Regulations of
Department of Kansas
American Legion Cruisers (ALC)

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I. Mission:

The mission of an American Legion Cruisers (ALC) Chapter is:

- Promote the programs and membership of The American Legion (AL), the Sons of the American Legion (SAL), and The American Legion Auxiliary (AUX).
- Promote public awareness of the AL, SAL, and AUX by participating in parades, ceremonies, fundraisers, and other activities in the community.
- Promote vehicle safety.
- Provide a social atmosphere for the AL, SAL, and AUX who have the same interest in Classic vehicles.
- Interact with other legitimate Veterans organizations and groups that promote concerns and causes of Veterans.

II. Chapter Membership:

A. To maintain a Legion Cruisers Chapter, with the approval and consent of a sponsoring American Legion Post in Kansas, there must be five (5) current members in good standing with the AL, SAL, or AUX.
B. Members of other Kansas American Legion Posts, who do not have an organized Legion Cruisers Chapter, may join this Chapter.
C. Membership shall be established by being a legally licensed operator, owned and maintained by owning, individually or through marriage or domestic partnership, a classic vehicle (20 Years or older) by Title or Registration, as required under local laws.
D. Current and former members of the KS ALC in good standing may retain full membership in a Chapter even if they must give up vehicle ownership because of age, illness, injury, or other reasons outside the member's control.
E. Members shall not at any time hold membership in more than one chapter of the ALC.
F. An AL member from the Department of Kansas Post "58" may ***not*** join the American Legion Cruisers in Kansas unless they become a member of another Department authorized post in Kansas.

III. Elections:

Annual election of the ALC Chapter Officers shall be conducted at the May membership meeting, and pending approval of the Post Executive Committee, the newly elected officers shall be installed at the May membership meeting.

IV. Chapter Officers:

A. Director – (required)
Presides over meetings; general supervision over ALC Chapter affairs; performs other duties as directed by the Membership.

B. Co-Director (Assistant Director) – (required)
Conducts meetings in the absence of the Director; assists Director in performance of duties.
Shall verify/prepare/maintain:
- Membership applications
- Report of membership
- Registries of Members and Supporters
- Supply of ALC Patches

C. Secretary – (required)
Shall have charge of and retention of a full and accurate record of all meetings, and under the direction of the Director, handle internal correspondence of the chapter. Electronic recording of all meetings is recommended for the sake of accuracy. Transcripts of Meeting Minutes may be e-mailed in advance to expedite the approval process.

D. Treasurer – (required)
Keeps a full and accurate record of all finances; collects and distributes funds in accordance with ALC Chapter, Post, Department requirements; reports financial transactions to the Chapter membership at each meeting that have been approved by the Post and reports the same to the Post Financial Officer.

E. Sergeant at Arms – (required)
Maintains order at meetings and gatherings, plans and leads Chapter riding events, prepare and present safety training information at the regular membership meetings.

Optional positions may include, but are not limited to:

F. Historian –
Shall be charged with compiling information/records to assist with the completion of the ALC Chapter annual activity report to include but shall not be limited to:
- Events of the ALC Chapter membership
- Coordinates press releases, newsletters, etc. to promote the Cruisers program.
- Reports Cruisers Events to Post Adjutant on a quarterly basis for inclusion in Post Consolidated Report.

G. Chaplain –
Shall be charged with the spiritual welfare of the Chapter.

V. ALC Officers Responsibilities:

The ALC Chapter Officers are responsible and accountable to the sponsoring Post's Executive Committee and to the Chapter Membership. However, between chapter meetings, the administrative power of the ALC Chapter shall be vested in the Chapter officers, whose voting members shall consist of all officers for the current year. A simple majority of all officers shall constitute a quorum, for the transaction of business.

A. General Business Matters of the Chapter should be handled at the general membership meeting; however, time critical matters fall under the purview of the Chapter officers and shall be acted upon by a quorum of said officers.

B. The ALC Chapter Officers shall meet for organizational purposes at the call of the Director within ten (10) days after installation of new officers. Thereafter, officers shall meet as often as the Director may deem necessary. The Director shall call a meeting of the officers upon the joint written request of three (3) or more officers.

C. All meetings of the ALC Chapter Officers are open to the general membership. Any member wishing to speak on an issue should make their intentions known to the Chairman and be recognized to speak. Minutes of all meetings shall be kept and presented at the next membership meeting.

D. Vacancy

1. A vacancy shall exist when an officer is absent from the chapter due to resignation, loss of qualification, incapacity from injury or illness, or for a continuous period of unexcused absence considered detrimental to the interest of the chapter by the remaining members of the ALC Chapter officers.

2. The duties of the vacant position shall be temporarily filled by ascension following the order of the officers as listed in Article IV. All vacancies existing in any office shall be filled by a majority vote of the membership at a special election held at the next membership meeting, and a person so appointed, and confirmed by the Post Executive Committee, shall hold office for the unexpired term of the vacancy.

VI. Election Notification:

Each ALC Chapter shall notify, after each annual election, either written or electronically the Department Adjutant, and the Chairman of the Legion Cruisers Committee:

- List of the ALC Chapter's officer's names, addresses, telephone numbers, e-mails
- Number of members in the ALC Chapter, and

- The date and time of the regularly scheduled monthly meeting.

VII. Voting Rights:

Only ALC Chapter members, who are in good standing,[1] will have voting rights on business in that Chapter. There shall be no form or class of membership except an active member; however, Supporters are non-voting members and are further defined in Article XVI.

VIII. Chapter Meetings:

A. ALC Chapter meetings shall be held at a regularly scheduled time and place, at which may be transacted such business as may be properly brought up for action. A quorum of no less than 5% of the current membership, or a minimum of (3) members, whichever is greater will constitute a quorum required for the conduct of business. Such meetings may be converted into entertainment meetings, as may be deemed agreeable by a quorum of the officers present.
B. The ALC Chapter Director or a majority of the Officers shall have the power to call a special membership meeting at any time, provided that notification to all Members is made no less than ten (10) days prior to the date of the meeting.
C. Upon the written request of five (5) Members, the Officers shall call a special membership meeting of the ALC Chapter, provided that notification to all Members is made no less than ten (10) days prior to the date of the meeting.

IX. Dues:

ALC Chapter dues will be established by the membership. Changes to the dues shall be established by a majority vote of the ALC membership.

X. Regulations and Amendments:

These regulations are adopted to govern the ALC Chapter's membership and shall be maintained by the Chapter Secretary. Chapter regulations shall not be in conflict with the National Constitution of The American Legion, nor with the Department of Kansas Constitution and By Laws, nor with the Legion Cruisers Regulations of the American Legion Cruisers Committee of Kansas. These regulations shall be voted upon by the ALC Chapter Membership and, if approved, submitted to the sponsoring Post for their approval and recording. The Chapter's Regulations, after approval by the sponsoring post, shall be forwarded and filed with the Department of Kansas Headquarters and shall be made available to the Legion Cruisers Committee.

These regulations may be amended at any ALC Chapter meeting by a vote of two-thirds

[1]

[2/3] of the ALC Chapter Members in attendance, provided that the proposed amendment has been submitted in writing and read at the next preceding regular meeting.

A. Amendments to these regulations shall be noticed, written or electronic, to all members at their recorded address on file, at least 15 days in advance of the date when the proposed amendment is to be voted upon.

B. Any amendment shall be reported to the sponsoring post executive committee, and such amendments shall not be effective until approved by the sponsoring post. Dissemination to the Department and Committee is required as stated above.

XI. Finances:

A. Finances of the ALC Chapter shall be supported from membership dues or other such sources as recommended by the ALC Chapter and approved by the Post Executive Committee. A bank account for the ALC Chapter shall be approved as a separate account. The Post Finance Officer, the ALC Chapter Director and ALC Chapter Treasurer shall have signatory authority on the account.

B. An annual budget shall be prepared by the finance committee[2] and submitted to the membership at the February membership meeting and subsequently to the Post Executive Committee by March 1 for approval, so that the budget can be in place on the first day of the State Fiscal Year and cover the period of July 1 through June 30. Once approved, budget expenditures need no further approval. All other expenditures must be approved by the ALC Chapter membership.

C. The ALC Chapter Treasurer shall provide the Finance Officer of the Post accurate and complete records of all transactions (e.g. Deposits, checks, receipts for disbursement, etc.).

D. The ALC Chapter Treasurer shall provide the Membership with a statement of expenditures and income at their regularly scheduled meeting.

E. The ALC Chapter Treasurer shall provide a monthly Finance Report to the Post.

F. All ALC Chapter Financial Records shall be made available to the Post Financial Committee for the conduct of an Annual Audit.

XII. Robert's Rules of Order:

All Cruisers meetings shall be conducted using parliamentary procedure according to Robert's Rules of Order (current edition).

[2] Finance Committee is defined in Section XVII.

XIII. Membership Application:

All ALC Chapter members must complete an application for membership using the Kansas ALC standard membership form, which includes licensing, insurance requirements and a release of liability statement as required. These records must be reviewed by the Membership Officer each year for the accuracy of information and may also be reviewed either by the officers of the ALC Chapter, officers of the Post, or by the Department of Kansas.

XIV. Wear of American Legion Emblem:

The ALC uniform shall consist of an American Legion Cruisers approved Logo.

XV. Annual Activity Report:

An ALC Chapter Activity Report for the previous year shall be submitted by the Chapter to the KS American Legion Cruisers Committee Chairman in written or electronic format prior to the June Convention. This report should include the name and location of the ALC Chapter, the dates and kind of activity, the numbers of Cruisers participating, any funds raised, or any other information for the good of the Legion.

XVI. Supporter:

Chapters may approve at their discretion, a supporter program. Members who do not own a classic vehicle but have shown an interest in and support for the ALC program, may be designated as a "Supporter" member of the Cruiser Chapter. The Membership Officer shall maintain a registry of Supporters.

A. "Supporters" may wear the American Legion Cruisers Logo with "Supporter" attached thereto. The "Supporter" member may participate in discussion of ALC chapter business; however, they shall not have voting rights on ALC Chapter business. They shall not hold any officer or committee position in the Chapter.
B. There shall be no classification of "Supporter" or any other classification to anyone who are not members of the AL, SAL, or AUX.

XVII: Committees and Appointments:

The ALC Chapter Director may make recommendations to the membership for approval to establish additional standing committees for the furtherance of ALC chapter programs.

A. The Chair of each approved committee, unless otherwise noted in Article IV, shall

be appointed by and work at the discretion of the ALC Director. The Committee shall further consist of such persons, as chosen by the Chair, within the limitations of Art XVI Section A.

B. Immediately upon taking office the ALC Director shall, unless otherwise noted in Article IV, appoint Chairpersons to the following standing committees:

a. Car Show
b. Finance
c. Merchandise
d. Safety Committee
e. Events

XVIII. Resolutions:

All resolutions of department or national scope presented to and adopted by a chapter by a member or committee shall merely embody the opinion of the chapter on the subject and a copy of same shall be forwarded to post/department for its approval. It will be at the discretion of the department committee to adopt or support the recommended resolution on a department level.

XIX Notices:

A. Every Member should furnish the ALC Chapter Membership Officer, a valid email, postal mailing address or other form of contact for the purpose of notification of general or special called meetings.

B. The annual election of officers is set by Kansas Department regulation and this document. This ALC Chapter is directed to hold elections at the regular ALC Chapter meeting in May, therefore no further notification is required unless a change of that date is required, in which case the Secretary shall notify the Chapter membership of the date of the annual election, to be given at least 15 days prior thereto.

XX. Standard Operating Procedures (SOP):

Standard Operating Procedures (SOP) are established to provide guidance in the execution of the duties and responsibilities as mandated by this document. The SOPs shall not conflict with this document, the Post Constitution and By-Laws, the Kansas ALC Regulations nor the Department or National Constitution and By-Laws. The SOPs constitute a basic outline of the responsibilities of the committees. While the attempt has been made to include all items of responsibility, it may become necessary to amend or otherwise edit the processes defined. Committees are responsible for the accuracy of the SOP and shall report changes to the membership at any membership meeting.

XXI. Dissolution:

Before dissolution of a Kansas ALC Chapter by a Post because of failure to abide by the Kansas ALC Regulations or for lack of Legion Cruisers membership, assistance is available from the Kansas ALC Committee in re-vitalizing this Cruisers Chapter when so requested of the Kansas ALC Chairman by the Post or the Cruisers Chapter.

If a Post dissolves the Kansas ALC Chapter in their Post, a Post Officer or the last Director of that Chapter should notify the Department of Kansas Adjutant and the Kansas ALC Committee Chairman of the dissolution.

This document was adopted by the vote of the Committee members at the June 2, 2024 meeting and is enacted by the signatures of the Committee Chairman. With adoption and filing with the Department this document supersedes all previous versions.

Terry Marr June 2, 2024

Terry Marr — Date
Department ALC Chairman

Appendix

Standard Operating Procedures:

- Safety Committee
- Finance Committee
- Merchandise Committee
- Event Committee
- Car Show Committee