



AMVETS Riders Department of Florida Standard Operating Procedures

Article I - Membership

- 1.1** To be accepted as a member of any AMVETS Riders Florida Chapter an individual must first meet the Unified CBL requirements, meet any additional requirements imposed by a particular Florida Chapter, and then be voted in by a majority of the members of that respective Florida Chapter.
- 1.2** Each Florida Chapter Member's annual dues will be determined by the respective Florida Chapter but must be a minimum amount to pay National and the Department of Florida assessed dues, (current National dues are \$12.00 and current Department of Florida dues are \$10.00 per member).
- 1.3** Department membership dues will be proposed and voted on by the membership at the Annual Department Convention.
- 1.4** Members will pay their annual membership dues to their respective Chapter 1st Vice President by December 31 of the current year for the upcoming year's membership.
- 1.5** Dues checks should be made out to: AMVETS Riders Department of Florida.
- 1.6** Chapters must e-mail (not snail mail) revalidation requirements to the Department 1st Vice (Roster), SAA (990) and Treasurer (Sunbiz) before June Convention and to Department JA (SOP) no later than May 15 to allow proper time for review and resubmittal.
- 1.7** Chapters to send checks with the Roster to the Department 1st Vice. They should go hand in hand.
- 1.8** AMVETS is a tax exempt 501c19 Organization. Every Subordinate organization must have its own IRS EIN#. The assigned EIN# is used to identify the Chapter/Department when filling in its annual IRS e-postcard 990.
- 1.9** Within two weeks after a NEW member of a Chapter has presented their dues and gotten accepted into the Chapter, the 1st Vice/Treasurer must update the Chapter roster and send the \$22.00 and updated roster with the members name highlighted in red only to the Department 1st vice.

Article II - Meetings

- 2.1** Regular Department meetings consist of the Annual Department Convention held in June and the State Executive Committee (SEC) Meetings held in February and October of each year.
- 2.2** Department and Chapter Executive Board and Executive Committee meetings are scheduled on an as needed basis.
- 2.3** Department and Chapter Special Meetings and Time-Sensitive Meetings are scheduled by the respective Executive Board as needed. Special Meetings are held when needed to discuss one major topic (chapter closing, major expenditure, etc.) and Time-Sensitive Meetings are those needed to discuss a topic that for whatever reason is deemed by the respective Executive Board to require discussion before the next regular membership meeting.
- 2.4** You Must register with your parent organization to attend the SEC / convention for the riders.
- 2.5** Members must pay respect to the flag upon entering and exiting any AMVETS Riders Department or Chapter meeting. For those who have been in the military it is the military hand salute, for those who haven't it consists of placing your right hand over your heart. Any member in full Rider's uniform may render the military hand salute.
- 2.6** Members electronic devices will be turned off or in a silent mode during the Annual Convention and any SEC Meetings. Any electronic device noise will result in a \$5 fine to be paid to the Department unless deemed otherwise by the Sgt-at-Arms (i.e., member responding to an emergency).

Article III - Finances

- 3.1** The Department Executive Board shall have the authority to spend up to \$500.00 on a single line item without prior approval by membership, given Department Executive Board majority approval and if funds permit.
- 3.2** The Department President shall have the authority to spend up to \$100.00 per month on a single line item regarding Department business without prior approval by membership if funds permit.
- 3.3** An invoice or receipt must be turned into the Department Treasurer within **30** days following any expenditure for consideration of reimbursement.

Article IV - Events

- 4.1** The Department will hold raffles for the purpose of covering Department business expenses.
- 4.2** The Department will hold at least one Annual Department Run. This run will benefit a charity, as approved by the membership, as well as assist with Department administrative expenses. No less than 50% of the net gain will go toward charity.
- 4.3** The Department E-Board and Presidents of the Chapters present at the time of voting will make the decision to which Chapter will host the "Spring Rally" each year. The Department will first ask Chapters that have not held our Dept Spring Rally to apply for the event. If no new chapter applies for the Spring Rally, then we go to a pool with Chapters that have had one in the past and pick from those who applied.

Article X - Committees

- 5.1** The Department President will choose a Department Fundraising Committee not to exceed 5 active members. The purpose of this Committee will be to research, recommend, and promote different types of fundraising activities for the Department.
- 5.2** 3rd VICE PRESIDENT is an appointed position for the sole purpose of fundraising and will have no vote on the Department Executive Board. The 3rd VICE PRESIDENT will monitor and report to the Dept President and the E-board all Riders Dept. raffle events (minimum of two a year). Monies owed will go Directly to the Dept. Treasurer from all Chapter Treasurers. The Dept.3rd Vice will not handle any collecting of money. The 3rd Vice President shall perform other duties as assigned by the Executive Board or the President.
- 5.3** The Department President will choose a Department Audit/Finance Committee, not to exceed 5 active members. The purpose of this committee is to perform the yearly audit of Department financial records, review the budget prepared by the Treasurer, and make recommendations on financial expenditures.

Article VI - Officer Elections

- 6.1** A person may be nominated to more than one AMVETS Riders Department office position during annual elections; but may only be elected to one position at any given time. If a person is elected to a second or subsequent position, they must immediately choose the one they wish to hold office in for the coming year. The position vacated will then be awarded to the nominee with the second highest vote for that office.

6.2 If a Riders Department or Chapter President requires a two-thirds (2/3) majority and does not attain it, the office of President will go to the nominee with the highest vote count other than the prior President.

6.3 The qualifications to hold a department elected office are as follows:

6.3.1 Have been an Elected Chapter Officer for a period of one (1) year and either attended two (2) Department meetings or sat on a Department Committee for a period of two (2) years.

OR

6.3.2 Have held a Department Appointed Office for a period of two (2) years.

6.4 The qualifications to hold a Department Appointed Office are as follows:

6.4.1 No Qualifications required.

6.5 The Qualifications to hold the Office of Department President are as follows:

6.5.1 Must have held a Department Elected Office for at least two (2) years.

6.6 The Department will have no more than two (2) Elected representatives from any single Chapter.

6.7 Significant others that share the same household finances will not serve in an elected position for the positions of President and Treasurer simultaneously on the Department Executive board. The exception to this will be if they are not signatory together on the DOF bank account.

Article VII – Duties of Officers

7.1 All AMVETS Riders Department of Florida Officers must in the case of any resignation for any reason returns all files including electronic to the Rider President no later than 30 days from their Resignation accepted. If they fail to turn over all files they can have charges filed against them except for a catastrophic illness which prevents them from doing so.

Article VIII – Uniforms

8.1 All back rockers and Center Patches prior to 6/8/24 will be “grandfathered”. From 6/8/24 All back rockers and center patches must be ordered from the Amvets National Quartermaster.

8.2 Berets must be worn at all SEC and Conventions by all Chapter Presidents and Department Officers, elected and appointed in their respective colors.

Article IX - Standard Operating Procedures

9.1 Chapter SOPs must follow the same format as shown in these Department SOPs (Roman numerical section titles and numbered items list). The same section title names shall be used for ease of understanding and use. Other section title names can be developed when logically needed.

Article X - Amendments

10.1 Chapter SOPs must follow the same format as shown in these Department SOPs (Roman numerical section titles and numbered items list). The same section title names shall be used for ease of understanding and use. Other section title names can be developed when logically needed.

These SOPs were approved by a vote of the membership at the Department of Florida Riders State Executive Convention on February , 21 2026.

Bob Oliveri, Riders Department President

Inetta Bullock, Riders Department Judge Advocate

Marci Olivieri, Riders Department Secretary

—Original signatures on file—