event an emergency arises, three (3) members of the Officer’s Board, by agreement, may authorize the utilization of funds.

Section 4 – This Chapter will be a non-profit organization and may only disburse funds in a manner consistent with local, state and national laws regarding non-profit organizations.

Section 5 – Annual Membership dues and dues for a Lifetime Member shall be set by the Officer’s Board of ALR Chapter 359.

Section 6 – Annual dues must be paid by January 1st of each year to remain in good standing and dues are non-refundable.

ARTICLE VIII – COMMITTEES

Section 1 – There shall be three standing committees: Membership Committee, Finance Committee and Activities Committee. These should be established with the Chairperson of each being the Officer assigned in Article V.

Section 2 – The Membership Committee shall be composed of the Membership Committee Chairman and any additional members appointed by the Membership Committee Chairperson. This committee shall have charge of all matters pertaining to membership of the Chapter, including the procuring of all applications as required by these SOP.

Section 3 – The Finance Committee shall be composed of the Finance Committee Chairman and additional members appointed by The Finance Committee Chairperson. The Finance Committee shall be charged with the administration of the financial policy, preparation of reports and the supervision of Chapter funds.

Section 4 – The Activities Committee shall be composed of the Activities Committee Chairperson and any additional member appointed by the Activities Committee Chairperson. The Activities Committee shall be charged with planning, organizing and supervising of Chapter activities. This committee may add temporary members as necessary to provide assistance with individual activities.

Section 5 – Additional committees may be formed by appointment of the Director with the approval of the Officer’s Board. The duties and length of service of these committees shall be stated at the time the committee is appointed.

ARTICLE IX – DRESS CODE

Article 1 – The Official Insignia of the American Legion Riders shall be the one available from The American Legion’s Emblem Sale. Modification to official emblem of the American Legion Riders may contain the following:

- A. Florida Chapter at the bottom of the patch in gold writing.**
- B. Post number at the bottom of the patch in gold writing.**
- C. Gold border indicating Charter Member.**
- D. One gold star on either side of the word “American” indicating life member.**
- E. Rockers allowed below the patch must contain the words “Legionnaire”, “Auxiliary”, “Sons of American Legion” or “SAL”, “Veteran”, Supporter, or express a United States Military Branch. This rocker shall be placed above or below the patch and must be mounted as close to the patch as possible.**
- F. Dress for Funerals, holidays and special events should be dark pants, white long sleeve shirt or uniform shirt, ALR vest and appropriate Legion family headgear.**
- G. Individual patches, when placed on the vest, will present a positive image of the American Legion Riders (refer to Department of Florida, American Legion Riders Standard Operating Procedures).**
- H. ALR Members shall not affix to vests any support patches of MC clubs to a vest displaying the American Legion Riders Patch.**

ARTICLE X – GOVERNING RULES

These SOP shall not conflict with the National or Department Constitution or SOP of The American Legion, nor the Constitution Post Operating Procedures or SOPs of The American Legion Post 359.

The sponsoring organization will prevail in all conflicts arising between the sponsoring organization documentation and these SOP. These SOP shall conform to and be updated to reflect the most current version of the Department of Florida Legion Riders SOP.

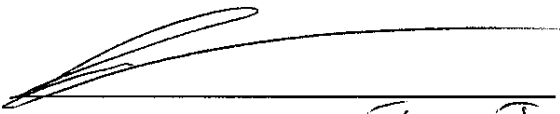
ARTICLE XI – AMENDMENT

Section 1 – Proposed amendments to those SOP must be submitted to the General Membership through The Officer’s Board. The Executive Board must approve the amendment by two-thirds (2/3) majority vote prior to submitting it for review by the General Membership.

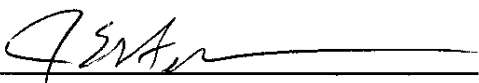
Section 2 – The General Membership must be notified at least seven (7) days prior to the date of the General Membership meetings at which the amendment will be reviewed.

Section 3 – Any provision of this document shall be automatically amended to conform to any amendment adopted by The American Legion, National, Department or Post under which this organization operates.

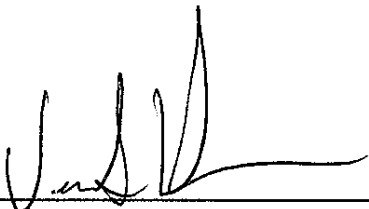
These SOP are adopted by the General Membership of ALR Chapter 359 this 21 day of August, 2019.



Director ALR Post 359 *Thomas Taylor*



Commander Post 359
JAMES HELMER



Judge Advocate Post 359
Vernon S. Dunn

These SOP are approved by the Officer’s Board of American Legion Post 359 on this 21 day of August, 2019.