



## **AMVETS Riders Department of Florida**

### **Standard Operating Procedures**

#### **Article 1- 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.

#### **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 members in full Riders 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).

### **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 45 days following any expenditure for consideration of reimbursement.

### **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 the charity.

### **V – 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** 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.

## **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 period of two (2) years and either attended two (2) Department meetings or sat on a Department Committee for a period of tow (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 should have no more than two (2) Elected representatives from any single Chapter.

## **VII – Standard Operating Procedures**

**7.1** 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 Committee on October 26, 2019

Kurt Knechtle, Riders Department President

Shannon McNamara, Riders Department Judge Advocate

Mary McCarthy, Riders Department Secretary

--- original signatures on file ---

\*\*\*Changes in Red\*\*\*