*[The following 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 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. Blanks are areas of individual chapter information. Terms and phrases used in this template may differ from those used in other Departments.]*

**AMERICAN LEGION RIDERS MOTORCYCLE ASSOCIATION**

**IOWA CHAPTER \_\_\_\_**

**COMBINED CONSTITUTION & BYLAWS**

**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 AllWars; to instill 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.

**ARTICLE I**

**NAME**

*Section 1.* The name of this program shall be THE AMERICAN LEGION RIDERS, IOWA CHAPTER and commonly known as: AMERICAN LEGION RIDERS of IOWA. The name of this chapter shall be: AMERICAN LEGION RIDERS, CHAPTER \_\_\_\_.

*Section 2.* Chapter \_\_\_\_ is attached to AMERICAN LEGION, Post \_\_\_\_, \_\_\_\_, IA

**ARTICLE II**

**NATURE**

*Section 1*. The American Legion Riders (ALR) is a program formed to promote the aims and purposes of the American Legion, through a family oriented motorcycling activity for members of The American Legion, The American Legion Auxiliary, and The Sons of The American Legion, collectively known as “The Legion Family”.

*Section 2.* The American Legion Riders upholds the declared principles of The American Legion as well as conforms to and abides by the duly constituted regulations and decisions of the department, post, or other duly constituted governing body, as well as protects the image of The American Legion at all times through appropriate wearing 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 3.* Members of the ALR avoid any perception of being a motorcycle or “biker" club or gang and strive 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 4.* Members of the ALR comply at all times with motor vehicle safety and laws, as well as licensing, and insurance laws or regulations of the state in which the motorcycle is being operated.

**ARTICLE III**

**ORGANIZATION AND MEETINGS**

*Section 1.* The American Legion Riders is a program of the American Legion.

*Section 2.* Each chapter is formed under the sponsorship of an established Post of The American Legion and exists at the discretion of the Sponsoring Post and Department of Iowa. The chapter is governed by such rules and regulations as may be prescribed by the sponsoring Post, The Department of Iowa, and The American Legion.

*Section 3.* American Legion Riders Chapter \_\_\_\_ regular meetings shall be held at \_\_\_\_, on the \_\_\_\_ of each month.

*Section 4.* Special meetings shall be called upon a majority vote of the Executive Committee or upon request of 5 or more Chapter members.

*Section 5.* Notice of special meeting of the Chapter shall be e-mailed at least 72 hours in advance. Members not having e-mail will be notified by phone at least 72 hours in advance.

*Section 6.* At least 15% of the membership, but no less than 2 members in addition to a qualified presiding officer, shall constitute a quorum at any regular meeting of the Chapter.

*Section 7.* Four members of the Executive Committee shall constitute a quorum for the legal transaction of business at a special meeting.

**ARTICLE IV**

**MEMBERSHIP ELIGIBILITY**

*Section 1.* The first requirement for eligibility for membership in The American Legion Riders is the individual must be a current member in good standing of The American Legion, The American Legion Auxiliary, or Sons of The American Legion.

*Section 2.* Members or their legal spouse must possess a current driver’s license with a motorcycle endorsement and own a properly registered, licensed, and insured, street legal motorcycle of at least 350cc in size (no ATVs or UTVs).

*Section 3.* Eligible members may join any American Legion Riders Chapter, at the discretion of the Chapter, and provided the applying member meets the eligibility requirements of the Chapter.

*Section 4.* An American Legion Rider may be a member of only one chapter of The American Legion Riders at any given time.

*Section 5.* Applications for American Legion Riders (ALR) membership shall be made in writing, on standard ALR forms. Proof of membership in The American Legion Family, proof of current insurance, and a valid driver’s license with a motorcycle endorsement must be presented before membership is granted and a membership card is issued. Applications for membership must be submitted each year and kept on file by the Chapter Membership Chair.

Section 6. **Legacy Member** -To qualify for this membership the rider must have been a member of Chapter \_\_\_\_ for at least one year, be nominated as a Legacy Member, and receive a majority vote of approval at a regular ALR Chapter meeting. Legacy Members will be issued a Legacy Member card which will signify their long and faithful service to the Chapter. Legacy member’s dues shall be waived.

*Section 7.* **Life Membership** - A current member in good standing who can no longer ride due to age, health, or physical consideration, may be eligible, with the approval of their current Chapter, to continue as a Life Member in their Chapter, even if their situation requires them to sell their motorcycle. To qualify for this membership the rider must have been a member of Chapter \_\_\_\_ for at least one year, be nominated as a Life Member, and receive a majority vote of approval at a regular ALR Chapter meeting. Life Members will be issued a Life Member card which will signify their long and faithful service to the Chapter. Life member’s dues shall be waived

*Section 8.* **Supporter Membership** - shall be extended to any current member of The American Legion family wishing to join an ALR chapter as a supporting member. A nomination is required to apply for status as a Supporting Member and nominee must receive a vote of approval at a regular ALR Chapter meeting by simple majority. Supporting Members will be eligible to display the Emblems and Patches of the American Legion and American Legion Riders chapter and shall have a voice in all matters of business at regular meetings. Supporters will not have a countable vote in said meetings, nor will they be eligible to hold any office in the Chapter.

*Section 9.* **Honorary Membership** - shall be an honorary recognition bestowed upon a member of the Legion Family for exemplary service to the American Legion and the American Legion Riders. Honorary membership can be bestowed by resolution and majority vote at a regular membership meeting. This is not to be a common award.

*Section 10.* Any member may be expelled or suspended from the Chapter by a majority vote of the general membership of the Chapter at a regular meeting consisting of at least 25% of the membership. Suspension or expulsion may be lifted after a period of not less than 6 (six) months following a written request submitted to the Executive board, and approved by no less than 25% of the membership.

**ARTICLE V**

**OFFICERS - NOMINATION, ELECTION AND DUTIES**

*Section 1.* The officers of the Chapter are **Director [Chairman], Vice Director [Vice Chairman]**, **Secretary**, **Treasurer**, **Sergeant-at-Arms**, **Road Captain**, **Historian**, **Membership Chair** and **Chaplain**, all of whom shall be elected annually at a regular meeting of the chapter, and all of whom shall constitute the **Executive Board**.

*Section 2.* Annually at the Chapter \_\_\_\_ regular November meeting, members shall be nominated for Chapter offices, with the right of withdrawal. Additional nominations with right of withdrawal may be made from the floor prior to the elections in December.

*Section 3.* At the regular December meeting, the Chapter members in good standing shall, by secret ballot, vote from the members nominated. The nominees receiving a simple majority of votes shall be declared officers for the coming year.

*Section 4.* The newly elected officers shall be installed in January of the next year.

*Section 5.* The **Director [Chairman]** will serve as Chief Administrative Officer of the Chapter and will preside over all meetings, shall have general supervision over the affairs of the Chapter, and shall perform such other duties as directed by the general membership. **Director [Chairman]** shall prepare/have prepared and file reports and/or information that may be requested by the Sponsoring Post.

*Section 6.* The **Vice Director [Vice Chairman]** will assume the duties of the **Director [Chairman]** in his/her absence, and will assist the **Director [Chairman]**in the performance of his/her duties when called on to do so by the **Director [Chairman]**.

*Section 7.* The **Secretary** will keep a full and accurate record of all proceedings at the meetings. The **Secretary** will keep such records as may be required by the Chapter or Post and handle Chapter correspondence as may be directed by the **Director**.

*Section 8.* The **Treasurer** will have charge of all finances, banking, and bookkeeping of the Chapter. The **Treasurer** will have charge of disbursing funds as directed by the general membership as approved at a regular meeting. The **Treasurer** shall have a detailed financial report at each regular meeting. (Copies will be made available to the Post if requested). The **Treasurer** shall receive all dues from the **Membership Chairperson** after he/she has recorded payment.

*Section 9.* The **Sergeant-at-Arms** will help maintain order during Chapter meetings according to Roberts Rules of Order. The **Sergeant-at-Arms** shall be responsible for placing the colors at all meetings, and shall monitor persons entering and leaving the meeting while in session.

*Section 10.* The **Road Captain**(s) will be the logistics person in charge of organizing motorcycle rides of the Chapter. The **Road Captain**(s) may at their discretion, appoint assistant road captains or take other measures as they may feel necessary to help ensure the safety of the group during a ride.

*Section 11.* The **Chaplain** shall perform such divine and non-sectarian services as may be necessary; adhering to such ceremonial rituals as may be prescribed by the Membership, and the American Legion.

*Section 12.* The **Historian** shall collect from year to year all records and data of value and interest to the American Legion Riders and The American Legion, and shall compile during his/her term of office a complete history of the year’s activities.

*Section 13.* The **Membership Chairperson** shall be responsible for maintaining an accurate listing of the membership, shall review and/or collect eligibility documentation and dues as per requirements set forth by the Chapter, Post, or American Legion, and shall keep all documents updated pertaining to the membership.

**ARTICLE VI**

**EXECUTIVE AND STANDING COMMITTEES**

*Section 1.* For urgent matters between Chapter meetings, the administrative power of the Chapter shall be vested in the Chapter Executive Committee, who’s voting members shall consist of all elected officers for the current year and the immediate Past Chapter Presidents/Directors/Chairman.

*Section 2.*All other Past Chapter Presidents/Directors/Chairman shall be members of the Chapter Executive Committee with voice but no vote, provided they are current chapter members.

*Section 3.* The Chapter Executive Committee shall fill, for the remainder of the unexpired term, any vacancy in the slate of officers occurring between annual elections of the Chapter.

*Section 4.* Any Officer or Executive Committee member may be removed for inefficiency by the Executive Committee. Any Officer or Executive Committee member who is absent three or more consecutive Chapter meetings, can on due investigation, be removed by two-thirds vote of said Executive Committee.

*Section 5.* Upon formation of the Executive Committee with newly elected officers, the Committee shall annually appoint such standing committees and chairs thereof, as it shall deem advisable for the benefit of the membership and of the Chapter as a whole.

*Section 6.* Upon creation of a new standing committee, the Executive Committee must determine if the additional position(s) constitute membership of the Chapter Executive Committee.

**ARTICLE VII**

**FINANCE**

*Section 1.* The annual membership dues may be based on either individual or family membership and shall be determined and the amount set, by vote of the Chapter Members. Current Annual Dues shall be $\_\_\_\_ per married couple or single membership until amended per sentence one above.

*Section 2.* Dues shall be paid to the Membership Chairperson or Treasurer by March 1st unless other arrangements have been agreed upon. All incoming officers must have the current years dues paid in full before installation.

*Section 3.* All funds of the Chapter shall be deposited by the Treasurer, Director [Chairman], or Vice Director [Vice Chairman]. Disbursements less than $50 shall be made by check or EFT Debit authorized by either the Treasurer, Director [Chairman], or Vice Director [Vice Chairman]. Disbursements of $50 or more shall only be made by check or EFT Debit with prior authorization of both the Treasurer or Director [Chairman]. Cash withdrawals in any amount must be in person and authorized by any two officers as follows:

Treasurer/ Director [Chairman], Treasurer/ Vice Director [Vice Chairman], or Director [Chairman]/ Vice Director [Vice Chairman].

*Section 4.* Chapter \_\_\_\_ of the American Legion Riders of Iowa is part of a Program of The American Legion and is a nonprofit organization through a 501.c classification issued to and coordinated with Post \_\_\_\_.

**ARTICLE VIII**

**APPAREL OF AMERICAN LEGION RIDERS**

*Section 1.* All ALR members shall be authorized to wear The American Legion Riders Shoulder Patch and Back Patch on a black vest or black jacket. The Shoulder Patch may be worn on the left shoulder of a jacket or the front left side of a jacket or vest.

Two authorized ALR Back Patches are available for choice:

1. ALR Basic Back Patch - to be printed with “Iowa Chapter”. Rockers may be worn with this Basic Back Patch. See Sections 3 & 4.
2. ALR 3 Line Back Patch – Line one to be printed with “Iowa Chapter”. Line 2 is for used for bottom rocker information. Line 3 is used for top rocker information.

*Section 2.* No other American Legion Riders back patch design is authorized for wear.

*Section 3.* The bottom rocker must touch the base of the Riders Back Patch and is authorized for indicating the Post’s City and Post number. Example: \_\_\_\_ Post \_\_\_\_.

*Section 4.* The top rocker must touch the top of the Riders Back Patch and is authorized for indicating the following:

1. “Charter Member” Only members joining within 6 months of the original chapter’s inaugural meeting.
2. “Chapter Member” Members joining after 6 months of the original chapters inaugural meeting.
3. “Honorary Member” Members on whom such an honor has been bestowed. (Optional)
4. “Supporting Member” Members on whom such an honor has been bestowed. (Optional)

*Section 5.* The ONLY American Legion Rider Back Patches, Shoulder Patches, and Beret patches authorized for wear are those copyrighted and sold exclusively by American Legion Emblem Sales. Each Patch shall be lettered “IOWA CHAPTER” in completion of the patch’s eagle tail as per the Department of Iowa Instructions on file with Emblem Sales.

“IOWA CHAPTER” and all Rocker Information printing shall be stitched in GOLD LETTERING.

No modifications or additions shall be made to these patches except as those already stated in Article VIII, Section 1 above.

No rocker or other object may obscure any portion of the ALR Patch or the American Legion Logo/Emblem due to federal trademark law.

*Section 6.* If the American Flag pin/patch is worn it should be the highest pin/patch on the left shoulder or front left side. Other pins and patches may be worn on the same garment as the ALR patch.

*Section 7.* All ALR members shall at all times maintain the image of The American Legion, protect The American Legion’s Emblems, which symbolizes the integrity and principles of The American Legion and if wearing Emblem items then the Emblem items will be American Legion authorized Emblems. ALR members’ vests should display the integrity, principles and values of The American Legion and the ALR by avoiding patches or pins with (1) explicit or offensive language and/or images and (2) political or partisan language and/or images since The American Legion is a non-partisan organization.

*Section 8.* The black Legion Riders Beret or Legion Riders Baseball Cap shall be acceptable covers for all members riding in parades, making presentations, etc.

**ARTICLE IX**

**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 for its approval. No publicity or action other than mere passage by the Chapter shall be taken before department approval.

**ARTICLE X**

**RULES OF ORDER**

*Section 1.* The procedures at all Chapter meetings shall be governed by the current edition of Robert’s Rules of Order, Newly Revised.

**ARTICLE XI**

**LIMITATIONS OF LIABILITIES**

*Section 1.* This Chapter shall not cause nor incur any liability or obligation whatever which shall subject to liability any other Chapter, subdivision, members of The American legion, Post, Departments or other individuals, corporations or organizations.

**ARTICLE XII**

**AMENDMENTS**

*Section 1*.  This Combined Constitution and Bylaws 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 Constitution 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 Combined Constitution and Bylaws 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 immediately 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 a proposal to amend the Combined Constitution and Bylaws is to be voted upon.