American Legion Riders Association of Wisconsin Policy
& Procedures (Revised 11/01/2025)

We are not a motorcycle club. We are an association, a group of American Legion Family Members who ride for a cause.

Membership Dues

1. Annual membership dues will be $30.00.

2. Membership renewals are due annually on January 1st, in accordance with the American Legion Department of Wisconsin membership year.
    a. Members of an established ALRA District shall pay renewal dues to their ALRA District, which in turn shall submit 1/3 of dues collected to ALRA State treasury, while retaining 2/3 of dues collected.
        i. Established ALRA Districts shall be responsible for their members' renewals.
        ii. Upon renewal, a paid up for life (PUFL) member's submission of a paper card is optional.

3. Members reaching the age of 75, whose dues are paid up for the previous year, will be exempt from further annual State dues payment requirements.

4. Members who currently serve in the Armed Forces will be exempt from their Annual State dues payment while actively serving; after they have paid their Initial Registration fee. This includes Reservist, Guard, and Active Duty.
    a. Districts will need to report every year to the State Membership Chair on the Members Military Status, for as long as member is actively serving.
    b. Once Member separates or Retires from their Military Service, Member will resume paying their State Renewal dues to their ALRA Home District.

5. Members from other states must be member of a Wisconsin Post/Unit/Squadron and will pay $30.00. Their membership date will be the date they sign their Wisconsin ALRA application.

6. Delinquent membership renewals will be handled at the District level. Within 30 days the member must communicate their intent to the District. If there is no communication, the District will send a letter to the member indicating their renewal period has expired and their membership will be referred to the State Director in one week from the date of the letter. Upon notification from the District, the State Director will send another letter, with a CC to the District, giving them 30 more days or be removed from the membership and they must return their patches to the State.

7. A member whose Legion Family dues are delinquent will be sent a letter, with a CC to the District, by the State Director giving them 30 days to satisfy this requirement or be terminated and they must return their patches to the State.

8. Members who have pending loss of driver privileges must notify their District Director immediately for referral to the Executive Committee for an exemption or revocation of membership. Each situation will be handled on a case-by-case basis.

9. The District Directors will forward a letter of termination to the appropriate Post/Unit/Squadron leader providing them notification that their member is no longer a member of the ALRA of WI when membership is terminated with a CC to the State ALRA of WI Director.

Parade/Event Uniform

1. The suggested parade or public event uniform will be black pants, black shirt with sleeves, black shoes or boots, vest and black beret.

2. American Legion Riders are also asked to wear their post, unit or squadron hats or black berets at meetings.

American Legion Riders Back Patch & Rockers

1. Members opting to wear both State and District officer rockers shall wear their state officer rocker above their district officer rocker.

2. Charge for a new duplicate back patch will be $20.00 or $15.00 for a used back patch.
    a. State issues only one back patch per member. Any additional back patches must be paid for by the member or District.

3. Charge for a new duplicate rocker will be $10.00 or $7.50 for a used rocker.

4. All patches turned in to the Districts must be returned to the State Association. Unusable patches must also be returned to the State.

5. Past President/Director Rockers with the calendar years of the officer's term can be acquired through the State Association upon approval of the general voting membership in attendance of the respective District or State meeting representing the level of office. State rockers will be black with white lettering and District rockers will be white with black lettering. Cost for such rockers will be paid for by the District for the Past District President/Director and by the State for the Past State President/Director. Placement of such American Legion Riders rocker will be on the right side of the vest above the American Legion family patch in the lowest State or District officer position.

6. District Member Rockers with the members District # can be procured through the State Association for placement below the American Legion family patch on the right side of the vest. All rockers will be white with black lettering. The District Member rocker will say "Legion Riders on one line and District # on a second line". Those members who are "Charter" members of a District can procure the District Charter Member Rocker which will say "Legion Riders on one line and "District #__ Charter Member" on a second line.
    a. Cost for such rockers will be paid for by the District.

7. ALRA Life Member Rockers can be procured through the State Association for placement below the American Legion Family patch on the right side of the vest. All rockers will be black with white lettering. The ALRA Life Member rocker will say "ALRA Life Member" on one line. Those members who are "Life" members can procure the ALRA Life Member rocker.
    a. Cost for said rockers will be paid for by the Member or their Home District.

Members Right to Privacy

1. Respecting the privacy of each and every one of our members must remain a high priority for all of us. Any unauthorized or improper use, or distribution, of the ALRA Membership roster could jeopardize the integrity of our organization. Our members, and future members, need to be assured that any contact information they are willing to provide will not be shared outside the group or used improperly.

2. The organization will limit access of the state's membership roster to state officers that require it. District Directors will have access to their district membership roster having authority to disseminate it as deemed necessary. Prior to receiving the state or district membership rosters, each officer receiving it will sign a confidentiality statement.

3. All Executive Committee members and District Directors will have access to an Officer Contact List comprised of state and district officers for reference but not for dissemination.

Finance

1. The State Treasurer shall perform all duties and functions pertaining to financial transactions of the Association including bill paying and monthly bank reconciliation unless precluded from doing so due to illness or injury.

2. There shall be four signatures on the State Association checking account consisting of the following:
    a. The Department Adjutant (IAW resolution 35 adopted July 2013).
    b. The current State Treasurer.
    c. The current State Director.
    d. The current Assistant Director or Executive member as selected by the Committee.

3. There shall be two signatures required to issue all checks.

District Sergeant at Arms

1. The District Sergeant at Arms shall assist the State Sergeant at Arms when requested to do so.

Changes/Amendments to By-Laws and State Policy & Procedures

1. A resolution must be first submitted by the author to their respective district membership for a vote. If rejected by the district it will not be forwarded to the State Executive Committee.

2. All resolutions must be submitted by the district to the Executive Committee 8 weeks prior to the next scheduled quarterly meeting of the ALRA of WI membership.

3. The Executive Committee will review the resolution in its original submitted form and make any recommended changes.

4. The Executive Committee will submit the original and recommended resolutions to the membership 2 weeks prior to the next scheduled quarterly meeting of the ALRA of WI membership. The Executive

Committee will include any supporting explanation for revisions to the original along with instructions on how to process the voting ballot.

5. At the next quarterly meeting of the ALRA of WI membership, the only ballots that will be accepted are from those who are in attendance and did not return a ballot.

6. Both the original and recommended resolutions will be read and discussed by the membership.

7. Ballots will be tallied during the meeting by at least 2 people.

8. Vote tallies on the resolutions will be as follows requiring a 2/3 majority vote of the ballots returned:
    a. Vote on the original resolution to approve or reject. If approved, the voting stops.
    b. If the original resolution was rejected, vote on the recommended resolution to approve or reject.

9. Ballots for any resolution and/or election shall be kept 30 days after said vote then destroyed.

10. Changes and Amendments to the State By-Laws and Policy and Procedures shall be as follows:
    a. A resolution is needed to change the By-Laws in accordance with the resolution process described above.
    b. The Policy and Procedures can be amended by motion and a majority vote of the membership at a regularly convened State meeting.

11. When deemed appropriate, the State Director may authorize meetings/voting via electronic media.

Website Committee

1. The Executive Committee will appoint a Chairman of the Website Committee who will oversee and assist with the maintenance of the www.alrawis.org website.

2. The Website Committee Chairman will report directly to the Executive Committee.

3. The Website Committee Chairman will appoint team members to assist with necessary maintenance and upgrades.

Elections

1. SCHEDULING. Elections of State Officers will be conducted every two years in accordance with Article VI of the Bylaws in the manner described by this policy. Elections will be scheduled in odd numbered years at the February meeting of the association. Ballots should be emailed or mailed to eligible electors by the election chair no later than March 1st, unless all offices are uncontested. There will be a 30-day voting window and ballots shall be completed and returned to the election chair or postmarked no later than 30-days from the date ballots were first sent.

2. ELIGIBILITY FOR OFFICE. A candidate for office shall be a member of the Association in good standing for a minimum of one year prior to nomination for office.

3. ELIGIBILITY OF ELECTORS. Any member in good standing who has completed their temporary membership period of 90 days upon joining the Association and has attained full membership may vote in state elections.

4. NOMINATIONS. Nominations for state office will be made as an item of new business at the February membership meeting of the Association. Nominations for a candidate must be seconded by the nominee's District Director or authorized representative of the nominee's District present at the meeting (if the Director is absent or is the named candidate for office). In the event of unforeseen circumstances, a second may be accomplished that day electronically. Once nominated, a candidate is responsible for informing the State Secretary within one week of nomination, of how they wish their name to appear on the ballot, including any nicknames or "road" names.

5. BALLOTING. The State Secretary and/ or Election Chair will prepare a ballot containing each office for election and the names, in random order, of each nominee, for mailing to eligible members. Pictures of all candidates will be emailed or included in the mailing package. It should also include a resume of the Director nominee(s), summited by the nominee(s).
    a. Electronic ballots will be emailed to the members as listed on the Membership Roster. Members sharing emails will receive one electronic and one mail ballot unless they furnish a second email to the Election Committee before February 25th. Note: any email that is rejected will be sent a mailed ballot.
    b. The mailed ballot package will contain two envelopes along with the ballot. A small, unmarked envelope is to be used by members of the Association to enclose their completed ballot. A larger envelope is used to contain the ballot envelope. This larger envelope will be self-addressed to the State Secretary. Members will mark their ballots, seal them into the unmarked envelope and then mail that to the Association using the pre-addressed return mailer. Write-in votes will not be accepted. Members will pay postage. Only ballots received in the official mailer, marked with a member number, and postmarked no later than 30-days from the date ballots were first mailed will be accepted as valid. Hand delivered ballots will not be accepted at the May meeting. Family members must submit their ballot in their individually serialized mailer and not group them into a single envelope. Multiple ballots in one envelope will be disqualified.

6. ELECTION COMMITTEE. The Election Committee shall consist of four current or former state executive committee members appointed by the Director and not currently standing for election or a spouse of a nominee, plus the State Secretary and/or Election Chair who shall chair the Election Committee.

7. VALIDATION AND COUNTING. Paper ballots will be delivered to the State Secretary unopened. The Election Committee will convene during the morning of the May general meeting of the Association. Each mailer received will be checked off against the list of eligible mailed voters (membership roster), the inner envelope removed and placed into a holding container. Once validation is complete, ballots will be removed from their unmarked envelopes and counted. The candidate receiving the most votes for each office is elected. Tie votes for any office will be resolved by lot. The state Secretary and or Election Chair will prepare a summary sheet of the vote totals, to include total electronic and paper ballots received, the number of disqualified ballots, and voting totals for each office by candidate. Ballots and summary sheet will be retained for thirty days and then destroyed.

8. ASSUMPTION OF OFFICE. Election results will be announced by the Director as the last item of new business at the May membership meeting of the Association. Following the announcement, the outgoing Director will install the newly elected state officers.