



# American Legion Riders Alaska

## Motorcycle Association

### By-Laws

### **Purpose**

**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 members who share the same interest. To use our Association to promote and support programs of the American Legion.**

**American Legion Riders Alaska herein after referred to as the Association shall represent the state level of the organizational program and the term Chapter shall represent the individual Post level programs.**

### **Authority**

**These by-laws apply to The American Legion Riders Alaska, a program recognized by The American Legion, Department of Alaska. Where any conflicts may appear between this document and those of The American Legion, Department of Alaska, or The American Legion, National Headquarters, those documents take precedence.**

### **By Laws**

#### **I: Membership:**

**A.** The following requirements for membership in The American Legion Riders of Alaska, are mandatory.

- 1.** Must be a current member of the American Legion, Auxiliary or Sons of the American Legion.
- 2.** Must own a motorcycle of at least 350cc in size, or be the Legal spouse of an owner who is an ALR Association member. Owners must maintain a valid license and current insurance. Legal spouses of motorcycle owners who are members may themselves become a member if they qualify under paragraph **1**, above.

**B.** Annual Membership dues of Chapter members are due and payable prior to July 1 of each year beginning July 1, 2006. Life Charter Members or Life Members will be responsible for per capita fees and assessments, but, are exempt from annual dues.

**C.** Chapters, at their own discretion, may allow "supporting members" or "chapter supporters". The supporting type memberships do not constitute actual membership in the American Legion Riders Alaska. These memberships are of a nature as to provide recognition to those who show strong support to the individual American Legion Riders Chapter. These supporting members must still meet the requirements of [Section I: A.] and be current members of the American Legion, Auxiliary or Sons of the American Legion. Furthermore all articles of clothing that contain the American Legion Riders emblem should contain the words "I support" or "Supporter" above the left breast.

**D.** Membership patches shall conform to the appropriate color scheme as designated for Officers of the Association, State, or Chapter. Reference **II. 2. A. & B.**

**E.** Upon approval by the local Post to endorse the formation of an American Legion Riders Chapter within the state of Alaska, the Chapter will establish affiliation with the American Legion Riders Alaska. Such affiliation will afford Chapter support and camaraderie with other Chapters of the State Association. Such affiliation shall comply with Standing Rule # 6. *Amendment 2009-001*

## **II: Officers of the Association or Chapter**

**A.** Designated positions;

1. Director
2. Assistant Director
3. Secretary
4. Treasurer
5. Sgt. at Arms/ Run coordinator
6. Chaplain
7. Membership Chairman \*
8. Historian \*
9. Webmaster \*

(\* These offices are at the discretion of the individual chapter)

**B. Officer Patches shall be described as follows:**

1. State Officers shall be gold lettering on a white background with a gold border.
2. Chapter Officers shall be gold lettering on a blue background with a gold border.
3. These patches are designed to be worn, on the right front of a vest or jacket, below an individuals name or above the chest pocket.
4. Chapters may further identify their sponsoring Post City and number by a patch above their left chest pocket.

**C. Officer Patches shall be as follows:**

<b>State</b>	<b>Chapter</b>
1. Director	Director
2. Assistant Director	Assistant Director
3. Secretary	Secretary
4. Treasurer	Treasurer
5. Sergeant at Arms	Sergeant at Arms
6. Chaplain	Chaplain
7. Membership	Membership
8. Historian	Historian
9. Webmaster	Webmaster

**D. Executive Committee:**

1. The Executive Committee for the Association shall consist of the following individuals:
  - a. All elected officers of the Association
  - b. Chapter Directors
  - c. Past State Directors in good standing in the Association are ex-officio members with a vote.
2. A quorum shall consist of 50% + 1
3. Association or Chapter Executive Committees shall meet at the discretion of the Director, or upon written request of three or more Officers, and as prescribed in **Article V: Section A.**
4. Meetings so requested shall be affected within seven days.

**III: Elections**

- A.** The election of Association Officers will be held annually prior to the convening of The American Legion, Department of Alaska, convention. The elected slate of officers will be presented to the Department Commander for approval. Once approved, the slate will be presented by the Department Commander to the convention for general membership approval, to be installed at the following ALRA Convention.
- B.** The election of Chapter Officers will be held annually subsequent to February 1<sup>st</sup> but not later than March 31<sup>st</sup>. Chapters will offer their slate of officers for approval by the Post Commander and general membership. A annual certification of Chapter Officers will be forwarded to the Association Secretary to arrive not later than April 15<sup>th</sup>.
- C.** Vacancies in Executive Committees at the Association or Chapter levels, when existing, shall be filled by appointment by the appropriate Director and forwarded through proper channels for Department or Post approval. Appointees will serve for the remainder of the unfilled term.

#### **IV: Duties of Association and Chapter Officers**

- A. Director;** will serve as Chief Administrative Officer of the Association or Chapter and will preside over all meetings. They shall have general supervision over the affairs of the Association or Chapter. They shall perform such other duties as directed by the general membership.
- B. Assistant Director;** will assume the duties of the Director in their absence. Will assist the Director in the performance of their duties when called on to do so by the Director.
- C. Secretary;** to keep a full and correct record of all Association or Chapter proceedings at the meetings. Keep membership records as may be required by the general membership. The Secretary should also give detailed minutes of the previous meeting at each regular meeting. Shall also provide appropriate membership cards for all members. This individual may also be designated as Treasurer.
- D. Treasurer;** to have charge of all finances of the Association or Chapter. To have charge of disbursing funds as directed by the general membership. To give detailed financial reports at each regular Association or Chapter meeting. (Copies will be furnished to the sponsoring Post or Association if requested.) This individual may also be designated as Secretary.
1. The Treasurer will provide monthly financial statements to The American Legion, Department of Alaska, Finance Officer. He/she will also provide the Finance Officer additional financial information and records in a timely manner after a request is received. Annual Financial Reports due June 30<sup>th</sup>.
  2. The Treasurer will ensure all accounts, CD's, or other business related asset accounts containing Association funds require two signatures on the "Check Request" prior to any withdrawals or transfers, one of which must be The American Legion, Department of Alaska, Finance Officer.
- E. Sgt at Arms/ Run Coordinator;** will be the logistics person in charge of organized runs of the Association or Chapter. They will determine dates, times, routes and meeting places for those taking part in a run activity. They may, at their discretion, appoint assistant road captains or take any other measures they may feel necessary to help insure the safety of the group during a run. Will also help to maintain order during Association or Chapter meetings.
- G.** Resignation of elected officers or members shall be submitted in writing to the appropriate level secretary. Resignations shall be read at the first meeting following receipt of notification. Life Charter, or Life Members shall not be stricken from the Roster, rather, they shall be placed on a list of inactive members.

## **V: Meetings**

- A.** Association Executive Committee meetings will be held during the Spring Department Executive Committee meeting and the day prior to the Association Annual Meeting. 50% + 1 of Association Officers will constitute a quorum. Location of meetings shall be at the American Legion Post which has been selected to host the Association Annual Meeting.
- B.** If a higher conflict arises, notification of meeting changes shall be in writing no less than thirty days in advance.
- C.** Association Annual Convention: Will be held the second weekend of June of each year, with actual dates to be submitted by hosting Chapter to the state secretary prior to Jan 15<sup>th</sup> of each year.
- D.** Meeting Conduct: Meetings shall follow the general guidelines for individual conduct as prescribed by American Legion, Sons of American Legion and Auxiliary, both at local, Department and National.
- E.** All meetings shall follow the approved Agenda as established in **Appendix "A"**. Special emphasis shall be placed on Opening and Closing Prayers and the Pledge of Allegiance.

## **VI: Finances**

- A.** Finances of the Association will be from Association membership per capita fees and Annual Charter fees or such other sources, as approved by the membership.
- B.** Finances of the Chapters will be from membership dues or such other sources, as approved by the membership.
- C.** In no case will any debt be incurred by the Association without prior approval of The American Legion, Department of Alaska, Commander.
- D.** In no case will any debt be incurred by any Chapter without prior approval of the sponsoring Post.

## **VII: Expulsion**

- A.** Any member may be expelled or suspended from the Association or Chapter by a majority vote of the general membership at a regular Association or Chapter meeting.
- B.** Any Life Charter or Life Member may not be expelled, rather, they shall be placed on a list of inactive members, maintained by the Secretary

## **VIII: Life Charter, Charter, Life, or Member Membership**

- A.** Each Chapter may determine eligibility for Life Charter, Charter, or Life

Membership in its own Chapter.

1. Life Charter membership is defined as individuals whose names appear on the Charter and which have paid a designated lump sum fee at joining, and joined within a specific time period as prescribed by their chapter.
2. Charter membership is defined as individuals whose names appear on the Charter and which have joined within a specific time period as prescribed by their chapter.
3. Life membership is defined as individuals which have paid a designated lump sum fee at joining, as designated by their chapter.
4. Member is defined as an individual which joined after the charter period and pays annual dues as prescribed by their chapter.
5. Supporter is defined as an individual who does not meet the Membership requirements, yet has a desire to assist with the successful aims of the chapter, without a vote

## **IX: Association Patch**

- A. The Association Patch designed for wear on the back of a vest, shall be the Patch as described in the American Legion Emblem sales brochure with a single line. Further more, the patch, to maintain its singularity, shall be encircled with an 1/8<sup>th</sup> inch border of contrasting color as described in sub-paragraphs **1 - 4** below. It will be the responsibility of the state association to ensure proper borders are permanently affixed to the patch.
1. Life Charter Member = yellow gold
  2. Charter Member = silver
  3. Life Member = red
  4. Member = white
- B.** Under no circumstance shall there be rockers placed above, below, or on either side of this patch. Neither shall there be any other patch affixed to the back of a vest. (See **Appendix "B"**) for proposed and current patches.
- C.** Individuals shall purchase the right to wear, and will be entrusted with a single "American Legion Riders" and "Alliance Member" patch from their Chapter. At any time when a member shall be expelled, or remove themselves from membership, they shall be required to return the Alliance Member patch to the Chapter.
- D.** Chapters shall obtain "American Legion Riders" patches and "Alliance Member" patches from the State Secretary, to maintain uniformity of contrasting color borders. Chapters shall maintain inventory control of all patches entrusted to them and shall provide a written accounting to the State Secretary semi annually in June and December of each year.

E. Proper placement of the "American Legion Riders" and "Alliance Member" patches are herein prescribed and shall be strictly enforced by the Chapter.

1. American Legion Riders patch shall be centered on the back of wearers vest or jacket.
2. Alliance Member patch shall be affixed on the front of, to the lower left side wearers vest. [NOTE: Improper display of "American Legion Riders" or "Alliance Member" patches may be grounds for expulsion.]

## **X: Residency**

A. Each Chapter will be known by the Department in which it exists.

## **XI: Governing Rules**

- A. Each Chapter may elect to adopt a set of Standing Rules to govern its Membership or, at the Chapter's discretion, adopt these By-Laws. Such adopted Standing Rules, or By-Laws or Amendments, shall be no less stringent than those contained in these By-Laws.
- B. Chapters shall have their own By Laws. They shall not conflict with State Association By Laws, the National Constitution and By-Laws of the American Legion, Department of Alaska, or those of their sponsoring Post.
- C. Chapters shall submit their By Laws to the State Secretary for approval.

## **XII: Disbursement of Funds**

- A. Disbursement of funds will be only those authorized at any regular meeting of the Association. Each Chapter within the Association will be a non-profit organization and may only disburse funds in a manner that is in keeping with all local, state and national laws regarding non-profit organizations.
- B. Dissolution: Dissolution of a Chapter shall cause all funds and property to be transferred to the sponsoring Post. Dissolution of the Association shall cause all funds and property to be transferred to the authorized representative of The American Legion, Department of Alaska, Executive Committee.

## **XIII: Order**

A. All meetings will be conducted under "Roberts Rules of Order".

## **XIV: By Law Amendments and Revision:**

- A. These By Laws may be amended at any regular meeting by a 2/3<sup>rd</sup> vote of the membership in attendance. Amendments shall be consecutively numbered in the following manner. YYYY-### (example Amendment 2006-001) Once an amendment is approved, it does not take effect until approved by the

proper authorities at the Department or Post level.

- B. These By Laws shall be revised on years ending with a 0 or 5. Existing Amendments shall be incorporated into the By Laws when revised.
- C. Proposed amendments shall be submitted in writing to the Association Secretary. The Secretary shall distribute proposed amendments to all Executive Committee Members no less than thirty days prior to the next Association meeting.

# Appendix “A” American Legion Riders Alaska Meeting Agenda

**Regular Meeting:**

**Opening Prayer:**

**Pledge of Allegiance**

**Roll Call of Officers:**

**Reading of Previous Meeting Minutes:**

**Treasurers Report:**

**Propositions for Membership:**

**New Members:**

**Sickness and Distress:**

**Reports of Officers:**

**Reports of Committees:**

Safety:

Activities:

**Reading of Communications:**

**Unfinished Business:**

**New Business:**

**Social and Community Welfare:**

**Good of the Order:**

**Bills of the Session:**

**Receipts of the Session:**

**Closing:**

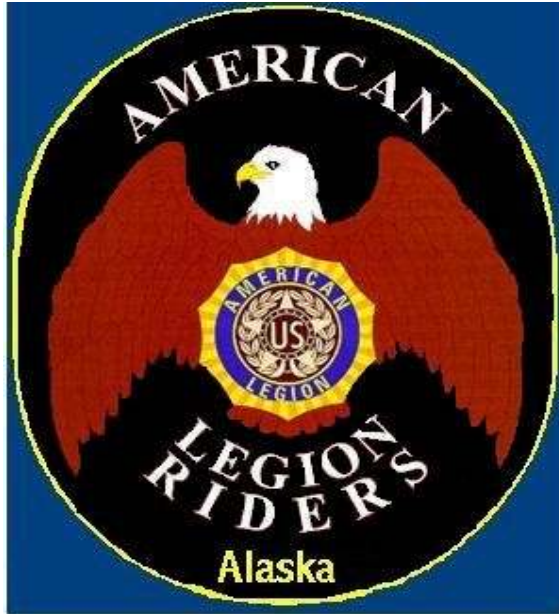
Closing Prayer: \_\_\_\_\_

Closed in regular form with \_\_\_\_\_ members and \_\_\_\_\_ visitors present at \_\_\_\_\_

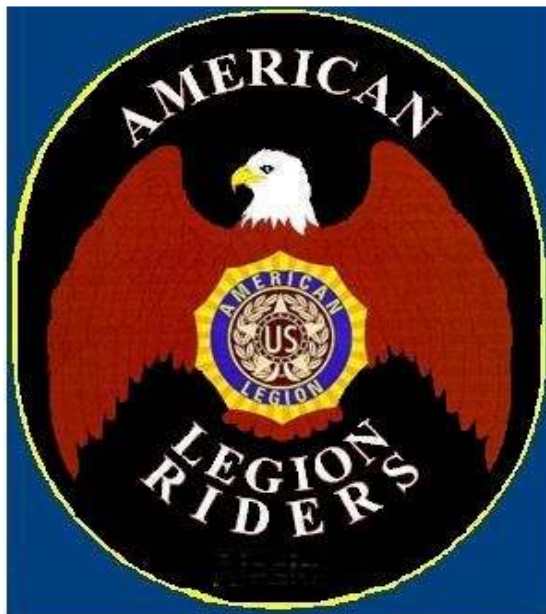
Next regular meeting \_\_\_\_\_

## Appendix “B”

As of the date of this revision, **this is only a proposed display of our back patch.** The actual patch is expected to be approved by the Alaska Motorcycle Coalition & Alliance. They have not yet approved the word ALASKA on the lower portion of the patch.



**Please do not wear any other back patch then the one below until notified in writing from the Association.**



## Appendix “C”

### Association Standing Rules

1. No more than (3) three state officers can be elected or appointed from any one Chapter.
2. **Annual Membership** dues are due and payable prior to July 1 of each year.
3. **Delinquent** members will be listed delinquent on July 1 of each year for non-payment of annual dues. Failure to pay annual dues prior to December 31<sup>st</sup> will be cause for member to be placed on an Inactive List. Failure to pay annual dues prior to June 30<sup>th</sup> will be cause for member to be stricken from Roll.
4. **Reinstatement** of stricken members may be accomplished by payment in full of delinquent amounts and the recommendation of two or more Members in Good Standing.
5. **Member in Good Standing** is any member who has paid all fees due and is not on the Delinquent List, or whom has been stricken from the Roll.
6. **Annual Charter** fees by Chapters are due and payable to *American Legion Riders Alaska* prior to July 1 of each year, or within (30) thirty days of forming, in the amount of \$25.00.
7. **Per-Capita Fees** are due and payable to *American Legion Riders Alaska* in the amount of \$ 2.00 per member. Payment shall be made with Charter Application or prior to September 1<sup>st</sup> of each year beginning in 2005. Per-Capita fees will be based upon Membership Roll of June 30<sup>th</sup> of the same year.
8. **Chapter Reports:** {to be developed}
  - A. Annual Membership Report due to the State Secretary prior to June 30 of each year.
  - B. Annual Financial Report due to the State Treasurer prior to June 30 of each year.
9. **Meeting Conduct:** Meetings shall follow the general guidelines for individual conduct as prescribed by American Legion, Sons of American Legion and Auxiliary, both at local, Department and National. Added 20090613
10. **Annual Conventions dates** will be posted on our website prior to January 15 for the 2<sup>nd</sup> weekend of June of each year with hosting information available for attendees. Added 20090613

**Amendments Page 1**

## Verification and Signature Page

Be it known by all who shall see the presents. That by signature below, the following officers do verify and affirm that the attached By-Laws and Standing Rules have been adopted by the American Legion Riders Alaska. The effective place and date of adoption was at a General Meeting held at Ninilchik, Alaska on June 25, 2010.

Yeas

21

Nays

1

Passed by unanimous vote

Director: Victoria Kosman \_\_\_\_\_  
(Signature)

Asst. Director: Russ Kosman \_\_\_\_\_  
(Signature)

Secretary: David Caswell \_\_\_\_\_  
(Signature)



American Legion Department of Alaska \_\_\_\_\_  
(Date) April 2010

Judge Advocate \_\_\_\_\_  
(Title) (Printed Name) (Signature)