

# The American Legion Department of Iowa



## American Legion Riders Handbook

*Revised 04/07/2016*

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**January 2016**

**Fellow American Legion Riders.**

**Those of you that attended the American Legion Rider Meeting at the 2015 State Summer Convention in Cedar Rapids will remember we discussed the information packet the American Legion Rider Committee was going to compile. The goal is to send the packet to each American Legion Post in the state, whether or not they have an American Legion Rider Chapter. The packet was compiled by the American Legion Rider Committee to serve as guidance for setting up or maintaining an American Legion Rider Chapter. The contents are only suggestions and were compiled from several different sources.**

**For those that aren't aware the State American Legion Rider Committee falls under the State Internal Affairs Commission. It's Chairman and Vice-Chairmen are appointed to a 3 year term by the Department Commander. The Committee serves as liaison between the Department and the Chapters and has been in existence for several years, although it had not had a very active role in the affairs of the program until recently. At the 2015 Mid-Winter Conference the Committee recommended to the DEC (Department Executive Committee) that the American Legion Rider State Advisory Board be suspended. This recommendation was made because the board was acting under a state Constitution and Bylaws that was never approved by the DEC and had evolved into something it was not meant to be or authorized to be.**

**The American Legion Riders are a program of the American Legion just as baseball or youth shooting are a program of the American Legion. Both the Department of Iowa DEC and the American Legion NEC (National Executive**

**Committee) have declared the American Legion Riders to be a Post level program and as such are governed by their Chapter Constitution and Bylaws and their sponsoring Post Constitution and Bylaws. The American Legion NEC keeps loose oversight of the various Department's American Legion Rider programs and only requires that their Chapters adhere to NEC Resolutions 35, 32, and 37 (Attached). The Department of Iowa DEC has adopted the same guidelines making the State Advisory Board obsolete and making it clear that the Chapters answer to their sponsoring Post. The DEC recommends each chapter come up with their own Resolution 35, 32, and 37, compliant Constitution and Bylaws. There is no longer a need for a State Constitution and Bylaws.**

**Please use the documents included in this packet as guidelines for developing your own Chapter's documents.**

**We do ask that you send in the Chapter Officer's report so we know where all the Chapters are and have contact information if needed. Please also fill out the Volunteer Activity Report for your Post Adjutant to include with the annual Post Comprehensive Report. Please also remember to check your Post's insurance coverage when sponsoring an American Legion Rider event. Lastly please remember we represent the American Legion and our primary purpose is to support veterans and veteran causes. If your primary concern is wearing a patch and being a biker maybe the American Legion Riders are not the right organization for you.**

**Feel free to contact me anytime.**

**Randy Kessler  
American Legion Rider Committee Chairman  
Iapost46commander@gmail.com**

**All of the forms in this packet can be found at:  
[http://www.ialegion.org/legion\\_riders.htm](http://www.ialegion.org/legion_riders.htm)**

**Other Useful Links:**

**<http://www.legion.org/riders>  
[http://ialegion.org/legion\\_riders.htm](http://ialegion.org/legion_riders.htm)  
<http://www.msf-usa.org/>**

**Resolution No. 35: American Legion Riders as a National Program**

NATIONAL EXECUTIVE COMMITTEE OF  
THE AMERICAN LEGION  
INDIANAPOLIS, INDIANA  
October 17-18, 2007

WHEREAS, American Legion Riders (ALR) was established in 1993 as a Post level activity at Garden City American Legion Post 396, Department of Michigan; and

WHEREAS, Today there are more than 700 The ALR groups at the Post, District and Department levels whose membership consists of members of The American Legion, The American Legion Auxiliary or Sons of The American Legion who share a common interest in motorcycle ownership and pleasure riding for veterans' causes; and

WHEREAS, The ALR groups exist in at least 48 states and three foreign countries and evidence a growth pattern over the last five years that reflects a genuine interest in ALR for both current and potential members of The American Legion Family; and

WHEREAS, The purpose of ALR is to use their common interest and association to promote the aims and purposes of The American Legion as well as the promotion of motorcycle safety and awareness; and

WHEREAS, During the 2006 and 2007 calendar years, ALR raised more than \$500,000 for The American Legion Legacy Scholarship while at the local level ALR groups contributions were valued at more than \$75,000 in contribution or volunteer hours to support the programs of The American Legion; and

WHEREAS, Membership growth in The American Legion has increased in many Posts that have supported ALR and in some cases these members now serve in leadership positions within The American Legion; and

WHEREAS, ALR support those serving in uniform today through participation in such activities as the Patriot Guard, which was founded by the Department of Kansas ALR to provide escorts for our fallen heroes returning from war and taking care of the needs of the families left behind; and

WHEREAS, Many Posts and Departments of The American Legion have already acknowledged their ALR groups as a program and have established guidelines for ALR to follow; and

WHEREAS, In April 2007 an Ad-Hoc Committee appointed by the National Commander met in Indianapolis to discuss the future of ALR as a program based on guidelines developed by the Internal Affairs Commission in 2003; and

WHEREAS, These guidelines, which were validated with minor additions by the Ad-Hoc Committee, will serve as the standard under which all current and future The ALR groups will operate; and

WHEREAS, As The ALR groups continue to increase in number it would be beneficial to both The American Legion and ALR to establish basic guidelines for consistency in all aspects of The ALR groups; and

WHEREAS, The ALR status has been reviewed by the Internal Affairs Commission, which recommends the ALR become a National program; and

WHEREAS, National Finance Commission has reviewed ALR and the need for funding and insurance for the National organization for this program, recommends this program to the National Executive Committee; now, therefore, be it

RESOLVED, By The National Executive Committee of The American Legion in regular meeting assembled in Indianapolis, Indiana, on October 17-18, 2007, That The American Legion adopt American Legion Riders (ALR) as a national program; and, be it further

RESOLVED, That all The American Legion Rider groups must be a program supported by a Post or Department of The American Legion and shall uphold the declared principles of The American Legion as well as conform to and abide by the regulations and decisions of the Department, Post or other duly constituted Department governing body; and, be it further

RESOLVED, That the following guidelines are recommended for The ALR program of The American Legion:

1. All members of The American Legion Riders shall be current members of The American Legion, American Legion Auxiliary or Sons of The American Legion
2. Each ALR member shall own a motorcycle
3. Each ALR member shall be properly licensed and insured as required by state law
4. All ALR members shall strive to maintain the image of The American Legion, at all times upholding The American Legion name and emblem, which symbolizes the integrity and principles of this great organization.
5. All The ALR groups shall avoid the perception of being a "motorcycle club" or biker club".
6. The only recognized The American Legion Rider logo is that which is copyrighted and sold through The American Legion National Emblem sales.
7. All Members will obey the motorcycle laws of their state.
8. No use of rockers with the ALR patch because touching the patch violates trademark laws of the ALR patch.
9. Sponsoring organization (Post and Department) will review liability insurance coverage to ensure that adequate coverage is available to cover the organization to include coverage for any specific special riding events; and, be it further

RESOLVED, That American Legion Rider groups shall abide by The American Legion Constitution and By-laws as well as the established Post and Department directives; and, be it finally

RESOLVED, That The American Legion National Headquarters and the respective Departments shall maintain general oversight of ALR Program as regards to proper use of the name and emblem of The American Legion, ALR and The American Legion Legacy Run, and compliance with the National Constitution and By-Laws of The American Legion.

**Resolution No. 32: Amend Resolution 35: “American Legion Riders as a National Program” National Executive Committee, October 17-18, 2007**

NATIONAL EXECUTIVE COMMITTEE OF  
THE AMERICAN LEGION  
INDIANAPOLIS, INDIANA  
MAY 4 – 5, 2011

WHEREAS, American Legion Riders (ALR) was established in 1993 as a Post level activity at Garden City American Legion Post 396, Department of Michigan; and

WHEREAS, The ALR groups have since expanded to more than 1,200 local chapters in all 50 domestic departments and in two foreign departments; and

WHEREAS, Membership in the ALR has grown to include more than 100,000 members of The American Legion, The American Legion Auxiliary, and the Sons of The American Legion; and

WHEREAS, Resolution 35: “American Legion Riders as a National Program”, NEC, October 17-18, 2007 has been a guiding document for the formation of post and department ALR programs under the support of the hosting posts and departments; and

WHEREAS, The third resolve clause in Resolution 35 contains recommended guidelines for such programs; and

WHEREAS, The National Commander’s ALR current Ad Hoc Committee to The Internal Affairs Commission has identified ambiguous content regarding eligibility criteria for The American Legion Riders and made specific recommendations for improving such content; and

WHEREAS, It is in the best interest of The American Legion to review and amend, from time to time, such guidelines in efforts to provide more effective direction to The American Legion Riders programs; now, therefore, be it

RESOLVED, By the National Executive Committee of The American Legion in regular meeting assembled in Indianapolis, Indiana, on May 4-5, 2011, That guideline numbers 2 and 3 of the third resolving clause of Resolution 35: “American Legion Riders as a National Program”, NEC, October 17-18, 2007, which states:

“2. Each ALR member shall own a motorcycle

3. Each ALR member shall be properly licensed and insured as required by state law”

Shall be amended as follows:

“2. Each ALR member shall establish and maintain membership by owning, individually or through marriage, a motorcycle licensed and insured as required by state law

3. ALR programs may allow for continued membership for those members who have given up motorcycle ownership because of age, illness, injury, or other reasons outside the member’s control”.



**Resolution No. 37: Reaffirmation of the American Legion Policy  
Concerning Affiliation with Other Organizations**

NATIONAL EXECUTIVE COMMITTEE OF  
THE AMERICAN LEGION  
INDIANAPOLIS, INDIANA  
May 4-5, 1988

WHEREAS, The American Legion adopted Resolution No. 6, National Executive Committee, October 10-11-12, 1952, concerning the affiliation of The American Legion with other organizations; and

WHEREAS, The adoption of that resolution was a reaffirmation of a long-established policy of The American Legion which has proved its wisdom by prohibiting The American Legion from joining any such organization, committee, association, council, or group in which The American Legion is not permitted a full voice and vote in determining matters of policy of such organization, committee, association, council or group; now, therefore, be it

**RESOLVED, by the National Executive Committee of The American Legion in regular meeting assembled in Indianapolis, Indiana, on May 4-5, 1988, That The American Legion shall not be a member of, or affiliated with, any organization, committee, association, council or group whereby The American Legion might be committed to a policy contrary to that adopted by The American Legion; and, be it finally**

**RESOLVED, that the National Adjutant is instructed to circulate this resolution to all Departments and National Officers of The American Legion on a yearly basis.**

## **Resolution 1**

**Subject:** American Legion Riders Departmental Organizational Structure

**Submitted by:** American Legion Riders Committee

WHEREAS, American Legion Riders (ALR) program was authorized in the Department of Iowa by the Department Executive Committee in February of 2003 as Post level activity; and

WHEREAS, The American Legion Riders Committee was established by the Department Executive Committee and is authorized in the Department Operating Structure; and

WHEREAS, Upon establishment of additional chapters within the Department, the ALR chapters formed an ALR Advisory Council to enhance communication among the ALR chapters in Iowa; and

WHEREAS, In February 2005, Resolution 1 of The Department Executive Committee provided that the American Legion Rider chapters were allowed to name state level officers provided the Department wished to impose no practice; and

WHEREAS, At the 2015 Mid-Winter Conference, The Department Executive Committee voted to suspend all activity of the ALR Advisory Council and its officers; now, therefore, be it

**RESOLVED,** By The American Legion, Department of Iowa, in Department Executive Committee in regular meeting assembled at Department headquarters in Des Moines, Iowa, June 27, 2015, That The American Legion Riders shall be a post level program within the Department of Iowa; and be it further

**RESOLVED,** That effective with the passage of this resolution, Resolution 1 of February 2005 authorizing state officers of the American Legion Riders is hereby rescinded; and be it further

**RESOLVED,** That there shall be no state level officers or positions other than the Department Executive Committee approved American Legion Riders Committee; and be it finally

**RESOLVED,** That there shall be no other state level American Legion Rider activities or events other than informational meetings conducted by the Department American Legion Riders Committee at the Mid-Winter Conference and Department Convention or other meetings deemed necessary by the Committee.

## **Resolution 2**

**Subject: American Legion Riders Post and Chapter Guidelines**

**Submitted by: American Legion Riders Committee**

WHEREAS, American Legion Riders (ALR) program was authorized in the Department of Iowa by Resolution 1 of the Department Executive Committee in February of 2003 as a Post level activity; and

WHEREAS, Resolution 1 of 2003 established a state charter chapter and mandated a prescribed Constitution and By-laws; and

WHEREAS, The charter chapter named in the resolution has not been in continuous operation; and

WHEREAS, The Constitution & By-Laws mandated by the resolution have become obsolete by the passage of resolutions by the National Executive Committee which provided further guidance to Posts and chapters; now, therefore, be it

**RESOLVED, By The American Legion, Department of Iowa, in Department Executive Committee (DEC) in regular meeting assembled at Department headquarters in Des Moines, Iowa, June 27, 2015, That The American Legion Riders shall be a post level program within the Department of Iowa; and be it further**

**RESOLVED, That effective with the passage of this resolution, Resolution 1 of February 2003 authorizing a state charter chapter and mandated Constitution & By-Laws is hereby rescinded; and be it further**

**RESOLVED, That all American Legion Rider Chapters must be a program sponsored by a Post of The American Legion and shall uphold the declared principles of The American Legion as well as conform to and abide by the regulations and decisions of the Post; and be it further**

**RESOLVED, That the Department recommends Posts and Chapters adopt the guidelines and recommendations established by the National Executive Committee (NEC), including Resolution 35 of the NEC of October 2007 as amended by Resolution 32 of the NEC of May 2011; and be it further**

**RESOLVED, That the Department Executive Committee further recommends the following guidelines be adopted by the Post and Chapter:**

- 1. Each Chapter shall develop a Chapter Constitution and By-laws following the guidelines passed by resolution of the National Executive Committee and the Department Executive Committee.**

2. Proposed Chapter Constitution & By-Laws must be approved by a two thirds vote of the prospective members before being submitted to the Post for approval.
3. The Constitution & By-Laws of the American Legion Riders Chapter and all amendments to the Constitution and By-Laws must be approved by sponsoring Post.
4. No patch or other attachment depicting vulgarity, profanity or nudity, shall be affixed, attached to or displayed on any item displaying American Legion or American Legion Rider identifiers.
5. No American Legion Rider member shall be a member of a 1% Motorcycle Club or subscribe to the ideology of any 1% Motorcycle Club or their support clubs.
6. No patch or other attachment depicting support or affiliation with a 1% Motorcycle club or their support clubs shall be affixed, attached or displayed on any item displaying American Legion of American Legion Rider identifiers.
7. The sponsoring American Legion Post shall be responsible for ensuring the Chapter's compliance with all local, state and federal regulations regarding non-profit corporations and finances.

and be it further

**RESOLVED,**

That American Legion Rider Chapters shall abide by The American Legion Constitution and By-laws as well as the established Post, Department and National directives; and be it finally

**RESOLVED,**

That The American Legion National Headquarters and The American Legion, Department of Iowa, shall maintain general oversight of the American Legion Rider program, the proper use of the name and emblem of The American Legion, and compliance with the National and Department Constitution and By-laws of The American Legion.

# ALR National Message

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AMERICAN LEGION RIDERS© PROGRAM RECOMMENDATIONS

THE AMERICAN LEGION  
NATIONAL HEADQUARTERS  
INDIANAPOLIS, INDIANA

DATE: April 3, 2015

MEMO TO: Department Commanders

Department Adjutants

National Executive Committeemen

National Vice Commanders

FROM: Dan Wheeler, National Adjutant

SUBJECT: AMERICAN LEGION RIDERS© PROGRAM RECOMMENDATIONS

Re: Resolution No. 35: "American Legion Riders as a National Program" and Resolution No. 32: "Amend Resolution 35: "American Legion Riders as a National Program."

The National American Legion Riders Advisory Committee, meeting in Indianapolis March 5-6, 2015, recommended to the national headquarters that additional program guidance be provided to the departments and posts regarding the subject resolutions.

## **1. Patch wear and uniformity of ALR clothing and apparel.**

The American Legion has long held the position that patch wear is an intensely personal statement by our members, similar in tradition to the right side of the Legion Cap itself. Generally, we should not tell a Rider how to arrange his or her patches, or what they can or cannot wear, unless such arrangement or display brings discredit upon the ALR program, implies an improper association with an outside organization, or infringes on our trademarks. If ALR chapters or department programs wish to adopt a uniform dress code for vests and patches, that is their decision. National will not mandate a dress code other than to take the appropriate action to protect the trademarks of the organization.

## **2. Councils of Clubs (CoC) affiliations.**

American Legion posts and ALR chapters do not have 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. A copy of the pertinent Resolution No. 37, May 4-5, 1988, is appended to this memo and available at [www.legion.org/riders/resources](http://www.legion.org/riders/resources).

## **3. Rockers and Trademarks.**

Rockers may seem to be discouraged or unauthorized by Resolution 35 for fear of trademark infringement. In fact, rockers do not violate the trademarked ALR logo and are available from Flag and Emblem Sales. Emblem also sells patches with custom embroidery on the field of the patch outside of the trademark area. Such rocker patches and lettering is outside the trademark image (below) and does not infringe on the mark itself. Rockers cannot encircle or touch the emblem of The American Legion Riders©.

This is the protected logo artwork, available at [www.legion.org/emblem/download](http://www.legion.org/emblem/download) for use on websites, Facebook pages, and other social media under the direct control of the post or department. No other design is authorized as a logo of The American Legion Riders unless authorized by the National Adjutant. Surrounding text or lettering may not encircle or touch the emblem.

Examples of trademark infringement, unapproved logos, or improper display because they are different from the trademark. The words “American Legion Riders” are trademarked protected as is the Legion logo itself. The third image has an improper (multicolored) background behind the mark.

Rockers and placement of patches are sensitive in some parts of the country and may often be misinterpreted. The decision to wear rockers (additional patches above and/or below the main patch) should be left to the local chapters and/or department ALR programs consistent with local preference and subject to final approval of the department executive committees. Many departments have developed standardizations for patch wear and rockers and have coordinated with Emblem Sales to help control patch sales within their boundaries. A growing number of programs have also dropped requirements for rockers or additional embroidery on the main patch (largely because of the high cost to our members).

#### **4. “Support,” “Volunteer,” and/or “Honorary” Categories.**

American Legion Rider “Supporter” status is a post or department determination granted only to those Legion Family members who go “beyond the call” to support the ALR program. Supporting, honorary, or volunteer categories are allowable—but only for current members of the Legion, the Auxiliary, or the Sons of The American Legion. At the discretion of the department or post the decision to provide them with limited voting privileges or other privileges, or an identifying “support” patch, is discretionary. Further, the departments and/or posts may decide to restrict any association with the American Legion Riders to motorcycle owners and operators only. Under no circumstances will non-Legion Family be offered the status of supporter, honorary member, or volunteer, since all of these terms imply a form of membership not defined in The American Legion national constitution.

# Legion Riders FAQ

For more specific questions about the formation and conduct of the Legion Riders in your state, or the proper wear of the Riders' emblem, or about your chapter's constitution and bylaws, contact your department headquarters for guidance.

For questions of a more general nature contact Bill Sloan (wsloan@legion.org), assistant director, Internal Affairs Division.

## **Q. Does The American Legion officially recognize The American Legion Riders program?**

**A.** Yes. The National Executive Committee officially adopted The American Legion Riders (ALR) as a national program with Resolution 35 (October 2007) and Resolution 32 (May 2011).

## **Q. Is there a national constitution and bylaws for ALR?**

**A.** No. However, a suggested constitution and bylaws template is available online here for anyone interested in developing a local chapter or state program. This template is based on and fully complies with Resolutions 35 and 32.

## **Q. How do I start a chapter at my post?**

**A.** The process is easy. No charter paperwork is necessary, but a chapter must be supported by a post or department. There is no national or "at large" chapter. The following steps are suggested:

- Get the approval of the sponsoring post. A copy of the minutes of any regular post meeting approving the formation of a chapter is your authority to start organizing a new chapter.
- Contact your department headquarters or department ALR liaison to see if another ALR chapter is nearby. If so, inform that chapter of your intention to start your own and get information on how that chapter is set up. The members of that chapter will very likely be willing to assist.
- Set up a meeting with your new ALR members to discuss how your program should be governed, and develop a chapter constitution and bylaws for the review and approval of your post's leadership.
- At later meetings, elect chapter officers per your approved constitution and report your chapter to department headquarters.
- Some departments, but not all, will present an American Legion Riders charter to newly organized chapters within the department. There is no national charter.

## **Q. Are there many restrictions on how we can set up a chapter constitution?**

**A.** As a subordinate organization of The American Legion, all riders chapters must take certain steps to protect their right to wear the trademark patch and to use the words "Legion Riders" as a description of their activity. Federal trademark law requires subordinate organizations and entities to follow certain rules, which include:

- All ALR officers must be confirmed or named by the hosting American Legion post. In actual practice the Riders elect their own officers, who are then "installed" (confirmed) by the post at an appropriate ceremony. Another way to accomplish this is for the chapter to report the election of officers during a normal post meeting. The election is valid after the report is duly accepted by the post.
- The Riders must render an activity report and a financial report at the regular post meetings.

- A post or department officer (typically the finance officer or treasurer) must be designated as signatory on all chapter bank accounts.
- The chapter constitution and bylaws (or other organizational documents) must be approved by the host post. Any subsequent changes made to such documents must also be approved by the host post.

Note that these trademark rules apply to all subordinate programs and activities of The American Legion, not just The American Legion Riders.

**Q. Can we have members who do not own motorcycles or are not spouses of owners?**

**A.** Program guidance from Resolutions 35 and 32 grants the local chapters the authority to allow an existing ALR member to remain a full member of the chapter if he or she has involuntarily given up motorcycle ownership due to age, injury, or other medical condition outside the control of the rider. This is a decision left to the local chapter members, who may optionally require all members to be owners at all times.

**Q. Can girlfriends, friends, cousins, mothers, fathers, etc., join as regular members even if they are ineligible under the bylaws?**

**A.** No. Membership eligibility requirements are clearly stated in the program guidance defined by Resolutions 35 and 32: "All members of The American Legion Riders shall be current members of The American Legion, American Legion Auxiliary or Sons of The American Legion". Membership criteria is established not to exclude family and friends, but to comply with the constitutional requirements of the supporting post or department, which must adhere strictly to American Legion constitutional requirements as well as local, state and federal laws regarding veteran, civic and fraternal organizations.

**Q. Where do we get American Legion Riders patches?**

**A.** Patches are available through National Emblem Sales. You can order by phone at (888)-453-4466, or shop online at <http://emblem.legion.org>.

**Q. How about American Legion Riders-themed clothing, jackets, vests and gear?**

**A.** National Emblem Sales has a line of high quality shirts, jackets, motorcycle gear, flags, caps, pins and many other items designed for Legion Riders by Legion Riders. They can be viewed and purchased at <http://emblem.legion.org>, by mail (catalog), or by phone at (888) 453-4466.

**Q. Is ALR recognized as a nonprofit organization?**

**A.** Each chapter is supported as a subordinate entity by a post or department and generally enjoys the same nonprofit status as every other post or department program. However, some activities might not be considered nonprofit, so you should always refer to your post or department for guidance.

**Q. Can our local chapter change the suggested constitution and bylaws?**

**A.** Yes. The constitution and bylaws template is a starting point. Chapters are extended the same courtesy given to every Legion post since 1919: an autonomy and trust that members will make the right decisions based on local conditions. Chapters must adhere to the minimum program guidance defined by Resolutions 35/32 and to the existing constitutions of the post and department in order to protect their right to wear and display The American Legion Rider trademark emblem. Remember though that any change to your existing constitutions and bylaws must be approved by your post or department.



**Q. When and where was ALR started?**

**A.** ALR started at Post 396 in Garden City, Mich., in the fall of 1993. Chuck "Tramp" Dare and post commander Bill "Polka Bill" Kaledas had an idea to start an association of motorcycle enthusiasts within the Legion. The two Legionnaires – both longtime riders – wanted to create an environment where members of the Legion family could come together to share a common love for motorcycles. The Department of Michigan agreed with the concept and provided the two riders and 19 other founding members instructions on how to manage the program at the post level. The members of Post 396 soon adopted a resolution for a new program called the "American Legion Riders."

The American Legion recognized Garden City Post 396 as the "founding chapter" with a commemorative plaque in 2007.

**Q. How many members do I need to start a chapter?**

**A.** The minimum number is determined by the supporting post or department. Many chapters have initially formed with only two or three members. Most chapters grow quickly and bring new members into the Legion Family.

**Q. Motorcycle clubs have rules about what can be worn on a vest with the emblem; what are our rules?**

**A.** Program guidance states that "All ALR members shall strive to maintain the image of The American Legion, at all times upholding The American Legion name and emblem, which symbolizes the integrity and principles of this great organization." Remember that ALR is not a motorcycle club, so there is no obligation to wear identifying clothing or patches. However, patches and vests are popular with members as a way to show pride and community. Contact your department headquarters or neighboring chapters for guidance regarding the wear of the main ALR patch and other decorations on the vest and apparel. Many state or local ALR programs have developed standard wear and appearance policies, including restrictions on profane or inappropriate language.

**Q. Is there national representation for The American Legion Riders programs?**

**A.** Riders may wish to submit resolutions for national ALR program changes—if so, the chapter would submit the resolutions to the post and department organizations for approval—the department would then forward the approved resolution to the National Executive Committee or National Convention. Each year prominent Riders from around the country represent the interests of American Legion Riders to the Internal Affairs Commission and to the National Commander and staff. The National Commander American Legion Riders Advisory Committee makes recommendations for program guidance whenever a resolution pertaining to The American Legion Riders is presented. The ALR Committee is appointed annually by the National Commander.

**Q. Should our program become a program of our department?**

**A.** That is entirely a decision for the members of your department. Many departments have chosen not to form a statewide program, preferring to wait, perhaps, until more chapters form. In any case, Riders should consult with department leadership before taking any steps toward a state ALR program, since any state ALR program is invalid without the consent and approval of the department.

**Q. Does our chapter or post need special insurance since we ride motorcycles?**

**A.** Resolution 35 requires the sponsoring post or department to review and ensure that liability insurance coverage is available to cover the post itself, not necessarily the chapter or any of the ALR members (who would wisely carry individual motor vehicle liability insurance in any case).

Many chapters require members to carry insurance regardless of state laws that may not require it. Remember that insurance laws vary greatly from state to state, so your chapter and post together must decide what is best beyond that. Many existing post insurance policies may already cover the ALR as another program of the post. Check with your post or department about coverage. Chapters frequently purchase special-event coverage very inexpensively to cover events or even multi-day runs in the same way other motorcycle organizations and clubs do. Your best source of information is the agent or agency that provides insurance coverage for your post. Shop around for the best rates.

**Q. Do members of our ALR chapter have to be members of our post?**

**A.** Many posts allow their ALR chapter to accept eligible Legion Family members from other posts, units and squadrons. You should check with your sponsoring post or department. Sometimes, the post or department constitution itself may prohibit outside members from being a member of, or to hold office within, a program supported by that post.

**Q. Are there membership dues for The American Legion Riders?**

**A.** Chapter dues may be charged at the discretion of each chapter after approval of the chapter constitution and bylaws from the supporting post or department. Some departments also charge department dues. There are no national dues.

**Q. How should we fly the U.S. flag on our motorcycles?**

**A.** The American Legion has long taken the advice of The American Legion Riders on flag placement on motorcycles, as well as the age-old military custom of flying the national colors from the bumpers or fenders of staff cars and vehicles of government officials, general officers and military motorcycles. While the stationary U.S. flag is normally flown or displayed at the observer's left, on vehicles the observer is assumed to be on the curb side (right side) of the motorcycle or car - in other words, as in a parade. The flag should be displayed on the right front or rear of the motorcycle to be more easily seen by someone standing on the curb, and not blocked by other flags. If a single U.S. flag is flown, it should be centered on the rear of the motorcycle or offset to the right rear. The flag should also be centered, and raised higher than the others, when multiple flags are flown. Otherwise, place the U.S. flag on the far right (curb side) of the group.

*These documents are provided as suggestions only and should not be viewed as a mandatory American Legion Riders constitution. Posts are encouraged to use them as examples from which to more easily develop American Legion Rider organizational documents or to sustain and improve existing programs.*

*Local ALR chapters and their sponsoring posts must recognize ALR program guidance or ALR constitutions and bylaws that may from time to time be approved by their respective national or department executive committees or department conventions.*

*Comments set aside in brackets [ ] are placed in the body to explain content and may be dropped from finished documents. Terms and phrases used in this template may differ from those used in the various Departments. For example, the word “director” is as correct and valid as the word “president” and is interchangeable.*

## **American Legion Riders Chapter Constitution**

### **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 purposes of The American Legion as a family oriented motorcycling activity for members of The American Legion, The American Legion Auxiliary, and The Sons of The American Legion.

### **Article I—Name**

The name of this program shall be *THE AMERICAN LEGION RIDERS of (Dept) (Post)*.

### **Article II—Nature**

*Section 1.* The American Legion Riders (ALR) is a program for members of The American Legion, The American Legion Auxiliary, and The Sons of The American Legion members, collectively “The American Legion Family,” who share an interest in motorcycling.

*Section 2.* The American Legion Riders uphold the declared principles of The American Legion and conforms to and abides by the regulations and decisions of the department, post, or other duly constituted governing body.

*Section 3.* The ALR maintains and protects the image of The American Legion at all times through appropriate wear of The American Legion Emblem. The emblem of The American Legion demands “that the wearer shall ever guard the sanctity of home and country and free institutions.”

*Section 4.* Under no circumstances shall any emblem of The American Legion be marketed, sold, or subordinated to any other organizational logo or emblem without the approval and consent of The American Legion national organization.

*Section 5.* Members of the ALR avoid any perception of being a motorcycle or “biker” club or gang. No ALR member shall belong to a 1% motorcycle club or its support clubs. Rather, the focus of membership is for the enjoyment of motorcycles and comradeship and furthering Legion programs in the community.

*Section 6.* The ALR strives to improve the public’s perception of the motorcycling community by promoting the honorable nature of military service, and service to one’s community, state and nation through the sport of motorcycling.

*Section 7.* Members of the ALR comply at all times with the motor vehicle safety, licensing, and insurance laws or regulations of the state in which operating.

### **Article III—Organization**

The American Legion Riders is organized at the post, and each chapter exists at the discretion of the sponsoring post. There can be only one American Legion Riders chapter sponsored by any post. The chapter officers and executive committee are responsible and accountable to the sponsoring post executive committee. All officers of the American Legion Riders chapter must be confirmed by the hosting post.

### **Article IV—Membership Eligibility**

*Section 1.* Eligibility for basic membership in The American Legion Riders shall be as prescribed by the national constitutions of The American Legion, the American Legion Auxiliary, and the Sons of The American Legion.

*Section 2.* All members of The American Legion Riders must further demonstrate current individual membership in The American Legion, the American Legion Auxiliary, or the Sons of The American Legion.

*Section 3.* Members will not at any time hold membership in more than one chapter of The American Legion Riders.

*Section 4.* Each ALR member shall establish and maintain membership by owning, individually or through marriage, a motorcycle licensed and insured as required under local laws.

*Section 5.*

American Legion Family members may join any American Legion Riders chapter, upon acceptance, or existing members may transfer to another chapter with acceptance.

*Section 6.* Members in good standing may continue to retain full membership if they have given up motorcycle ownership involuntarily because of age, injury, or health reasons.

*Section 7.* There shall be no form or class of membership except an active membership, and dues shall be paid as required by the chapter. There are no department or national dues.

*Section 8.* All members will obey the motor vehicle laws in any state in which they are operating a motorcycle or riding as a passenger.

## **Article V—Wear of American Legion Emblem and Other Patches**

*Section 1.* The American Legion Riders back patch, as copyrighted and sold by The American Legion's Emblem Sales division, is authorized for wear by all current members of the ALR.

*Section 2.* No other back patch or back patch design is authorized for wear as an ALR emblem.

*Section 3.* No other patch, tab, rocker, text, background art or color that is in conflict with an American Legion protected trademark may be used on clothing, banners, flags, posters or advertisements.

*Section 4.* No ALR member shall wear any item showing support for a 1% motorcycle club or its support clubs affixed to any item bearing American Legion Rider identifiers and should refrain from wearing the support gear while wearing anything bearing ALR identifiers.

*Section 5.* : No item depicting nudity or displaying profanity will be worn on the American Legion Rider vest or anywhere else on the clothing while wearing the America Legion Rider identifiers.

## **Article VI—Determine Elected Officers**

*Section 1.* The recommended officers of the Chapter are Director, Assistant Director, Secretary, Treasurer, Sergeant-at-Arms, Road Captain, Historian, Safety Officer, and Membership Chairman, elected annually. *[Note that the titles "President" and "Vice-President" are permissible replacements for "Director" and "Assistant Director."]*

*Section 2.* Between chapter meetings, the administrative power of the chapter shall be vested in the chapter executive committee, whose voting members shall consist of all elective officers for the current year and the immediate past chapter director.

*Section 3.* All other past chapter directors shall be members of the executive committee with voice but no vote.

## **Article VII—Finance**

*Section 1.* The revenue of the chapter shall be derived from such membership fees or dues and from such other sources as may be approved by the chapter executive committee.

*Section 2.* The amount of such membership or initiation fees and the amount of such annual chapter dues shall be fixed and determined by the chapter.

*Section 3.* The chapter will provide a monthly financial report to the sponsoring post executive committee.

## **Article VIII—Amendments**

*Section 1.* This constitution is adopted, subject to the provisions of the national constitution, department constitution, and post constitution of which this chapter is a subordinate program. Any amendment to the national, department, or post constitutions that is in conflict with any provision hereof shall be regarded as automatically repealing or modifying the provisions of the constitution and bylaws of this chapter to the extent of such conflict.

*Section 2.* This constitution may be amended at any regular chapter meeting by a vote of two-thirds of the membership attending such regular meeting provided that the proposed amendment shall have been submitted in writing, and read at the immediate preceding chapter meeting. Further, that traditional mail or electronic mail notice shall have been sent to all members' addresses of record at least 5 days in advance of the date which such amendment is to be voted upon, notifying said members that at such meeting there will be a proposal to amend the constitution.

Date Approved by Post Executive Board \_\_\_\_\_

Date Modified and approved \_\_\_\_\_

Date modified and approved \_\_\_\_\_

# Chapter By-Laws

## Article I--Name

*Section 1.* The chapter existing under these by-laws is to be known as (chapter name, post name and number), The American Legion, Department of \_\_\_\_\_ .

*Section 2.* The name and nature of this chapter are as set forth in the constitution.

## Article II—Management

*Section 1.* The officers of the chapter shall be Director, Assistant Director, Secretary, Treasurer, Sergeant-at-Arms, Road Captain, Historian, Safety Officer, and Membership Chairman. *[Note that the titles “President” and “Vice-President” are permissible replacements for “Director” and “Assistant Director”.]*

*Section 2.* Between chapter meetings, the administrative power of the chapter shall be vested in the chapter executive committee, which shall consist of all elected officers for the current year, and in addition the immediate past director.

*Section 3.* Officers of this chapter shall be elected annually on \_\_\_\_\_ and take office at the meeting next following that of the election. 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 at a suitable installation ceremony.

*Section 4.* 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 remaining members of the 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 5.* A vacancy shall exist when a member or officer is absent from the chapter due to resignation, loss of qualifications, incapacity from injury or illness, or for a continuous period of unexcused absences considered detrimental to the interest of the chapter by the remaining members of the chapter executive committee.

*Section 6.* All past chapter directors shall be members of the chapter executive committee with voice but without voting privileges.

## Article III—Meetings

*Section 1.* The regular meeting of the chapter shall be held at \_\_\_\_\_ on \_\_\_\_\_ at which may be transacted 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 request of \_\_\_\_\_ members, the executive committee shall call a special meeting of the chapter.

*Section 4.* \_\_\_\_\_ members shall constitute a quorum.

## **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 within 10 days 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 \_\_\_\_\_ 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 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. The chapter director shall be the chief executive officer of the chapter. The director shall approve all orders directing the disbursement of funds and shall provide a monthly report covering the business and finances of the chapter at each regular meeting of the hosting American Legion post. The director shall perform such other duties as directed by the chapter membership.

*Section 2. Duties of Assistant Director.* The assistant director shall assume and discharge the duties of the office of commander 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 hosting post may require, render reports of membership annually or when called upon at a meeting, and under direction of the chapter director handle all correspondence of the chapter.

*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 once a month to both the chapter executive committee and the hosting post the condition of the finances of the chapter, with such recommendations as he or she may deem expedient or necessary. The treasurer and at least one member of the chapter executive committee shall be signatory on any and all accounts of the chapter. The treasurer prepares the chapter's monthly financial report rendered to the sponsoring post at a regular meeting.

*Section 5. Duties of Chapter Historian.* The chapter Historian shall be charged with the individual records and incidents of the chapter and chapter members, and shall perform such other duties as may properly pertain to the office as may be determined by the chapter or the Executive Committee.

*Section 6. Duties of Chapter Chaplain.* The chaplain shall be charged with the spiritual welfare of the Chapter comrades and will offer divine but nonsectarian service in the event of dedications, funerals, public functions, etc., adhere to such ceremonial rituals as are recommended by the National or Department headquarters from time to time.

*Section 7. 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 8. Duties of the Safety Officer.* 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 shall also prepare and present safety training or present a safety tip to the membership at every regular meeting, and assist the road captain and treasurer with event planning and event insurance issues.

*Section 9. Duties of the Sergeant-at-arms.* The sergeant-at-arms shall preserve order at meetings and gatherings, assist the road captain and safety officer in enforcing all rules of safe riding during rides and runs; and perform such other duties or chair such committees as may be from time to time assigned by the director or chapter executive committee.

## **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.

## **Article VII—Resolutions**

*Section 1.* All resolutions of state or national scope presented to this chapter by a member or reported to this chapter by a committee shall merely embody the opinion of this chapter on the subject and copy of same shall be forwarded to the post headquarters for its approval before any publicity is given or action other than mere passage by the chapter is taken.

## **Article VIII—Notices**

*Section 1.* Every member shall furnish the chapter secretary with a valid email or postal mailing address.

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

## **Article IX—Rules of Order**

*Section 1.* All proceedings of this chapter shall be conducted under and pursuant to Roberts' Rules of Order (Newly Revised), except as herein otherwise provided.

## **Article X—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.

*Section 2.* This chapter shall take such steps necessary to secure appropriate event insurance for all organized rides, events, celebrations and functions undertaken under the name of the hosting post.

## **Article XI—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.

*Section 2.* Written or electronically transmitted notice to the addresses of record indicated in Article IX, 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.

*Section 3.* Any amendments will be reported to the sponsoring post, and such amendments will not be effective until approved by the sponsoring post.

**Application for Membership**  
**The American Legion Riders**  
**Post {#}, {City}, IA**

Date: \_\_\_\_\_ ☐ New ☐ Renewal ☐ Transfer from ALR Post: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Nickname: \_\_\_\_\_ Spouses Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_

E-Mail: \_\_\_\_\_ Birthday: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Affiliation: ☐ The American Legion ☐ American Legion Auxiliary ☐ Sons of the American Legion

By checking one of the above boxes I certify that I am a current member in good standings.

Membership #: \_\_\_\_\_ Home Post: \_\_\_\_\_ Post #: \_\_\_\_\_

☐ I own a motorcycle either individually or jointly through marriage that is registered in accordance with state, city and / or local licensing and registration requirements. INT: \_\_\_\_\_

☐ I carry property and liability insurance for myself, my passenger and my motorcycle which meets the minimum state, city and / or local insurance requirements. INT: \_\_\_\_\_

☐ I carry a valid driver's license with either a motorcycle endorsement or a valid motorcycle temporary instruction permit in accordance with state, city and / or local laws. INT: \_\_\_\_\_

☐ I am not a member of a 1% Motorcycle Club or their support clubs. I acknowledge that doing so will be grounds for revocation of my American Legion Rider Post {#} membership. INT: \_\_\_\_\_

☐ This Application for Membership is as a non-riding member. I am a Passenger **ONLY**. INT: \_\_\_\_\_

I, the undersigned, certify that the above information is accurate and correct. I understand and agree that The American Legion, The American Legion Auxiliary, Sons of The American Legion, {City} American Legion Post {#}, and the {City}, IA. Post {#} American Legion Riders (hereby referred to as ALR) shall not be liable or responsible for damage(s) to property or any injury to persons including myself during any ALR activity, including any damage or injury caused by negligence. I understand and agree that all ALR members and their guests participate voluntarily and at their own risk in all activities of the ALR. I agree to release and hold harmless ALR; its members and officers for any injury or loss to my person or property, as a result of participation in any affiliated activity. I understand that this means that I will not bring legal suit against the ALR, its members or its officers. I further understand and agree that I am responsible to provide adequate insurance on my motorcycle or any other vehicle I use, operate or am responsible for while participating in an activity of the ALR. My Signature is acknowledgement of my agreement to the terms and conditions as stated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\$\_\_\_\_\_ per member. Paid via ☐ Cash, ☐ Check # \_\_\_\_\_

Mail To: \_\_\_\_\_

# AL RIDER'S CHAPTER OFFICERS YEAR \_\_\_\_\_

## INSTRUCTIONS:

- PLEASE COMPLETE FORM EVEN IF OFFICERS ARE THE SAME AS PREVIOUS YEAR
- SUBMIT IMMEDIATELY FOLLOWING CHAPTER ELECTIONS
- PLEASE USE HOME ADDRESS FOR ALL OFFICERS
- IF PO BOX NUMBER, ALSO LIST STREET ADDRESS

MAIL TWO COPIES TO

THE AMERICAN LEGION OF IOWA  
720 LYON STREET  
DES MOINES, IA 50309-5481

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POST No. \_\_\_\_\_ CITY \_\_\_\_\_ COUNTY \_\_\_\_\_ DISTRICT \_\_\_\_\_

POST ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

POST TELEPHONE NO. \_\_\_\_\_

☐ DIRECTOR \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

MEMBER ID # \_\_\_\_\_ ☐TAL ☐ALA ☐SAL E-MAIL \_\_\_\_\_

☐ ASSISTANT DIRECTOR \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

MEMBER ID # \_\_\_\_\_ ☐TAL ☐ALA ☐SAL E-MAIL \_\_\_\_\_

☐ SECRETARY \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

MEMBER ID # \_\_\_\_\_ E-MAIL \_\_\_\_\_

☐ TREASURER \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

MEMBER ID # \_\_\_\_\_ ☐TAL ☐ALA ☐SAL E-MAIL \_\_\_\_\_

☐ ROAD CAPTAIN \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

MEMBER ID # \_\_\_\_\_ ☐TAL ☐ALA ☐SAL E-MAIL \_\_\_\_\_

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LIST DAY & TIME OF REGULAR MONTHLY MEETINGS \_\_\_\_\_ TIME \_\_\_\_\_

SUBMITTED BY \_\_\_\_\_ PHONE \_\_\_\_\_

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POST/CHAPTER WEBSITE: \_\_\_\_\_

POST/CHAPTER FACEBOOK PAGE: \_\_\_\_\_

# T-CLOCS<sup>SM</sup> Inspection Checklist



T-CLOCS ITEM	WHAT TO CHECK	WHAT TO LOOK FOR	CHECK-OFF	
T-TIRES & WHEELS				
Tires	Condition	Tread depth, wear, weathering, evenly seated, bulges, embedded objects.	Front	Rear
	Air Pressure	Check when cold, adjust to load.	Front	Rear
Wheels	Spokes	Bent, broken, missing, tension, check at top of wheel: "ring" = OK — "thud" = loose spoke.	Front	Rear
	Cast	Cracks, dents.	Front	Rear
	Rims	Out of round/true = 5mm. Spin wheel, index against stationary pointer.	Front	Rear
	Bearings	Grab top and bottom of tire and flex: No freeplay (click) between hub and axle, no growl when spinning.	Front	Rear
	Seals	Cracked, cut or torn, excessive grease on outside, reddish-brown around outside.	Front	Rear
Brakes	Function	Each brake alone keeps bike from rolling.	Front	Rear
	Condition	Check pads and discs for wear.	Front	Rear
C-CONTROLS				
Handlebars	Condition	Bars are straight, turn freely, handgrips and bar ends are secure.		
Levers and Pedal	Condition	Broken, bent, cracked, mounts tight, ball ends on handlebar levers, proper adjustment.		
	Pivots	Lubricated.		
Cables	Condition	Fraying, kinks, lubrication: ends and interior.		
	Routing	No interference or pulling at steering head, suspension, no sharp angles, wire supports in place.		
Hoses	Condition	Cuts, cracks, leaks, bulges, chafing, deterioration.		
	Routing	No interference or pulling at steering head, suspension, no sharp angles, hose supports in place.		
Throttle	Operation	Moves freely, snaps closed, no revving when handlebars are turned.		
L-LIGHTS & ELECTRICS				
Battery	Condition	Terminals: clean and tight, electrolyte level, held down securely.		
	Vent Tube	Not kinked, routed properly, not plugged.		
Headlamp	Condition	Cracks, reflector, mounting and adjustment system.		
	Aim	Height and right/left.		
Tail lamp/brake lamp	Condition	Cracks, clean and tight.		
	Operation	Activates upon front brake/rear brake application.		
Turn signals	Operation	Flashes correctly.	Front left Rear left	Front right Rear right
Switches	Operation	All switches function correctly: engine cut-off, hi/low beam, turn signal.		
Mirrors	Condition	Cracks, clean, tight mounts and swivel joints.		
	Aim	Adjust when seated on bike.		
Lenses & Reflectors	Condition	Cracked, broken, securely mounted, excessive condensation.		
Wiring	Condition	Fraying, chafing, insulation.		
	Routing	Pinched, no interference or pulling at steering head or suspension, wire looms and ties in place, connectors tight, clean.		
O-OIL & OTHER FLUIDS				
Levels	Engine Oil	Check warm on center stand on level ground, dipstick, sight glass.		
	Gear Oil, Shaft Drive	Transmission, rear drive, shaft.		
	Hydraulic Fluid	Brakes, clutch, reservoir or sight glass.		
	Coolant	Reservoir and/or coolant recovery tank — check only when cool.		
	Fuel	Tank or gauge.		
Leaks	Engine Oil	Gaskets, housings, seals.		
	Gear Oil, Shaft Drive	Gaskets, seals, breathers.		
	Hydraulic Fluid	Hoses, master cylinders, calipers.		
	Coolant	Radiator, hoses, tanks, fittings, pipes.		
	Fuel	Lines, fuel valve, carbs.		
C-CHASSIS				
Frame	Condition	Cracks at gussets, accessory mounts, look for paint lifting.		
	Steering-Head Bearings	No detent or tight spots through full travel, raise front wheel, check for play by pulling/pushing forks.		
	Swingarm Bushings	Raise rear wheel, check for play by pushing/pulling swingarm.		
Suspension	Front Forks	Smooth travel, equal air pressure/damping, anti-dive settings.	Left	Right
	Rear Shock(s)	Smooth travel, equal pre-load/air pressure/damping settings, linkage moves freely and is lubricated.	Left	Right
Chain or Belt	Tension	Check at tightest point.		
	Lubrication	Side plates when hot. Note: do not lubricate belts.		
	Sprockets	Teeth not hooked, securely mounted		
Fasteners	Threaded	Tight, missing bolts, nuts.		
	Clips & Cotter Pins	Broken, missing.		
S-STANDS				
Center stand	Condition	Cracks, bent.		
	Retention	Springs in place, tension to hold position.		
Side stand	Condition	Cracks, bent (safety cut-out switch or pad equipped).		
	Retention	Springs in place, tension to hold position.		

