

AMERICAN LEGION RIDERS CHAPTER 408



Kansas American
Legion Riders

ALR Chapter 408 By-Laws

A Motorcycle Association – Chartered 7, December, 2007

Amendments 1 October 2020 by general vote of membership, John M. West, American Legion Post 408

The John M. West, American Legion Riders Chapter 408 is a program sponsored by John M. West, American Legion Post 408 and The American Legion Department of Kansas. Its purpose is to participate in and promote the aims and purposes of The American Legion

As a motorcycle association The John M. West, American Legion Riders Chapter 408 shall:

1. Promote motorcycle safety while providing a social atmosphere for members of The American Legion family who share common interests in serving veterans, their communities and motorcycling.
2. Promote, support and participate in the programs and ceremonies of The American Legion including calling for a full accounting of all prisoners of war and those missing in action; and honoring our nation's fallen soldiers, sailors, airmen and marines, and to support their families.
3. As ambassadors of The American Legion family, Riders will always represent the organization in a manner in keeping with the Preamble of the Constitution of The American Legion;

“For God and Country , we associate ourselves together for the following purposes: To uphold and defend the Constitution of the United States of American; to maintain law and order; to foster and perpetuate a one hundred percent Americanism; to preserve the memories and incidents of our associations in all Wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and good will on earth; to safeguard and transmit to Prosperity the principles of justice. Freedom and democracy; to consecrate and sanctify our comradeship by our devotion to mutual helpfulness.”

BYLAWS

1. **CONDUCT:** Strict adherence to correct etiquette, protocol, and precedence as established by The American Legion must be followed at all times. Violations are subject to suspension or revocation of membership in the American Legion Riders as determined by the sponsoring Post or local Chapter Bylaws as approved by the sponsoring Post.
2. **MEMBERSHIP REQUIREMENTS:** Members of The American Legion Riders Chapter 408 must
 - a. Be a member of the John M. West, American Legion Post 408 or John M. West American Legion Auxiliary Unit 408 or the John M. West Sons of the American Legion (SAL) Squadron 408.
 - b. Must own and be licensed to operate a motorcycle of at least 250cc or be the spouse of a licensed owner who is a current member of The American Legion Riders.
 - c. Exceptions:

- i. John M. West, American Legion Riders Chapter 408 may accept ALR membership of members from other Posts, Units and Squadrons only with the prior approval of John M. West, American Legion Post 408 Post Executive Committee.
 - ii. Membership in The American Legion Riders may be retained and continued if after one year they qualify under the following exceptions:
 1. A member becomes disabled to an extent which prevents them from physically operating a motorcycle safely.
 2. Is the surviving spouse of a member who was the owner and operator as defined in Section B above.
 3. Is the spouse of a disabled member who meets the requirements in this Sub-section
 4. And is approved for continued membership by a majority vote of the Chapter's general membership.

3. **STATE RALLY AND ANNUAL MEETING:** A State Rally and annual meeting will be held within the Department of Kansas. The Department Committee will coordinate all activities with the host Post and Chapter. The Department ALR Chairman will conduct the business meeting held during the annual State Rally. Each Chapter is allotted two votes on all matters to be voted upon during the State Rally provided at least two members of a given Chapter are registered and present during the annual meeting. If only one member is present from a Chapter that member may cast one vote. All matters approved by the general membership of the ALR attending the State Rally must be approved by the Department Executive Committee before taking effect.

4. **OFFICIAL KANSAS AMERICAN LEGION RIDERS BACK PATCH:** The "Official Kansas American Legion Rider Back Patch" is to be a single **three line** patch containing the National American Legion Rider emblem
 - a. The patch will be ordered through Department Headquarters and purchased from National Emblem Sales.
 - b. Department Headquarters will provide Posts a form which must be completed and returned for the Department Adjutant's signature
 - c. Department Headquarters will forward to National Emblem Sales.
 - d. The 8.5 by 12 inch three line oval back patch may have a black or gold border as provided by National Emblem Sales;
 - i. add-on borders or other alterations to back patches is prohibited.
 - ii. Line 1 shall display the city /town of the sponsoring Post;
 - iii. Line two shall include the word Post followed by the sponsoring Post's number;
 - iv. Line three shall be Kansas Chapter.
 - e. Only official American Legion Rider Back Patches may be worn on a vest or jacket at Department sponsored American Legion Rider events.
 - f. No rockers are allowed to be worn with the "Official Kansas American Legion Rider Back Patch".

5. **LEGION FAMILY RELATED PATCHES:** The proper display of all American Legion family related patches displayed on articles of clothing including vests, banners, motorcycles, and other vehicles shall be prescribed in the Kansas American Legion Riders Handbook as an addendum to these Bylaws.
 - a. *The American Legion and its programs are to project a positive image at all times therefore under no circumstances may any obscene or offensive patch, pin, or other device which conveys a negative message be displayed on an American Legion Riders vest or other article of clothing,*

or motorcycle when the emblem of The American Legion or any of its programs is also displayed.

- b. The final authority of what constitutes obscene or offensive **or negative message** shall be determined by the ALR Director.
 - i. Appeals may be made to the Post Executive Committee provided the offending item is removed until such time as the Executive Committee renders its decision.
- c. No other motorcycle club, group, or organization name or emblem may be displayed on the same article of clothing with The American Legion Riders name or emblem.
 - i. Exception: Motorcycle brand or model owner association patches are permitted.

6. Vests and Jacket Fronts;

- a. Vests and jackets displaying the American Legion Rider Back Patch must display the following patches.
 - i. Front:
 - a. American Flag top left front of vest-
 - b. The American Legion Family affiliation patch the member belongs (American Legion, American Legion Auxiliary, or Sons of the American Legion) on the left breast of the garment below the United States Flag.
 - c. Members may include small rockers with their affiliation patch designating their individual Post, Unit, or Squadron number and city. See handbook for details.

7. Employer Identification Number; John M. West, American Legion Riders Chapter 408 must use the Post's Employer Identification Number on all monetary accounts and must include all financial records of its ALR Chapter in the Post's annual reports to all taxing authorities. The sponsoring Post's Finance Officer must be a signor on all ALR Chapter monetary accounts. Upon the cancellation or disbanding of a Chapter all property and assets shall remain the property of John M. West, American Legion Post 408.

8. Liability Insurance; John M. West, American Legion Post 408 will provide adequate liability insurance and must approve all ALR activities, events and purchases in advance.

- a. The reproduction of The American Legion, American Legion Auxiliary, and the Sons of The American Legion emblems, trademarks, service marks, trade names and service names require permission of the National Adjutant. Forms for seeking permission for their reproduction are available from Department Headquarters and must be signed by the sponsoring Post Commander or Adjutant before submittal to the Department Adjutant for his signature and forwarding to the National Adjutant.

9. Application for Membership; John M. West, American Legion Post 408 must approve every application for American Legion Rider membership.

10. ALR Chapter Bylaws; John M. West, American Legion Post 408 must approve its ALR Chapter Bylaws.

- a. There can be no fundamental difference or conflict between the Constitution, Bylaws, or policies of The American Legion and The American Legion Riders Bylaws.
- b. The American Legion provisions, wherever applicable, shall cover any instance of such difference and conflict, and the conflicting provisions of the ALR shall be deemed void.
- c. John M. West, American Legion Riders Chapter 408 must file a copy of its Bylaws with Department Headquarters. Likewise all amendments to Chapters Bylaws must be filed with Department Headquarters before deemed to be in effect.
- d. Failure to file a copy of its Bylaws shall be considered governed by a generic ALR Bylaws on file at Department Headquarters.
- e. Any item or subject not covered by a Chapters Bylaws shall be governed by the appropriate Constitution and Bylaws as determined by the Post and / or Department.

11. Election of Chapter Officers:

- a. John M. West, American Legion Riders Chapter 408 shall annually, in January, elect or appoint, with the approval of its sponsoring Post the following Officers: Director, Assistant Director, Secretary, Treasurer, and Sgt. at Arms/Ride Captain. The chapters may also elect or appoint any or all of the following additional officers: Membership Chairman, Veterans Affairs Chairman, Community Service Chairman, Chaplain, Hospitality, assistant Sgt at Arms/Ride Capt., Assistant Veterans Affairs coordinator and Historian.
- b. Nominations will be held at the November and December meeting.
- c. ONLY members present at the December meeting can be nominated for office. Exception: If the Director was notified in advance by the member in writing that he/she will not be present at December meeting and would accept a nomination.
- d. ONLY members that have paid their dues for the current year will be eligible to vote or run for any office in the John M. West, American Legion Riders Chapter 408.

12. Duties of Chapter Officers:

- a. **Director:** It shall be the duty of the Director to preside at all meetings of the Chapter, to enforce a strict observance of the Constitution and Bylaws of The American Legion and the Bylaws of the American Legion Riders, and perform such other duties as custom and parliamentary usage require.
 - i. Will be responsible for completing the annual Chapter report and submit to ALR Area Director by December 1st of each year.
 - ii. The Director's term of office is limited to not more than four consecutive years.
- b. **Assistant Director:** The Assistant Directors shall, when called upon, assist the Director and in the Director's absence perform the duties of the Director, and shall succeed to the office of Director in the event of the Director's death, resignation or removal.
- c. **Secretary:** It shall be the duty of the Secretary to keep a full and correct record of all proceedings of all meetings, to provide the Chapter's sponsoring Post a copy of said records, maintain membership records as may be required by the Chapter and other duties as prescribed by the Chapter Bylaws and membership of the Chapter. Will compile information and furnish a monthly newsletter to the membership via e-mail or regular mail to all Chapter members in a timely manner. Will inform the membership of any new members at the regular meeting and inform the Director of their contact information.
- d. **Treasurer:** It shall be the duty of the Treasurer to maintain accurate financial records of all
 - i. Chapter funds,
 - ii. to disburse funds as directed by the Chapter membership for all events, activities and purchases approved by the sponsoring Post,
 - iii. to provide a complete monthly financial report during each Chapter meeting and to the Finance Officer of the sponsoring Post for inclusion in the Post's Financial report.
- e. **Sgt at Arms/Ride Captain:** It shall be the duty of the Sgt at Arms/Ride Captain to assist the Director in maintaining order during all Chapter meetings, activities and events.
 - i. At the request of the Director, may remove any member or guest causing a disturbance.
 - ii. To serve as the logistics person in charge of organized Chapter rides to include
 - 1. Determining the time and location of meeting places for all Chapter activities and events as well as routes to be taken.
 - 2. May appoint Assistant Road Captains as deemed necessary to insure the safety of all during Chapter activities and events.
- f. **Assistant Sgt at Arms / Ride Capt.:** will assume the duties of the Sgt at Arms when absent or when called upon by the Sgt at Arms to assist in his/her duties.
- g. **Membership Chairperson:** will assist with hospitality and obtaining new members.
- h. **Veterans Affairs Coordinator:**
 - i. Keep membership informed of all Veterans needs with in the community.
 - ii. Coordinate with VA Hospitals, Soldiers Homes etc. of the needs of the Veteran and what assistance they may need.

- iii. Coordinate with other ALR Chapters Veterans Affairs Officers in the area to insure the Veterans needs are meant.
- iv. Will assist, when necessary, when a Chapter is called upon to attend/participate in the Funeral services of a Veteran.
- i. **Assistant Veterans Affairs Coordinator:** Assist the VAC in his/her duties.
- j. **Historian:** Shall collect and compile, from year to year, a complete history of the Chapter activities that is of value to the membership and submit to the membership at the end of each year. Any photos, albums, articles etc. will be the property of the membership.
- k. **Chaplain:** Shall perform such divine service as may be necessary to such ceremonial rituals as may be prescribed by the membership. Will conduct the opening and closing prayers at regular Chapter meetings.
- l. **Hospitality:** While it is the duty of each Chapter member to “welcome” and socialize with current and new members, Chapter hospitality will be responsible for making a special effort to communicate and “welcome” all new members to our Association.
 - i. Will instruct Chapter Officers of any needs among our membership.
 - ii. Will be responsible for sending cards, i.e.: get well, sympathy etc. to our members in need of our support.

13. **Reports:**

- a. Chapter 408 is required to provide The Post with full and complete reports so the accomplishments of Chapter 408 are included in the Post’s annual consolidated report.
- b. Chapter 408 is to submit required Officer, Children & Youth and Post Consolidated reports to Area Advisor.

14. **Meetings, Events and Activities, and Participation:**

- a. Chapter 408 will hold regularly scheduled meetings at the Post home at a date and time determined by a vote of the majority of members and approved by John M. West, American Legion Post 408.
 - i. Special meetings may be called by the Chapter Director, or by direction of a majority of the elected Post Officers, or by fifty percent plus one of the general membership of the Chapter provided in all cases every reasonable effort is made to notify all Chapter members of the Special meeting.
 - ii. Seven members shall constitute a quorum during all meetings.
- b. Events and activities are those pre-approved by John M. West, American Legion Post 408 and are therefore sponsored by both the Chapter and the Post.
- c. Participation in events sponsored by non-American Legion entities must be pre-approved by the John M. West, American Legion Post 408 before the Chapter may take part in or provide services or assistance to. The requesting entity must also provide proof of liability insurance for its event or activity thereby limiting a John M. West, American Legion Post 408 exposure to legal action.
- d. John M. West, American Legion Post 408 may provide pre-approval for routine events and activities such as funeral escorts, parades, homecoming and send offs for active duty military personnel. All events and activities must be in keeping with the aims and purposes of The American Legion.

15. **Finances:**

- a. Chapter finances are to be derived from annual dues and such other sources approved,
 - i. John M. West, American Legion Post 408
 - ii. John M. West, American Legion Riders Chapter 408
- b. All funds of the Chapter shall be deposited in a bank by the Treasurer.

- i. Withdrawals shall only be made upon draft or check signed by at least two of the four Officers- Director, Co-Director, Treasurer or Post Finance Officer
 - ii. At no time will any two members of the same family or household be signatories on any financial documents or transactions within John M. West, American Legion Riders Chapter 408
 - c. Director, Co-Director , Treasurer , Post 408 Finance Officer have the authority to disburse no more than \$100 per occurrence limited to 3 separate occurrences per month (total of \$300) for the operation of the Chapter (including Veterans needs that may arise between regular scheduled Chapter meetings), so long as three ALR Officers agree on the disbursement. The membership will be advised at the next regular meeting of the disbursement.
- 16. EXPULSION:** Any member may be expelled or suspended from the Association by a majority vote of the general membership at a regular Chapter meeting. This vote will be by secret ballot and the member in question will not be present in the meeting room until after the vote is taken.
- 17. CHARTER MEMBERSHIP:** Constitutes an eligible member that has joined ALR 408 within 60 days from December 7th, (Pearl Harbor Day) , 2007 to Tuesday, February 5th, 2008
- 18. AMENDMENTS:** These Bylaws may be amended by action of the Executive Committee of the John M. West, American Legion Post with the approval of the general membership of John M. West, American Legion Post 408.

