



## **AMVETS Riders**

### **“Unified” By-Laws**

**2019 - 2020**

**This “Unified” By-Laws was adopted on August 13, 2016 at the AMVETS National Convention in Sparks, Nevada**

**Revised by a majority vote on August 24, 2019 at the AMVETS National Convention in Louisville, Kentucky. This “Unified” document replaces/supersedes any and all previous AMVETS Riders By-Laws to include any and all additions to August 24, 2019.**

**ALL CHANGES ARE IN RED**

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## **AMVETS RIDERS “UNIFIED” BY-LAWS**

**This By-Laws will serve as the “UNIFIED” By-Laws for all AMVETS Riders. This sole document will be used by Riders National, all Riders Departments, and all Riders Chapters Nationwide.**

### **ARTICLE I: NAME AND PURPOSE**

1.1 Name: The name of this organization is AMVETS Riders.

1.2 Purpose: We the AMVETS Riders are a dedicated and patriotic group of motorcycle riders who hold true to an unwavering respect for our Nation, our Flag, and our Military...past, present, and future. We are committed to the freedom of this Nation, to provide community service and fellowship, and to preserve and support the aims and goals of the AMVETS Organization.

### **ARTICLE II: INCORPORATION AND INSURANCE**

2.1 NATIONAL – The National Organization shall be incorporated as: National AMVETS Riders Inc. There is no requirement to carry liability insurance. National Headquarters will be located where the National President directs, upon approval of the National Executive Committee.

2.2 DEPARTMENTS – All Riders Departments shall be incorporated in accordance with the laws of the State that the Department exists. There is no requirement to carry liability insurance. Department Headquarters will be located where the Department President directs, upon approval of the Department Executive Committee.

2.3 CHAPTERS – All Riders Chapters shall be incorporated in accordance with the laws of the State that the Chapter exists. Chapters within a Post that has a clubhouse are required to carry liability insurance either as a “rider” to the Post insurance or obtain a separate liability policy. Chapter Headquarters will be located at the Post that the Chapter exists.

## ARTICLE III: DEPARTMENT FORMATION

3.1 Departments will be formed in accordance with the AMVETS Riders “UNIFIED” Constitution and these By-Laws. Departments shall not hold the National Riders Organization liable for failure of the Department to comply with Federal or State laws or any other liabilities.

### Riders Department

3.2 To Charter the requesting unit will provide the following:

1. The completed request for Department Charter Application.
2. The completed Department Revalidation Form.
3. Federal EIN Number.
4. Incorporation Certificate or State Registration.
5. In addition to the above all Departments will adopt the AMVETS Riders “UNIFIED” Constitution and By-Laws.

3.3 Fully completed Charter Application shall be submitted to the National Riders Headquarters for approval.

3.4 Departments must revalidate no later than the 15<sup>th</sup> of July each year to maintain their Charter.

- A.) Departments that do not submit a new revalidation form by 00:02AM, 16 July each year will be automatically suspended.
- B.) Departments must submit to the National Headquarters a copy of their most current IRS tax filing with the revalidation paperwork, (990, 1023, 1024)
- C.) Those Departments suspended under this section will be subject to Charter revocation by a vote of National Riders Convention each year.
- D.) Departments shall be responsible for obtaining all Chapter revalidations and submitting them to the National Riders Headquarters within the timeframe.

3.5 Riders Department Closure Procedure.

- A.) The closing Department must notify all members of record in writing 30 days prior to a closure vote, of the time and place of any closure vote.
- B.) Current Officers are responsible to insure all expenditures of funds for current outstanding bills are paid. All expenditure billings are subject to inspection. All funds will be frozen from date of post mark posting the closure vote notice.
- C.) If after the meeting the membership voted to close the Department, the Officers are responsible to do the following:
  - 1.) Close all bank accounts and deliver to the AMVETS Riders National Headquarters a cashier’s check for the balance of all accounts. All funds will be set aside by the National AMVETS Riders for one year. If the Department Charter is reissued within one year all funds will be returned to the Department. If the Department is not chartered after one year all funds will be returned to the Parent Organization of record.

- 2.) Assemble all records, minutes, property, and any other assets and send them to the National AMVETS Riders Headquarters.

## **ARTICLE IV: CHAPTER FORMATION**

4.1 Chapters will be formed in accordance with the AMVETS Riders “UNIFIED” Constitution and these By-Laws. Chapters shall not hold the Riders Department or Riders National Organizations liable for failure of the Chapter to comply with Federal or State laws or any other liabilities.

### Riders Chapter

4.2 To Charter the requesting unit will provide the following:

1. The completed request for Chapter Charter Application
2. The completed Chapter Revalidation Form
3. Federal EIN Number
4. Incorporation Certificate or State Registration
5. Liability Insurance (in accordance with AMVETS Riders “UNIFIED” By-Laws Article II 2.1-C)
6. At least 5 members, all whom must be Riders and not Supporters
7. A copy of each individual Riders membership application
8. In addition to the above all Chapters will adopt the AMVETS Riders “UNIFIED” Constitution and By-Laws

4.3 Fully completed Charter Application shall be submitted to the Department Riders Headquarters for pre-approval and be forwarded by the Department to the National Riders Headquarters for final approval. If no AMVETS Riders Department exists, then application should be forwarded directly to the National Riders Headquarters for approval.

4.4 Chapters must revalidate to the Riders Department no later than 1<sup>st</sup> of July each year to maintain their Charter.

- A.) Chapters that do not submit a new revalidation form by 00:02 2<sup>nd</sup> July each year shall be automatically suspended.
- B.) Chapters must submit to Department Headquarters a copy of their most current IRS tax filing with the revalidation paperwork, (990, 1023, 1024)
- C.) Those Chapters suspended under this section will be subject to Charter Revocation by a vote of National Riders Convention.

4.5 Riders Chapter Closure Procedure.

- A.) The closing Chapter must notify all members of record in writing 30 days prior to a closure vote.
- B.) Current Officers are responsible to insure all expenditures of funds for current outstanding bills are paid. All expenditure billings are subject for inspection. All funds will be frozen from date of postmark posting the closure vote notice.

- C.) If after the meeting the membership voted to close the Chapter, the Officers are responsible to do the following:
- 1.) Close all bank accounts and deliver to the AMVETS Riders Department Headquarters a cashier's check for the balance of all accounts. All funds will be set aside by the Department Riders for one year. If the Chapter Charter is reissued within one year all funds will be returned to the Chapter. If the Chapter is not chartered after one year all funds will be returned to the Parent Organization of record.
  - 2.) Assemble all records, minutes, property, and any other assets and send them to the AMVETS Riders Department Headquarters.

## **ARTICLE V: MEMBERS**

5.1 There shall be two classes of members: Riders and Supporters

5.2 Qualification for membership: Must be a member in good standing of AMVETS, AMVETS Ladies Auxiliary, or Sons of AMVETS.

A.) Riding Members must be the legally registered owner of a motorcycle or be the spouse of the legally registered owner of the motorcycle. Riding membership eligibility may also be accepted in States and/or County jurisdictions that acknowledge joint ownership and/ or registration to persons that are not legally married. Multiple names such as boyfriend, girlfriend, friend, or relative may be listed on the vehicle title or registrations in these jurisdictions. The operator of the motorcycle must be the Riding Member that actually has a legal motorcycle endorsement, and listed on either the title or registration along with the unrelated owner. Proper insurance must also be documented. Only two (2) Riding Members per motorcycle may be accepted. All other requirements of Article V must be met. Documentation of these States and Jurisdictions must be provided by the Riders Department involved (Chapters where no Department exists) to the National AMVETS Riders before any memberships will be processed.

B.) Rider Members must provide proof before their membership application can be approved, that they are legally permitted to operate a motorcycle in their respective State, a valid State motorcycle registration, and proof that they are insured in according to State laws or their respective State. This information shall be shown to the Chapter President and one other Chapter Elected Officer. The security of this personal data shall be maintained.

C.) Spousal members will be exempt from the requirements of Article V Section 5.2 B provided their spouse has met said requirements.

**D.) Members at Large will be accepted as AMVETS Riders. These Members at Large shall not be entitled to vote, hold office, or wear the AMVETS Riders uniform until they attach themselves to an existing Riders Chapter where they shall meet**

all the criteria of Riders Membership. At that time, they shall have full membership privileges. Members at Large shall be under the jurisdiction of the National AMVETS Riders.

5.3 Only Rider members of the organization shall hold an elected office at any level of the AMVETS Riders.

5.4 The AMVETS Riders will recognize individuals who display a desire to help support veterans through the AMVETS Riders Organization. These individuals shall be known as AMVETS Riders Support Members. These Support members must belong to an existing Chartered Chapter of AMVETS Riders. Support Members must be an existing member of AMVETS, AMVETS Ladies Auxiliary, or Sons of AMVETS.

- A.) Riders Support Members' dues shall be consistent with that of AMVETS Riders Members.
- B.) Riders Support Members shall not hold elected office, or be seated as a delegate at any level of the Organization.
- C.) Riders Support Members may be appointed to a Chapter office.
- D.) Riders Support Members may not be Charter Members as they can only join an existing Chartered Chapter.
- E.) Support Members uniforms and insignia shall be consistent with Article XIII of The AMVETS Riders "UNIFIED" By-Laws with the ADDITION of Riders Support Member Patch worn beneath the 2" or 3" AMVETS, Auxiliary, or Sons of AMVETS patch on the top right side of the official vest.
- F.) AMVETS Riders Support Members shall not comprise more than 49% of the membership of a Chapter and shall not count in determining delegate allocation.

5.5 Riders National dues are based on a per Riders basis and paid to the Riders National by membership and shall be reviewed yearly at the Riders National Convention. Amount of dues will be set by a majority vote of delegates present at said Convention.

5.6 Riders Department dues if applicable shall be set by membership at the Annual Convention or State SEC meeting. These dues are in addition to National dues.

5.7 Riders Chapter dues if applicable shall be set by membership at their Annual Meeting. These dues are in addition to National and Department dues.

5.8 Chapters shall remit National dues and Department dues (if applicable) and a complete membership roster to their respective Riders Department no later than March 1st each year. If no Riders Department exists, National dues and roster shall be sent to the Riders' National Secretary no later than March 1st each year. Departments shall collect their Chapters' dues and rosters and send them to the Riders National Secretary no later than March 15th each year. Chapters with no Department remitting dues after due date will be assessed a \$25.00 late fee. Departments shall fine Chapters if payment is late. Chapters failing to remit dues by April 1st shall be automatically suspended. Suspended Chapters may be reinstated, no later than June 1<sup>st</sup> by submitting a complete membership roster, dues, \$25.00 late fee, and a \$50.00 reinstatement fee. Chapters failing to reinstate

by June 1<sup>st</sup> shall be subject to a vote of revocation by the Riders Delegates at the Riders Annual National Convention.

5.9 The membership year shall be in compliance with the AMVETS National Constitution and By-Laws. Riders' dues for the coming year will be accepted starting December 1<sup>st</sup>. It is the Chapter's responsibility to collect and forward its member's dues, as well as assuring that members are in good standing with their parent organization.

5.10 Only members in good standing with a current valid membership may hold an office, continue in office, and be seated as a delegate, be entitled to vote, represent themselves as an AMVETS Rider, or wear the Riders' uniform and insignia.

5.11 Rider Members who become disabled while a valid member and can no longer ride a motorcycle, SHALL be considered a member of this Organization. Rider Members who become widowed while a valid member SHALL be considered a member of this organization. Rider members who incur a hardship and are unable to secure a motorcycle SHALL be considered a member of this organization for a designated period of time. Disabled, widowed, and hardship members must complete paperwork that will document the requirements and conditions of each of the three exemptions. This paperwork will be available from the National Riders Office.

5.12 AMVETS, Sons of AMVETS, and AMVETS Ladies Auxiliary members may join an AMVETS Riders Chapter located in another Post, only with permission of the AMVETS Post where the Riders Chapter is located.

5.13 A current Chapter member in good standing may request to transfer to another Chapter. The Chapter Transfer Form is available on-line or from the Riders National Secretary. Five signatures/dates are required to transfer:

- 1 The member
- 2 The accepting AMVETS Post Commander
- 3 Riders Chapter President of losing Chapter
- 4 Riders Chapter President of gaining Chapter
- 5 Riders Department President (if Department exists) or Riders National Secretary, if no Riders Department exists.

The losing Chapter may not delay or deny a members' transfer request unless there is cause, such as a member owes money or has possession of Chapter property that must be returned.

Note: If a transfer is denied for cause, the reason for denial must be submitted in writing to the Department Headquarters, or National Headquarters if no Department exists, along with the unsigned transfer form, within 10 days. The Department/National will notify all parties involved regarding this action. The completed and signed transfer form should be mailed to the Department (if existing) office, where it is signed, dated, copied, and forwarded to the appropriate Chapter officials and National. Upon receipt of completed transfer form, the gaining Chapter shall consider approval of transfer.



## ARTICLE VI: NATIONAL CONVENTION

6.1 A National Riders Convention shall be held annually in the United States of America during the AMVETS Annual Convention, at a time and place selected by the AMVETS. The Riders National Convention shall constitute the governing body of AMVETS Riders.

6.2 Elections will be held at the Annual Convention, at a time and place to be announced no later than one hour prior to the start of the Convention. The voting will be done by hand or by voice.

6.3 Nominations of Officers will be made from the floor at the Mid-Year Rally meeting prior to the Annual Convention

6.4 The National Convention shall be comprised of the following delegates:

A.) Each Chapter shall be entitled to two delegates and two alternates for its first 50 members or fraction thereof. Thereafter, a Chapter shall be entitled to one delegate and one alternate for each additional 50 members. The Riders National Headquarters will determine the total number of delegates per Chapter based on Chapter Dues and Remittance Forms as of July 15<sup>th</sup> of each year. Support members shall not count in determining Chapter delegate allocations.

EXAMPLE    5-50 Members = 2 delegates and 2 alternates  
                   51-100 Members = 3 delegates member 3 alternates  
                   101-150 Members = 4 delegates and 4 alternates  
                   151-200 Members = 5 delegates and 5 alternates

B.) Every member of the National Executive Committee, as defined in Article 9.3B) of the Riders Unified Constitution, shall be entitled to one vote at the National Convention. However, all Past National Presidents who are members of the National Executive Committee shall collectively be entitled to only a single vote providing the Member's Chapter and Department is in good standing. The National President shall vote only in the case of a tie.

C.) Delegates to the National Convention may pre-register with the Riders National Headquarters, provided they are members in good standing.

6.5 Each delegate shall be entitled to one vote. Alternates shall have all the rights and privileges of their delegates except they shall vote only in their delegate's absence. No delegate or alternate, however, shall be seated at the National Convention unless all the individual's accounts with National Headquarters are fully paid up.

6.6 Any person who transfers from one Chapter to another must be a member of the Chapter to which the person has been transferred for at least six months before becoming eligible to represent said Chapter as a delegate or alternate at a National Convention.

6.7 The Riders Convention Rules Committee, after reviewing and making necessary changes, shall present to the Riders National Executive Committee at the Mid-Year Rally, for its approval, the Rules of the National Convention. The National Headquarters will then circulate those rules to the Riders Departments and Posts at least 30 days prior to the Annual Convention. The Rules of the Convention may be amended by a majority vote of the delegates assembled at the Annual National Convention.

6.8 A Riders National Mid-Year Rally shall be convened where Policy and Law can be addressed by the Riders Nation.

6.9 This Mid-Year Rally shall replace the Spring NEC meeting and shall be held in a central location between mid-April and mid-May each year so as to allow the participation of as many Riders possible to attend.

6.10 In conjunction funding and scheduling shall be allocated so that the AMVETS Riders Executive Board attend the AMVETS NEC if necessary, to report to the AMVETS National Commander and the AMVETS NEC during the AMVETS Spring NEC Meeting.

6.11 Delegates allotted to this Mid-Year Rally shall be the same as for the National Convention per ARTICLE VI: Section 6.4 of the AMVETS Riders "UNIFIED" By-Laws. The Riders National Headquarters will determine the total number of delegates per Chapter based on the Chapter Dues and Remittance form 30 days prior to the Mid-Year Rally.

## **ARTICLE VII: DEPARTMENT CONVENTION**

7.1 A Department Riders Convention shall be held annually during the AMVETS Department Annual Convention, at a time and place selected by The AMVETS Department. The AMVETS Riders Department Convention shall constitute the governing body of the AMVETS Riders Department.

7.2 Election shall be held at the Annual Convention, at a time and place to be announced no later than one hour prior to start of the Convention. **The voting shall be held by hand, voice, or secret ballot.**

7.3 Nominations of Officers will be made from the floor at the regularly scheduled general membership meeting prior to the Annual Convention.

7.4 The Department Convention shall be comprised of the following delegates:

A.) Each Chapter shall be entitled to one delegate and one alternate for each (5) five members or fraction thereof. The Riders Department Headquarters will determine the total number of Delegates based on Chapter Dues and Remittance Forms as of (30) thirty days prior to start of convention. Support members shall not count in determining Chapter delegate allocations.

EXAMPLE: 1-5 members = 1 delegate and 1 alternate  
6-10members = 2 delegates and 2 alternates  
11-15members = 3 delegates and 3 alternates  
16-20members = 4 delegates and 4 alternates, etc.

B.) Each Chapter shall be allowed a maximum of 10 delegates.

C.) Every member of the Department Executive Committee, as defined in Article 9.3B) of the Riders Unified Constitution, shall be entitled to one vote at the Department Convention. However, all Past Department Presidents who are members of the Department Executive Committee shall collectively be entitled to only a single vote providing the Member's Chapter is in good standing. The Department President shall vote only in case of a tie.

D.) Each Delegate shall be entitled to one vote. Alternates shall have all the rights and privileges of their delegate except they shall vote only in their delegate's absence. No delegate or alternate, however, shall be seated at the Department Annual Convention unless all the individual's accounts with Department Headquarters are fully paid up.

7.5 The Annual Convention delegate allotment shall also be utilized for the Riders Department meetings in conjunction with the AMVETS Department SEC Meetings.

### **ARTICLE VIII: CHAPTER ANNUAL MEETING**

8.1 Each Chapter shall hold their Annual Meeting prior to the Riders Department Annual Convention. The dates for this meeting should be set and in conjunction by each Chapters' Post.

8.2 Election of Chapter Officers shall be held at this Annual Meeting.

8.3 Nomination of Chapter Officers will be made from the floor at the regularly scheduled meeting prior to the Annual Meeting. The voting shall be held by hand, voice, or secret ballot.

8.4 Every member of the Chapter is entitled to one vote at all Chapter meetings, provided the member is in good standing within the Chapter. The Chapter President shall vote only in case of a tie.

## ARTICLE IX: MEETINGS

9.1 National AMVETS Riders shall conduct the following types of meetings: Annual Convention, Mid-Year Rally, Special Meetings, Executive Board, and Executive Committee meetings. The Executive Board and Executive Committee meetings may be conducted via conference calling.

- A.) Members will be notified of special meetings at least 30 days in advance of the meeting date. It is the responsibility of each member to be sure that current contact information is on file with Riders National.
- B.) There Shall be no alcoholic beverages or smoking allowed at any National meeting. Any member who is obviously under the influence of alcohol or drugs prior to the meeting will not be permitted to attend said meeting and will be subject to disciplinary action.
- C.) The Convention Rules will define what a quorum is at the Annual Convention and Mid-Year Rally. At Executive Board meetings at least (4) Elected Officers will constitute a quorum. At Executive Committee meetings at least (4) Elected Officers and (3) members will constitute a quorum.
- D.) The National Secretary will provide official copies of all National Meeting Minutes to each Riders Department and Chapter President and Secretary within 30 days of the close of the National Meeting.

9.2 Department AMVETS Riders shall conduct the following types of meetings: Annual Convention, State Executive Committee, Special Meetings, Executive Board Meetings, and Executive Committee Meetings. The Executive Board and Executive Committee meetings may be conducted via conference calling.

- A.) Members will be notified of special meetings at least 30 days in advance of the meeting. It is the responsibility of each member to be sure that current contact information is on file with Department and National Riders.
- B.) There shall be no alcoholic beverages or smoking allowed at any Department meeting. Any member who is obviously under the influence of alcohol or drugs prior to meeting will not be permitted to attend said meeting and will be subject to disciplinary action.
- E.) At all Department Meetings at least (3) Elected Officers and (3) members will constitute a quorum.
- F.) The Department Secretary will provide official copies of all Department Meeting Minutes to each Chapter President and Secretary within thirty (30) days of said meeting.

9.3 Chapter AMVETS Riders shall conduct the following types of meetings: Annual Meeting, Regular Meetings, Special Meetings, Executive Board Meeting, and Executive Committee Meeting.

- A.) Members will be notified of special meetings at least 30 days in advance of said meeting. It is the responsibility of each member to be sure that current contact

- information is on file with the Chapter.
- B.) Member conduct and protocol shall be determined by each Chapter.
  - C.) At all Chapter meetings at least (3) Officers and (2) members will constitute a quorum.
  - D.) The Chapter Secretary shall read or provide copies of the previous meeting minutes to all members in attendance at the existing meeting.

## **ARTICLE X: OFFICERS**

10.1 At all levels of the AMVETS Riders a President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Treasurer, Judge Advocate, and Sgt. at Arms shall be elected annually from the membership.

- A.) A Secretary, Chaplain, Communications Officer, and Liaisons Officer will be appointed by the President and approved by the Executive Board. These Officers will have no vote at any Executive Board Meeting.
- B.) Chapters that have fewer than (10) members may reduce the number of Officers elected and appointed as long as the Chapter has the ability to properly function.

10.2 Chapters and Departments shall provide a list of newly elected officers with the revalidation form per Article III, 3.4 and Article IV, 4.4 in accordance with these AMVETS Riders “UNIFIED” By-Laws.

10.3 Newly elected officers shall be sworn in and take office before the closing of the Convention/Annual Meeting.

10.4 In the event that the office of President is vacated, the 1<sup>st</sup> Vice President shall succeed to the office of President for the un-expired term. Should the 1<sup>st</sup> Vice for any reason decline the office, the next highest-level Executive Board shall appoint the President.

10.5 In the event that the office of 1<sup>st</sup> Vice President is vacated, the 2<sup>nd</sup> Vice President shall succeed to the office of 1<sup>st</sup> Vice President for the un-expired term. Should the 2<sup>nd</sup> Vice for any reason decline the office, the next highest-level Executive Board shall appoint the 1<sup>st</sup> Vice President

10.6 In the event that any other office is vacated, the Executive Board shall appoint a member to complete the un-expired term.

10.7 Any Elected Officer who misses two (2) meetings, without prior notice, and without good cause, to be determined by the Executive Committee, shall be removed from office without any further action, notification, or hearing. The vacated position shall be filled in accordance with the guidelines prescribed herein.

10.8 Officer Term Limits:

- A.) AMVETS Riders National President, the Riders National 1<sup>st</sup> Vice President, the

Riders National 2<sup>nd</sup> Vice President, and The Riders National Sergeant-at-Arms may hold office for two (2) one- year terms and shall not succeed themselves. All other National Officers shall have no term limits.

B.) All AMVETS Riders Department and Chapter Presidents may hold office for two (2) one- year terms and shall not succeed themselves. However, they may be elected again if no one runs for the office, or if the person is re-elected by a two-thirds (2/3) majority of delegates present. All other Department and Chapter Officers shall have no term limits.

## **ARTICLE XI: DUTIES OF OFFICERS**

11.1 PRESIDENT will oversee all areas of the organization, appoint officers and committees as designated in the Riders Unified Constitution and By-Laws and chair all meetings. The President shall also ensure that all committees, programs, and events are operated in accordance with the Riders Unified Constitution and By-Laws. The President shall be a non-voting member ex-officio of all committees.

11.2 1<sup>st</sup> VICE PRESIDENT will be responsible for the keeping of accurate membership records and shall ensure that all monies collected through memberships or renewals are forwarded immediately to the Treasurer. The 1<sup>st</sup> Vice President shall facilitate incentives and drives, to insure continued growth throughout the Riders. The 1<sup>st</sup> Vice President shall make a report at each general membership meeting of the current, up to date standings and forward this report to the Secretary for inclusion in the meeting minutes. The 1<sup>st</sup> Vice President shall perform other duties as assigned by the Executive Board or the President.

11.3 2<sup>nd</sup> VICE PRESIDENT will monitor the Riders programs and coordinate with the National AMVETS Program Director to ensure the AMVETS Riders Organization is fully utilized in the conduct of National Programs as directed by the National AMVETS Headquarters. The 2<sup>nd</sup> Vice President shall perform other duties as assigned by the Executive Board or the President.

11.4 SECRETARY shall keep accurate records and minutes of all meetings. The Secretary shall act as the official point of contact between the National, Departments, and Chapters. The Secretary shall pass communications promptly to the respective recipient as needed and maintain files for the Organization. The Secretary shall perform other duties as may be assigned by the Executive Board or the President.

11.5 TREASURER shall keep accurate records of all financial transactions and organization monies. The Treasurer shall insure that all monies are deposited as directed by the Executive Committee. All receipts, transaction slips, and checks will be kept on file and turned over to the appointed audit committee when requested. Copies of all

transactions will be maintained by the Treasurer. The Treasurer shall perform other duties as may be assigned by the Executive Board or the President.

11.6 CHAPLAIN shall offer comfort and solace to our members in their time of need. The Chaplain shall offer opening and closing prayers at all meetings. The Chaplain shall notify the Secretary of the need to send a card of sympathy as needed. The Chaplain shall perform other duties as may be assigned by the Executive Board or the President.

11.7 SGT-AT-ARMS shall maintain order at all meetings. The Sgt.-at-Arms shall post and retire the Colors and lead the membership in the Pledge of Allegiance at each meeting as prescribed. The Sgt.-at-Arms shall ascertain, that only members in proper uniform are admitted as Delegates or Representatives to meetings. The Sgt.-at-Arms shall be responsible for the security of Riders Officers, buildings, and grounds at all Riders functions and meetings. The Sgt.-at-Arms shall perform other duties as may be assigned by the Executive Board or the President.

11.8 JUDGE ADVOCATE shall advise the President and other Officers on legal matters pertaining to the activities of the AMVETS Riders. He will review and approve all Standard Operating Policies submitted for approval. The Judge Advocate shall advise on parliamentary; Constitution and By-Laws matters. They shall be an ex-officio member of all committees. The Judge Advocate shall perform other duties as may be assigned by the Executive Board or the President.

11.9 LIAISON OFFICER shall coordinate all Riders' activities, events, and runs with the AMVETS Executive Committee. The Riders Liaisons Officer shall coordinate with and keep the AMVETS, Auxiliary, and Sons of AMVETS informed of all Riders activities to insure timely responses on Riders activities or questions. The Riders Liaison Officer shall coordinate with any and all motorcycle groups to further the interest of the AMVETS Riders. The Liaison Officer shall perform other duties as may be assigned by the Executive Board or the President.

11.10 COMMUNICATIONS OFFICER shall be responsible for the planning, formulation, and development of a communications program, including, but not limited to, publicity, organizational publications, promotional material, and Riders internet website. The Communication Officer shall be responsible for efficient and proper liaison with all communications media-press, radio, motion pictures, periodicals, television, and all forms of advertising. In addition, they shall compile from year to year all records of historical value and interest for AMVETS Riders. Communication Officers from all levels of the Riders shall unify to compile this historical data. The Communication Officer shall perform other duties as may be assigned by the Executive Board or the President.

## **ARTICLE XII: EXECUTIVE BOARD/COMMITTEES**

12.1 The Executive Boards and Committees will consist of members in accordance with Article IX of the Riders Unified Constitution.

12.2 The Executive Boards and Committees will have the duties and responsibilities as defined in Article IX of the Riders Unified Constitution.

### **ARTICLE XIII: UNIFORMS AND INSIGNIAS**

13.1 The AMVETS Riders shall wear a uniform that is consistent within the Riders Organization throughout the nation. Article XIII shall set the standards for this uniform.

13.2 Riders shall be permitted to wear and display AMVETS Riders' patches and Riders insignias only while a member in good standing. Riders who do not wish to wear a patched vest or jacket may wear a plain Black vest or jacket.

A.) ALL VESTS AND PATCH DESIGNS WILL BE SUBMITTED TO THE RIDERS NATIONAL AND BE APPROVED BEFORE WEARING.

13.3 Riders are authorized to purchase 8", 10" or 12" RIDERS LOGO patches in the approved multicolor Red, White, Blue, and Gold color with Gold trim. The patch is authorized to wear on the back of vest or jacket and will be centered. The vests and jackets shall be "black" in color. There shall be no "Grandfathered" vests or jackets of any type or style.

- A.) The first Chartered Chapter in a State will decide on rocker lettering, color, and wording. This will be the "Standard" for all other Chapters in that Department. All center patches and rockers must be purchased from the designated National AMVETS Riders Quartermaster.
- B.) All members of a Chapter shall maintain "uniformity" with rocker color and wording. Placement of rockers around the Riders logo patch on back of black vest or black jacket shall be placed with the top rocker and bottom rocker touching the Riders logo patch without a gap, to show a monolithic patch with rockers.
- C.) The top rocker shall be for Post or Chapter number. The bottom rocker shall be for City and/or Department of the Chapter. These rockers shall have a white background with Gold trim and Blue, Black, or Red lettering.
- D.) Should a Department or Chapter choose not to wear a top or bottom rocker for safety reasons the Department or Chapter must first obtain permission from the National AMVETS Riders Executive Committee, prior to wearing vest or jacket without the authorized rockers.
- E.) Embroidery in lieu of cloth patches shall be permitted so long as it complies with the color, size, and shape as outlined in Article XIII of these By-Laws and approved by the Riders National Executive Committee.

13.4 These patches shall be required for Riders' and shall be worn as follows:

A.) TOP LEFT SIDE

- 1.) American Flag. Shall be the highest patch on the front of vest. **The American**



flag patch will be red, white, and blue with gold border. The American flag shall not have any insignia or words covering it.

B.) TOP RIGHT SIDE

- 1.) 2” or 3” Hat patch for (AMVETS. Auxiliary, Sons of AMVETS), a POW/MIA patch may be worn above the Hat patch but must be lower than the American Flag patch on the vest.

C.) BACK OF VEST

- 1.) The front and back of vest or jacket will be determined by buttoning or snapping the vest front and placing it on a flat surface. The back will be considered to be everything seen when the front closure is facing down and centered, likewise the front will be everything seen when the vest or jacket is placed flat on its back and centered.
- 2.) Only patches meeting the requirements of Article 13.3, 13.3A, 13.3B, 13.3C and 13.3E when authorized by the Riders Executive Committee, shall be worn on the back of the vest. There shall be no exceptions.

### 13.5 RIDERS JACKET

Riders’ jacket shall be black with long sleeves. Patch placement shall be as follows: American Flag on left shoulder of sleeve. POW/MIA Patch on right shoulder of sleeve. State Flag or Shield or appropriate AMVETS Riders Department Banner on top left front of jacket. AMVETS organizational 2” or 3” patch on top right front of jacket. The back of the jacket will be consistent with the placement of patches on the wearers vest as stated in Article XIII. A plain jacket without patches may be worn. There shall be no restrictions on the type or color of a plain jacket.

### 13.6 ADDITIONAL PATCHES MAY BE WORN AS FOLLOWS:

- A.) At no time will any type of profanity, be it graphic, or written, be displayed on any article of clothing bearing the AMVETS name. No patches with the number 1% or 13 or the letters MC, nor any patch denoting or insinuating a motorcycle club will be worn on any article of clothing.
- B.) No organizational patches for any other organization shall be worn, with the following exception only:
  - 1.) Honorary Veterans groups further authorized by Convention by means of a By-Laws change to this section. A small Patriot Guard patch may be placed on the front of the AMVETS Riders vest and/or coat and will not be restricted under Article XIII.

13.7 The AMVETS Riders logo/patch shall not be altered or defaced in any manner.

13.8 Other patch’s and pins and/or insignias that promote a positive image for AMVETS, AMVETS Riders, Veterans, or patriotism may be displayed only on the front of a Riders’ patched black vest or patched black jacket. No prior approval from National AMVETS Riders will be necessary for these items. Chapter and Department Charter Member Patches shall be worn on the front of vest only.

13.9 The Black Beret with 2" Riders hat patch shall be our approved headwear/cover for all Riders. This shall be purchased from the National AMVETS Riders designated Quartermaster.

- A.) National Riders Past Presidents shall wear a Royal Blue Beret
- B.) National Riders President shall wear a Light Blue Beret.
- C.) All other National Riders Officers shall wear a Red Beret.
- D.) Department Officers shall wear a Tan Beret.
- E.) Past Officers of the National, Department, or Chapter shall have an approved Badge on their Berets located one inch to the left of the Beret patch as outlined in Article 13.12.

13.10 The purchase of vests, jackets, additional clothing, patches, insignias, pins, or other Riders items will be at the expense of the members.

13.11 THE AMVETS RIDERS OFFICIAL UNIFORM SHALL BE AS FOLLOWS:

- A.) Riders unadulterated Beret and in the proper color.
- B.) Black boots or black shoes.
- C.) Riders patched vest or a plain unadulterated black vest.
- D.) Red AMVETS, Auxiliary, Sons, or AMVETS Riders dress shirt/long sleeve or short sleeve, black or blue colored jeans, slacks, or skirt in good condition.

13.12 PAST OFFICERS INSIGNIA

The Crossed Sabers of the Calvary, (Gold in color worn to the left of the Riders logo patch on the appropriate color Beret) will identify Past Riders Officers. The crossed sabers will be used by all Past National Officers, Past department Officers, and Past Chapter Officers when wearing a Color Beret from past office. Past Officers shall not wear past officer insignia while holding an office in the Riders at the same level when a qualifying past office was held.

## **ARTICLE XIV: COMMITTEES**

ALL LEVELS OF AMVETS RIDERS SHALL HAVE THE FOLLOWING COMMITTEES:

14.1 The Audit Committee shall be appointed by the President. The President shall appoint such members from the membership as deemed necessary to carry out their assignments.

- A.) The Audit Committee shall consist of the appointed chairperson and two (2) voting members.
- B.) The Audit Committee shall do a complete audit of all Riders' accounts and financial records each year 30 days prior to the annual meeting.

14.2 The Past Presidents Committee shall consist of all Past Riders Presidents. This Committee is an advisory group to the Executive Committees. There must be at

least two active Past Presidents required for establishment of this committee.

14.3 The Riders National and Departments shall establish Grievance Committees. The Riders Department Grievance Committee shall be comprised of all its Chapter Presidents. The Department Judge Advocate shall prescribe the procedure for this committee. The National Grievance Committee shall be comprised of all Department Presidents. The National Judge Advocate shall prescribe the procedure for this committee.

14.4 Other committees shall be developed and organized by the President or Executive Committees' at each level depending on the need.

## **ARTICLE XV: FINANCES**

15.1 All fund-raising activities must be approved in advance by the respective Executive Committees.

15.2 An annual budget shall be prepared by the Treasurer and submitted to the Executive Committee for its approval. Accurate books and records of account activities maintained by the Treasurer shall be subject to inspection and review by the Executive Committee. Books and records will be made available upon reasonable request of said committee.

15.3 The Treasurer shall render a report of receipts and disbursements at each meeting. The Treasurer is also responsible for filing all IRS forms as required by law.

15.4 Members handling funds shall be properly bonded with a good and solvent bonding company acceptable to the US Treasury, as surety to cover the amount of funds handled by said individuals in a single year. Each Riders Treasurer shall be responsible for securing the bond in a timely manner after taking office, and forwarding a copy to the Riders Department, or National if no Department exists.

15.5 The NATIONAL AMVETS Riders Organization shall at the direction of the National Riders President direct the National AMVETS Riders Secretary to secure the services of an independent certified audit firm to complete an audit of the National Riders finances at a minimum of every five (5) years. The written results of said audit will be sent the Department Riders for distribution to their Chapters. Results will be sent to each Chapter where no Department exists. These results will be sent within thirty (30) days of said audit. The National AMVETS Riders shall render an accounting of the corrective action that will be taken if any discrepancies are found.

A.) Departments and Chapters shall determine if an independent audit should be necessary. This shall be subject to each individual Department or Chapter Standard Operating Policy, (SOP).

15.6 All Presidents shall appoint a committee to perform an internal audit of their financials at least once a year prior to the annual meeting or when there is a transfer of the Treasury position.

## **ARTICLE XVI: BOOKS AND RECORDS**

16.1 Correct books of accounts of the activities and transactions of the Corporation shall be kept at the office of the Corporation. These shall include a minute's book of meetings, a copy of the Certificate of Incorporation, a copy of the Constitution and By-Laws, and all minutes of Executive Committee meetings.

## **ARTICLE XVII: FLAGS AND BANNERS**

17.1 The AMVETS Riders Flag will be 2-sided and configured in the following manner:

- A.) A solid scarlet red background 3'x5', 4'x6', or 5'x7 feet in size.
- B.) An AMVETS Riders logo in proportion to the flag size and centered lengthwise and centered top to bottom with double fold banner in proportion to the flag size on the bottom. Each space shall be equal in size top, middle, and bottom.
- C.) A double fold banner gold in color with the word National in block letters, black in color. Departments and Chapters will replace the word National on their official flag with either their Chapter number, City name, Department name, or the 2-digit State abbreviation. A combination of these may be used.

17.2 AMVETS Riders motorcycle flags shall be scarlet red, 2-sided and bear only the AMVETS Riders Logo.

17.3 Nothing shall be sewn or hung on the AMVETS Riders flag or its staff.

17.4 The AMVETS Riders flag shall be flown at all official Riders meetings or events.

17.5 The Sergeant at Arms will have sole responsibility to ensure the safeguarding and display of the AMVETS Riders flag.

## **ARTICLE XVIII: RUNS AND EVENTS**

18.1 All runs and events conducted by each Riders organization will be planned and coordinated by a committee appointed by each respective President.

18.2 The AMVETS Riders National Organization and each AMVETS Riders Department will hold a minimum of one (1) run or event per year. All AMVET Riders Chapters will hold a minimum of two (2) runs or events per year.

18.3 All runs and events will be conducted according to these Unified By-Laws. All runs and events shall also comply with all Federal, State, and Local Laws and Regulations.

## **ARTICLE XIX: ADMINISTRATIVE SUPPORT**

19.1 The AMVET Riders National Executive Board shall formulate a description of duties for any and all required, and compensated support personal.

19.2 The description of duties includes the following:

- A.) Purpose of position.
- B.) Controls over work.
- C.) Qualification criteria.
- D.) Primary duties and responsibilities.
- E.) An outline of all compensation and reimbursements.

19.3 The AMVETS Riders National Executive Board shall review and update as required once a year.

## **ARTICLE XX: DISCIPLINE**

20.1 DISCIPLINE

- A.) Disciplinary rules relative to Chapters and Departments are prescribed in Appendix A.
- B.) Disciplinary rules relative to Chapter members are prescribed in Appendix B.
- C.) Disciplinary rules relative to National, Department, and Chapter Officers are prescribed in Appendix C.
- D.) Procedures for Hearings shall be prescribed in Appendix D.

20.2 Members may be suspended or expelled for any of the following reasons:

- A.) Failure to comply with obligations imposed on the members in this Unified Constitution and By-Laws.
- B.) Any conduct unbecoming an AMVETS Rider that reflects unfavorably on AMVETS or the AMVETS Riders.

20.3 The Riders National Executive Committee, after notice and hearing before a subcommittee may suspend, or revoke the Charter of any Riders Department or Chapter for good and sufficient cause. Procedure for any such action shall be prescribed by the National Judge Advocate. In the event a Chapter or Department Charter is suspended they may appeal the suspension to the next highest-level Grievance Committee. In the event a Chapter or Department Charter is revoked, the suspended body shall have the right of appeal to the next Riders National Convention.

20.4 The Riders Department Executive Committee may suspend or revoke a Chapter Charter for good and sufficient cause. Procedure for any such action shall be prescribed

by the National Judge Advocate. However, a Department shall not revoke a Chapter Charter without approval from the National Executive Committee.

20.5 With approval of the Riders National Executive Committee, the National President, after notice may invoke and formulate a trusteeship to take over the operation of a Riders Department and/or Chapter for good and sufficient reasons and for the well-being of the AMVETS Riders Organization.

20.6 Any member who receives disciplinary action by their Parent Organization shall be subject to the same action under the AMVETS Riders. When a Parent Organization expels and/or removes membership rights the same membership rights are removed and expelled from the Riders membership automatically. Once a member has exhausted their Parent Organizations appeal process, if the member is reinstated to membership in their Parent Organization, also at that time Riders Membership will be restored.

## **ARTICLE XXI: AUTHORITY**

21.1 Authority of AMVETS Riders officers over their subordinate officers shall hereby be defined and structured pursuant to a unified chain of command.

21.2 The chain of command structure is as follows: Chapter officers report to Chapter Presidents. Chapter Presidents and Riders Department officers report to the Riders Department Presidents (if a Riders Department is not formed, then that Chapter would report directly to Riders National). Riders Departments Presidents and Riders National Officers shall report to the Riders National President.

21.3 Presidents at every level shall be ultimately responsible for all officers and members in his or her charge. This responsibility will include, but not limited to training, job performance, and leadership.

21.4 In the event an officer is deemed to be ineffective in carrying out the duties of their office, every effort should be made by the President and the officers at their level to determine the cause and correct the deficiency prior to formal charges being filed. Should formal charges need filed they shall be prescribed under Appendix C.

## **ARTICLE XXII: AMENDMENTS**

22.1 This By-Laws may be amended at any AMVETS Riders National Convention by a majority vote of delegates present and on the floor of the Riders National Convention.

Proposed amendments for action of the National Convention must be submitted by a Riders Department Convention, a Riders Department Executive Committee, a Riders Chapter Executive Committee in NON Department States, the Riders National Executive Committee, or a standing Riders National Committee to the Riders National President and/or the proposing body of several Riders Departments and members of the Riders National Executive Committee, by mail, postmarked at least 30 days prior to the opening date of the next National Convention.

22.2 This By-Laws may be amended by any Riders National Convention, without notice, by a two-thirds (2/3) vote of delegates on the floor. No amendment will be adopted unless the amendment is referred to the Constitution and By-Laws Committee, considered by it, and reported on at the Riders National Convention.

22.3 Amendments to this By-Laws shall take effect immediately upon adoption, unless otherwise specified by the adopted resolution.

22.4 This By-Laws shall automatically be amended by any action taken by our National AMVETS Organization, affecting the By-Laws of the AMVETS Riders.

## **Appendix A: Revocation or Suspension of Chapter and Department Charters**

### **UNIFORM CODE OF PROCEDURE FOR THE REVOCATION OR SUSPENSION OF CHARTERS**

Section 1. In addition to the provisions in Article III (3.4), Article IV (4.4) and Article XX of the AMVETS Riders Unified By-Laws, Chapter and Department charters may be suspended or revoked for any one or more of the following reasons:

A – Failure to comply with any of the provisions in Article XX of the AMVETS Riders Unified By-Laws.

B – Any violation of law that reflects unfavorably on the AMVETS Riders, in which case the Department President (National President if no Department exists) may seize the Chapter Charter or the National President may seize the Department charter prior to the hearing provided herein.

C – Any conduct unbecoming a Riders Chapter or Department.

D – Violation of any other provisions of the AMVETS National Constitution and By-Laws or the AMVETS Riders Unified Constitution and By-Laws.

Section 2. Any Chapter or Department Charter may be cancelled if it was obtained by fraud or deception.

Section 3. Any member in good standing may prefer charges against an offending Chapter or Department. These charges shall be made under oath, alleging the time and place of the offence and signed by the accuser.

Section 4.

A - All Chapter charges and specifications shall be filed with the Riders Department Executive Committee or Riders Department Judge Advocate (National President if no Riders Department) or Department charges and specifications shall be filed with the Riders National Executive Committee or Riders National Judge Advocate who shall without delay send a notice by mail or e-mail to all members of the said Executive Committee of the filing of said charges and the date and place of meeting to be held, not less than five (5) days nor more than twenty (20) days after the date said notice was mailed. At such meeting, the charges shall be read, and their acceptance or rejection acted on.

B – If no Riders Department is in place and the charges are filed with the National President or National Judge Advocate, the President will mail/e-mail copies of the charges to the Riders National Executive Committee. Each Committee member will vote by mail or e-mail their acceptance or rejection within fifteen (15) days of receiving the charges. By majority vote if accepted, the accused Chapter shall be placed on trial.

Section 5. If charges are accepted by the respective Executive Committee, the Department President (if Chapter Charges) or National President (if Department charges) shall set a time and place for a hearing. A notice thereof shall be sent by registered mail to the President of the offending Chapter/Department together with a copy of the charges and specifications. The date of the hearing shall not be less than thirty (30) days nor more than sixty (60) days from the date of the registered mail notification.

Section 6. The Department Judge Advocate (National Judge Advocate if no Riders Department) shall prosecute charges brought forth against Chapters. The National Judge Advocate shall prosecute charges brought forth against Departments. If the offending Chapter/Department is not represented at the time and place of the hearing, the respective Judge Advocates may conduct the hearing to a final conclusion.

Section 7. The offending Chapter/Department shall be entitled to council. The attendance of a court reporter shall be permitted (all costs of a court reporter will be the responsibility of the contracting party).

Section 8. The respective Presidents shall appoint an impartial five (5) member jury to hear said charges. The jury will not be informed of said charges until the day of the hearing. This jury will decide by a majority vote as to the question of “guilty” or “not guilty” on each charge and specification. This jury will also decide what degree of punishment is applicable.



Section 9. The Riders Department President (National President if no Riders Department) if Chapter charges are being heard or the Riders National President if Department charges are being heard, shall decide all questions as the relevancy of the evidence and the regularity of the proceedings.

Section 10. At the conclusion of the hearing, the President shall immediately put the question of “guilty” or “not guilty” to the Jury on each charge and specification. It shall require the vote of three (3) of the five (5) jury members to sustain any charges or specifications.

Section 11. If any charge or specification is sustained, the Chapter/Department shall be declared guilty and the President shall put the question of the degree of punishment, beginning with charter revocation. If that is not sustained, then indefinite suspension, and if that is not sustained, definite suspension, and if that is not sustained, reprimand shall follow without further vote.

Section 12. Any Chapter/Department whose charter is revoked or suspended may appeal to the Riders National Executive Board by notifying the Riders National Judge Advocate by registered mail of its desire to appeal within thirty (30) days of the hearing closure. Procedures for handling any such appeal shall be prescribed by the Riders National Judge Advocate.

Section 13. The action of the Riders National Executive Board shall be binding, pending appeal to the next Riders National Convention.

## **APPENDIX B: Discipline of Chapter Members**

### **UNIFORM CODE OF PROCEDURE FOR THE SUSPENSION OR EXPULSION OF A CHAPTER MEMBER**

Section 1. In addition to the provisions of Article XX of the AMVETS Riders Unified By-Laws members may be suspended or expelled for any one or more of the following reasons:

- A – Failure to comply with any obligations imposed on members under the AMVETS Riders Unified Constitution and By-Laws.
- B – Any violation of law that reflects unfavorably on the name AMVETS Riders.
- C – Any other conduct unbecoming an AMVETS Rider.
- D – Ineligibility for membership at time of acceptance into membership, or procurement of membership by fraud or deception.

Section 2. Any member of AMVETS Riders may prefer charges against any other member, alleging any of the forgoing causes for suspension or expulsion. Such charges shall be made under oath, setting forth the time and place of the offense or other basis for charges, as near as may be practicable, and signed by the accuser.

Section 3. All charges and specifications shall be filed with the Chapter President of the Chapter to which the member complained about belongs. On receipt of said charges and specifications, said President shall, within ten (10) days, send a copy thereof by certified mail to the member complained about, together with a notice fixing a date, place, and time of a hearing to be held not more than thirty (30) days after said date of mailing.

Section 4. Said charges and specifications shall be heard by the Chapter Executive Committee of the Chapter. At which said hearing the member complained about shall have the right to be represented by council and to cross-examine the accusers and witnesses presented against the member. No member against whom charges have been preferred, or who has preferred charges against another member, shall sit in judgement on any panel hearing or deciding the matter. Any member of the Executive Committee whom may have a conflict of interest against the accused or the accuser shall exclude themselves from the hearing.

Section 5. The Chapter Judge Advocate shall prosecute the charges and the attendance of a court reporter shall be permitted. If the Chapter Judge Advocate for any reason be unable to prosecute the charges, the Riders Department Judge Advocate shall act as the prosecutor.

Section 6. The presiding officer of said committee shall decide all questions as to the relevancy of evidence and the regularity of the proceedings.

Section 7. On the conclusion of the hearing, a vote shall be taken first as to whether there is a basis for the charge or charges and, if by a vote hereinafter mentioned, it is determined there is none, the charges shall be dismissed. If the charges are not dismissed, then a vote shall be taken on the guilt or innocence of each of the charges and each of the specifications. A two-thirds vote of the members of the Executive Committee hearing the charges and specifications shall be required to sustain any charges or specifications. Voting shall be by hand or voice.

Section 8. If any charge or specification is sustained, then the member shall be deemed to be guilty thereof and the officer presiding at the hearing shall then put the question of the degree of punishment as to whether there shall be a suspension from the benefits of membership and, if so, for how long, or an expulsion from membership.

Section 9. Any Riders member whose membership is suspended or forfeited may appeal to the next highest level from that which heard the charges and specifications, i.e., from Riders Chapter Executive Committee to Riders Department Executive Committee, from Riders Department Executive Committee to Riders National Executive Committee, from Riders National Executive Committee to Riders National Convention. Chapters with no

Department shall appeal directly to the National Executive Committee. Notice of appeal must be filed in writing with the appellate body no later than fifteen (15) days after the date of a hearing.

Section 10. The decision of the appellate body at either level shall be binding and final.

Section 11. The procedure for the handling of an appeal to be heard by the Riders National Executive Committee or the Riders National Convention shall be prescribed by the Riders National Judge Advocate. The procedure for handling of an appeal by the Riders Department Executive Committee shall be prescribed by the Riders Department Judge Advocate. No such procedure at any level, however, shall be inconsistent or in conflict with the AMVETS Riders Unified Constitution and By-Laws.

### **Appendix C: Discipline of Riders Officers**

#### **UNIFORM CODE OF PROCEDURE FOR THE SUSPENSION OR EXPULSION OF AN AMVETS RIDER OFFICER**

Section 1. In addition to the provisions of Article XX of the AMVETS Riders Unified By-Laws officers may be suspended or expelled for any one or more of the following reasons:

- A – Failure to comply with any obligation imposed on officers under the AMVETS Riders Unified Constitution and By-Laws.
- B – Any violation of law that reflects unfavorably on an AMVETS Riders officer.
- C – Any other conduct unbecoming an AMVETS Riders officer.

Section 2. Any member or officer of AMVETS Riders may prefer charges against any AMVETS Riders officer, alleging any of the foregoing causes for suspension or expulsion. Such charges shall be made under oath, setting forth the time and place of the offence or other basis for charges, as near as may be practicable, and signed by the accuser.

#### **Section 3. CHAPTER OFFICERS**

In the event that charges are brought against a Chapter officer, every effort should be made by the President and the officers to determine the cause and correct the deficiency. In the event that this procedure proves to be ineffective, the President with a majority vote of their Executive Board, pray to the Department Grievance Committee to remove the officer from their position. Should the Chapter officer have no Department then it would pray to the National Grievance Committee.

The procedure for removing an officer from their position shall be as follows:

- A – A majority vote by the Chapter Executive Board to remove them.
- B – A written request for the officers' removal provided to the Riders Department Executive Board (National if no Department) who shall then convene their Grievance

Committee and consider the request on its merit and determine if further investigation is warranted and if so, investigate it accordingly. The Grievance Committee structure is defined in Article XIV of this AMVETS Riders Unified By-Laws.

C – If after deliberation and/or investigation the Grievance Committee deems the charges are not warranted, then the charges shall be dismissed. Shall the Grievance Committee deem that charges are warranted, then all parties shall be notified, and a hearing shall be scheduled.

D – The procedure for a hearing of a Chapter officer shall be set forth in Appendix D

E – The appeal hearing for the officer in question will be to the Department Executive Board, (National if no Department) followed by the National Executive Board, followed by the National Convention. The procedure for the handling of an appeal to the Riders Department Executive Board shall be prescribed by the Riders Department Judge Advocate. Appeals shall be filed within fifteen (15) days from outcome of hearing. Any appeal received after the fifteen (15) days shall be rejected.

F – Replacement of a removed officer shall follow procedures outlined in Article X of these AMVETS Riders Unified By-Laws.

#### Section 4. DEPARTMENT OFFICERS

Section 1. The procedure for removing a Department officer from their position shall be as follows:

A – A majority vote of the Department Executive Board is required to remove officer.

B – A written request for the officers' removal shall be provided to the National President, who shall then convene the National Grievance Committee. This Committee shall consider the request on its merit and determine if further investigation is warranted and if so, investigate it accordingly. The Grievance Committee structure is defined in Article XIV of this AMVETS Riders Unified By-Laws.

C – If after deliberation and/or investigation the Grievance Committee deems the charges are not warranted, then the charges shall be dismissed. Shall the Grievance Committee deem that charges are warranted, then all parties shall be notified, and a hearing shall be scheduled?

D – The procedure for a hearing of a Department officer shall be set forth in Appendix D.

E – The appeal hearing for the officer in question should they choose will be to the National Executive Board. The procedure for the handling of an appeal to the Riders National Executive Board or the National Convention shall be prescribed by the Riders National Judge Advocate. Appeals shall be filed within fifteen (15) days from outcome of hearing. Any appeal received after the fifteen (15) days shall be rejected.

F – Replacement of a removed officer shall follow the procedures outlined in Article X of these AMVETS Riders Unified By-Laws.

#### Section 5. NATIONAL OFFICER

Section 1. The procedure for removing a National officer from their position shall be as follows:

A – Charges should be filed with the National Executive Board.

B – The National Executive Board shall then convene the National Grievance Committee. This committee shall consider the request on its merit and determine if further

investigation is warranted and if so, investigate it accordingly. The National Grievance Committee structure is defined in Article XIV of this AMVETS Riders Unified By-Laws. C – If after deliberation and/or investigation the Grievance Committee deems the charges are not warranted, then charges shall be dismissed. Shall the Grievance Committee deem that charges are warranted, then all parties shall be notified, and a hearing shall be scheduled.

D - The procedure for a hearing of a National Officer shall be set forth in Appendix D.

E – Appeal of the National officer shall be to the National Convention. The procedure for the handling of an appeal to the National Convention shall be prescribed by the Riders National Judge Advocate. Appeals shall be filed within fifteen (15) days from outcome of hearing. Any appeal received after the fifteen (15) days shall be rejected.

F – Replacement of a removed officer shall follow the procedures outlined in Article X of the AMVETS Riders Unified By-Laws.

## **Appendix D: Procedure for Hearing of Officers**

### **UNIFORM CODE OF PROCEDURE FOR HEARINGS OF OFFICERS**

Section 1. All charges shall be filed with the appropriate Department, or National Executive Boards. On receipt of said charges and specifications, said Executive Board shall, within ten (10) days send a copy thereof by certified mail to the said accused, together with a notice fixing a date, place, and time of a hearing to be held not more than thirty days after said date of mailing.

Section 2. The Riders Department or National Judge Advocate, as the case may be shall prosecute the charges and the attendance of a court reporter shall be permitted.

Section 3. The Riders Department or National Executive Board, as the case may be, shall appoint a five (5) member Panel to hear said charges. This Panel shall be tasked with finding the accused of guilt or not guilty. If not, guilty charges shall be dropped. If a guilty charge is rendered, then the Panel shall determine the degree of punishment. A vote of two-thirds of the Panel is required to determine guilty or not guilty on said charges. Also, a vote of two-thirds of the Panel is required as to what punishment shall be rendered.

Section 4. If after notice has been duly served, the offending officer is not represented at the time and place of the hearing, the said hearing shall be conducted to a final conclusion.

Section 4. The Riders Department or National President shall conduct the hearing and shall decide all questions as the relevancy of the evidence and the regularity of the proceedings.

Section 5. The accuser and defendant may call witnesses and present evidence. After both sides have completed their case the President shall close the hearing. A vote shall be taken as to establish guilt or no guilt. If a not guilty verdict is established, then charges

shall be dismissed. If a guilty verdict is established, then the President shall task the Panel with what degree of punishment is appropriate.

Section 6. The decision of the Panel shall be binding; however, the accused has the right of appeal to the next highest level.

## **Appendix E: Standard Operating Procedures**

### **UNIFORM CODE FOR STANDARD OPERATING PROCEDURES**

Section 1. The Unified Constitution and By-Laws have been established to allow for consistency throughout the nation. Its intent was to not to insinuate that all Chapters, and all Departments operate in the exact same manner. There are certain things however that must be consistent with all Chapters across the nation, as well as all Departments. That is the purpose of a Unified document for all. However, we realize that there are differences on how things are done across the country and that should be taken into consideration.

Section 2. Therefore, we shall allow for these differences by the use of Standard Operating Procedures, herein know as (SOP). The (SOP) shall be a written guideline of operations and policies not specifically addressed in the Riders Unified Constitution and By-laws. The development of each levels (SOP) will be brought before its membership and considered. A majority vote of the members will allow the (SOP) to be reviewed by the next higher level (Chapters by Departments and Departments by National). Upon the review by the governing body ascertaining the (SOP) is not in conflict with the governing body (SOP) or the Riders Unified Constitution and By-Laws, the (SOP) shall be signed, dated, and mark approved and returned to the submitting body. If the (SOP) is reviewed and found to be in conflict, the reviewing body may disapprove in entirety or by line item. The reviewing body shall return the (SOP) for correction and resubmission providing explanation of disapproval.

Section 3. Standard Operating Procedures must be on file and approved by the governing body before they are deemed to be procedures. Chapters shall forward the (SOP) to the Department Judge Advocate for review (National if no Department). Department shall then forward them to the National Judge Advocate for final approval. Departments shall forward their (SOP) to the National Judge Advocate for approval. Departments shall be notified of the approval status of their (SOP). Departments and Chapters shall be notified of the approval status of Chapter (SOP).

Section 4. Standard Operating Procedures (SOP)s, unlike resolutions to the By-Laws that are changed only at the Annual Meetings, may be adopted or changed at any regular meeting of the membership at all levels of the Organization.

The following is an example of an (SOP) for Chapters:

SOP for Chapter NV00

1. Chapter dues will be \$20.00 per year. Dues will be collected by Dec 31<sup>st</sup> for the next membership year. \$12.00 for National dues and \$5.00 for Department dues will be sent to the Riders Department.
2. Dues will be collected by the Chapter 1<sup>st</sup> Vice who shall verify the members parent organization status and record the member as paid and then forward funds to the Chapter Finance Officer.
3. It shall be the responsibility of the Chapter Finance Officer to forward dues money to the Department per the Department (SOP).
4. New members will pay a fee of \$80.00 of which will pay their first year's dues and they will be provided one complete set of patches and rockers. New members joining after September dues for next year. New members joining before September 1 will pay for the current year and be subject to dues per policy 1.
5. Chapter meetings will be held at AMVETS Post NV00, 123 Jackpot Lane, Winnimucca, NV at 1900 on the first Monday of the month.
6. The uniform policy for meetings shall be the same as set forth in the Unified Constitution and By-laws Article XIII
7. The Chapter annual Goldstrike Poker Run shall be held the third Saturday of May with proceeds directed to the charity specified by the membership. All leftover food will be given to the Post membership for their enjoyment. Leftover t shirts will be donated to the local homeless veterans' center.
8. The Chapter Executive Board shall have authority to spend \$200.00 without prior approval by membership.
9. The Chapter President shall have travel and lodging expenses up to \$500.00 per event to attend the Riders Mid-Year Rally and the National Riders Convention. This is subject to availability of funds.
10. Department delegates to SEC meetings shall have one nights lodging covered. This is subject to availability of funds.

This By-Laws has received a majority vote of National Delegates at the AMVETS Riders National Convention on August 11, 2018 in Orlando, Florida.

Tom McNamara  
President  
National AMVETS Riders

Jim Whitcraft  
Judge Advocate  
National AMVETS Riders

Karen Cox  
Secretary  
National AMVETS Riders

\*\* Signatures on File\*\*