

AMERICAN LEGION RIDERS

Department of Pennsylvania



American Legion Riders, Department of Pennsylvania Officer and Director Manual

Department of Pennsylvania, Legion Riders Committee

July 2022

AMERICAN LEGION RIDERS

Department of Pennsylvania

This manual is to serve as a guideline to the Officers and Directors of the American Legion Riders, Department of Pennsylvania. The online digital format of this manual supersedes all printed versions of the manual, unless updated to the current date version. Periodically this manual will be revised to maintain compliance with Department and National directives and policies. All versions of this manual remain the property of the American Legion, Department of Pennsylvania.

American Legion Riders, Department of Pennsylvania, are a program of The American Legion and follows directives from the Department of Pennsylvania American Legion. Any policies, procedures, rules, requirements, or directives not authorized or originally derived from The American Legion, Department of Pennsylvania, are not valid. The American Legion, Department of Pennsylvania, will maintain current with directives from The American Legion National and subsequently approved by the Department of Pennsylvania.

American Legion Rider Chapters are to be first authorized by the Post Commander, then considered by the American Legion Department of Pennsylvania for a charter. Once a Chapter's Charter is issued, the Chapter must remain in good standing with the issuing Post. The relationship between the Post and Chapter is an integral part of the overall success of the Chapter. The ALR Chapter is intended to support the efforts of the Post. Without this relationship the overall mission of the Chapter is compromised. It is important to understand The Legion Riders are a program of the American Legion, just as the Sons of the American Legion (SAL). The purpose of these programs is to properly represent The American Legion, create awareness of the work it does for Veterans and the community and act as a recruiting tool to sustain the growth of the American Legion.

Introduction

While this Guide is intended to assist the furtherance of the American Legion Rider Program within the Department of Pennsylvania American Legion, it is NOT intended to be the final reference or to answer each and every possible scenario that you will undoubtedly encounter.

Please keep in mind that The American Legion Riders is a Post Level program by design. The Constitution and By Laws of the National American Legion, The Department of Pennsylvania and your individual Posts are the primary documents to which you should always refer to when a situation arises.

Your Chapter By-Laws or operating document should always incorporate these documents by reference and defer to them in the event of a conflict.

Other references are National and State resolutions which have been approved, minutes from past Department ALR Committee meetings, past meeting minutes of the Pennsylvania ALR State Membership, minutes from District meetings as well as your own Post Legion Meetings.

Posts that have Riders chapters generally bring in younger, more active members to the Post. If a Riders chapter is being run correctly, most Posts consider them a huge asset in increasing membership and getting things accomplished at the Post. This is a “Win-Win” for Posts that begin Riders Chapters. The Legion Family membership and bring in active members. We suggest that when a post wants to start up a Riders Chapter, they Start a sign-up sheet at your Post for anyone interested in being a RIDER. Have them provide Name, Telephone Number and E-mail address.

State ALR Officers will assist you in starting a chapter but, as an American Legion Program, IT IS ULTIMATELY A POST LEVEL AMERICAN LEGION MEMBERSHIP DECISION. Keep this in mind.

Every effort was used in preparing this manual to refrain from using gender specific pronouns like he, His, him she, hers and so forth. Any overlooked references were unintentional and should be considered as applying to both genders.

The American Legion Riders...

The American Legion Riders are members of the American Legion who are also motorcycle enthusiasts. They can be found participating in parades, partaking in motorcycling events, and supporting the communities in which they live, work, and play. Members of the ALR come from the Legion, the Legion Auxiliary, and the Sons of the American Legion. The American Legion Riders were formed...

...to participate in parades and other ceremonies that are in keeping with the Aims and Purposes of the American Legion.

...to promote motorcycle safety programs and to provide a social atmosphere for American Legion members who share the same interest.

...to use our Association to promote and support programs of the American Legion.

The American Legion Riders is *not* an M/C and does not practice M/C rules or regulations. The American Legion Riders is family-oriented, just as is its parent organization: the American Legion.



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American Legion Riders History

The Beginning of the American Legion Riders

In the fall of 1993 Chuck (Tramp) Dare shared a dream with then Post Commander (Polka) Bill Kaledas at the American Legion Post 396 in Garden City, Michigan. The idea came about to start a motorcycle association that would operate within the American Legion. The idea was to provide an atmosphere whereas Post, Auxiliary and S.A.L. members, who shared an enthusiasm for motorcycles, could come together. It was meant to be a family-oriented group.

Not knowing how to start this group up, and stay within the scope of the American Legion, a letter was written to then Department Adjutant Hubert Hess. In his November 19th, 1993, reply he stated that it “Sounds like a great idea”. In this letter, and follow-up phone conversations, he gave us instructions on how to manage this program at our Post. He also provided us information on how to get approval for the use of the American Legion Emblem. We then sought to get this program recognized through our Post Membership. The idea was brought up at our Post meeting to have our Post sponsor the group to be known as the “American Legion Riders”. It was passed by our members and thus became the birth of the first American Legion Riders group.

We started with just a small group. Within a few months we grew to nineteen members. We worked on developing a set of by-laws to help us to provide structure to our group. We designed an emblem for the American Legion Riders. This emblem, contained within its design, the emblem of the American Legion. Working closely with our Department Adjutant we were able to gain approval, by the national headquarters of the American Legion, to have our emblem manufactured for our group. This emblem is worn today by Legion Rider groups throughout the country.

Another important decision we made, with concurrence of our Department Adjutant, was to not require members that wanted to become legion Riders to transfer to our Post. Our Post sponsored the American Legion Rider group, but not all our members belong to our Post. We felt that if we required members to transfer to our Post that this would cause a lot of hard feelings in other Post near our own community. What we soon found out was that our membership grew, not from current legion members, but many joined the American Legion to become members of the American Legion Riders. A very conservative estimate would say that over half of our current membership joined the American Legion to enable them to join the Riders.

Right after starting we proceeded to get down to “business”. Our objective was to support the aims and purposes of the American Legion, through service to our Community, State and Nation. We did such things as putting on a “Bingo” at the VA Hospital, putting on fundraisers for local charities, participating in motorcycle “runs” to raise money for charity and participation in ceremonies and parades. We did have some Post members who thought, in the beginning, that we would be just a bunch of “Bikers”. After seeing the kinds of things, we did, we gained a lot of respect in both the American Legion community as well as our own community.

In 1996 we had an article published about the American Legion Riders in the American Legion National publication of the "Dispatch". An article in the American Legion Magazine soon followed up this article. In about 1996 "Tramp" moved to Texas, where he did a great job of promoting the Legion Rider program there. Today, there are groups of American Legion Riders throughout the country.

THE AMERICAN LEGION RIDERS DEPARTMENT OF PENNSYLVANIA

Constitution

PREAMBLE

For God and Country, we associate ourselves together for the following purposes: To uphold and defend the Constitution of the United States of America; 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 posterity the principles of justice, freedom and democracy; to consecrate and sanctify our comradeship by our devotion to mutual helpfulness.

PURPOSE

The American Legion Riders are formed to promote the aims and purposes of The American Legion as a family oriented motorcycling activity for members of The American Legion, The American Legion Auxiliary, and Sons of The American Legion.

CREED

For God, for country, for our freedom, for those who serve, for those who have served, for POW's and MIA's, for their families and ours, for our community, we ride for all.

ARTICLE I – NAME

The name of this program shall be THE AMERICAN LEGION RIDERS, Department of Pennsylvania.

ARTICLE II – NATURE

Section 1. The American Legion Riders (ALR) is a program for members of The American Legion, The American Legion Auxiliary, and Sons of The American Legion, collectively "The Legion Family," who share an interest in motorcycling.

Section 2. The ALR will uphold the declared principles of The American Legion as well as conform to and abide by the rules, regulations and decisions of the department, post, or other duly constituted governing body.

Section 3. The ALR maintains and protects the image of The American Legion at all times through appropriate wearing of The American Legion Emblem. The emblem of The American Legion demands "that the wearer shall ever guard the sanctity of home and country and free institutions."

Section 4. Members of the ALR will avoid any perception of being a motorcycle, or "biker" club, or gang. Rather, the focus of membership is for the enjoyment of motorcycles and comradeship and furthering American Legion programs in the community.

Section 5. The ALR strives to improve the public's perception of the motorcycling community by promoting the honorable nature of service to one's community, state and nation through the sport of motorcycling. The ALR chapters should strive to represent the virtues, values, ethics and morals of The American Legion in support of freedom democracy and safety of our citizens.

Section 6. Members of the ALR must comply at all times with the motor vehicle safety, licensing, insurance laws and regulations of the state in which operating.

Section 7. ALR members' vest should display the integrity, principles and values of The American Legion and the ALR by avoiding patches or pins with (1) explicit or offensive language and/or images and (2) political or partisan language and/or images since The American Legion is a non-partisan organization.

Section 8. Per NEC Resolution No.37, May 4-5 1988 ALR chapters do not have the authority to enter into any formal association or club/council membership with any outside organization that may act or vote in any manner outside the control of The American Legion.

ARTICLE III – ORGANIZATION

Section 1. The ALR are organized at either the Department through Post levels inclusive. Each chapter exists at the discretion of the sponsoring Post. The chapter officers and executive committee are responsible and accountable to the sponsoring Post/Department Executive Committee. Sponsoring organization (Post and Department) will review liability insurance coverage to ensure that adequate coverage is available to cover the organization to include coverage for any special ride's events; and, be it further.

Section 2. American Legion National Headquarters and the respective Departments shall maintain general oversight of ALR Program as regards to proper use of the name and emblem of The American Legion, ALR and The American Legion Legacy Run, and compliance with the National Constitution and By-Laws of The American Legion.

ARTICLE IV – MEMBERSHIP ELIGIBILITY

Section 1. Eligibility for membership in the ALR shall be as prescribed by the national constitutions of The American Legion, The American Legion Auxiliary, and Sons of The American Legion.

Section 2. All members of the ALR must further demonstrate current individual membership in The American Legion, The American Legion Auxiliary, or Sons of The American Legion.

Section 3. Members will not hold membership in more than one chapter of ALR at one time.

Section 4. In addition to sections 1-3 above, members must be the legally registered owner of a motorcycle, 250cc or above, or an immediate family member of the legally registered owner.

Section 5. All operators must be properly licensed and insured per their state rules and regulations.

Section 6. Riders that have given up motorcycle ownership because of age, illness, injury or death of spouse or physical limitation that prevents operation and/or ownership of a motorcycle can remain active members; however, they must have been a member of the ALR, Department of Pennsylvania for a minimum of two continuous years.

Section 7. All the ALR, Department of Pennsylvania membership cards will be provided by The American Legion, Department of Pennsylvania. The first year of membership as a Legion Rider the member will receive an American Legion Rider card only. In successive years the member will receive a sticker to place on your American Legion Membership Card.

ARTICLE V – WEARING OF THE AMERICAN LEGION EMBLEM

Section 1. The ALR back patch, as copyrighted and sold by The American Legion Emblem Sales division, and is authorized for wear by all current members of the ALR.

Section 2. No other back patch, or back patch design, is authorized for wear.

Section 3. Department standards for patch sales should be on file with Emblem Sales.

Section 4. Use of rockers, or patches, physically attached to the ALR back patch is not allowed, due to trademark laws.

ARTICLE VI – WEARING OF VESTS AND JACKETS

Section 1. Members in good standing shall be authorized to wear the ALR small and large patches on a vest, or jacket. When wearing both patches, the small patch shall be worn on the breast (either side) and the large patch shall be worn on the back.

Section 2. The large patches are available, and will be sold, to members of the ALR. The large and small patches are available for purchase from The American Legion, Department of Pennsylvania Emblem Sales, at 717-730-9100.

Section 3. All authorized large and small patches will have PENNSYLVANIA embroidered on them.

Section 4. A rocker patch should be worn beneath the large ALR patch, indicating the chapter name and post number, with a maximum of ¼ of an inch between the rocker and the patch, but not touching. **Section 5.** When the American flag is worn, it must be the highest patch on the left. Members should have a POW/MIA patch on the right or left breast.

Section 5. Other patches and pins may be worn on the front of the vest, or jacket. Nothing is permitted on the back, except the large patch and rocker. Offensive patches are strictly prohibited.

Section 6. No property or percentage patches. We are members of The American Legion, not a bike club. We are veterans who ride motorcycles and enjoy associating with our families and other veterans.

ARTICLE VII – WEARING OF APPROVED HEAD GEAR

The only head gear permitted to be worn at formal American Legion meetings is the service cap.

ARTICLE VIII – DETERMINE ELECTED OFFICERS

Section 1. The elected officers of the State ALR will be the Director, Assistant Director, Secretary, Treasurer, and Road Captain. The Chaplain, Sergeant-at-Arms, Historian, Membership Chairperson, or any other American Legion DEC approved position, may be added either by appointment, or election, at the discretion of the State/ Post/ ALR/Chapter.

Section 2. All department ALR program officers, director, and other leaders appointed or elected must be confirmed by the department executive committee.

Section 3. Between State ALR meetings, the administrative power of the State ALR shall be vested in the State ALR Executive Committee.

Section 4. Between Chapter meetings, the administrative power of the Chapter shall be vested in the Chapter Executive Committees.

ARTICLE IX – FINANCES

Section 1. The revenue of the State ALR/Chapter shall be derived from such membership fees, or dues, and from such other sources as may be approved by The American Legion DEC.

Section 2. The amount of such membership, or initiation fees, and the amount of such annual fees shall be fixed and determined by the State ALR/Chapter.

Section 3. The Chapter must provide a monthly financial report to the sponsoring Post Executive Committee.

ARTICLE X – EXPULSION OR SUSPENSION

Section 1. Any member may be expelled, or suspended, from the ALR for non-payment of dues to their sponsoring American Legion group.

Section 2. Any member of the ALR may be expelled, or suspended for cause after an appropriate hearing and by the majority vote of the general membership, at a regular chapter meeting. (i.e. - for behavior unbecoming a Legionnaire).

Section 3. The initial start of the appeal process will begin at the Chapter/Post level, followed by the Region, with the final stopping point being with the State ALR/Department Executive Committees.

ARTICLE XI – AMENDMENTS

Section 1. Amendments to this Constitution may be proposed by any *Chapter*, Region or the Department ALR Committee at any time no later than 60 days prior to the annual convention and shall be forwarded to the Department Adjutant who shall give notice thereof to all Chapters in the Department at least 30 days prior to said convention. The ALR Department Executive Committee shall have authority to propose amendments to this Constitution upon notice to all Chapters in the Department given at least 30 days prior to said convention. Such amendments shall be considered recommended upon a two-thirds affirmative vote of the delegates present at any session.

Section 2. Amendments to this Constitution proposed at the annual convention of which the notice as required by Section 1 of this article shall not have been given, shall be adopted only by the unanimous consent in writing of all delegates duly elected to serve at said convention, whether or not in attendance at said session at which such amendment is voted upon.

THE AMERICAN LEGION RIDERS DEPARTMENT OF PENNSYLVANIA

By-Laws

ARTICLE I – NAME

Section 1. The program existing under these by-laws is to be known as The American Legion Riders, Department of Pennsylvania, Post Name and Post Number.

Section 2. The name and nature of this program is set forth in the constitution.

ARTICLE II – STATE ALR EXECUTIVE OFFICERS/DIRECTORS

Section 1. The officers of the State ALR shall be as follows:

- 1 State ALR Director
- 1 State ALR Assistant Director
- 1 State ALR Secretary
- 1 State ALR Treasurer
- 1 State ALR Road Captain
- 1 State ALR Chaplain
- 1 State ALR Sgt-at-Arms
- 1 State ALR Historian

And any other Department approved position, may be added either by appointment, or election. Each officer shall be at least 18 years of age and shall hold their office for a term of one year. The Director and Assistant Director may succeed his or her self for an additional one-year term. The election of officers will be held Saturday at the Department Convention upon the conclusion of the section caucuses, which is when The American Legion Riders Convention will begin. The individual candidate receiving the largest number of votes for a particular office shall be declared elected.

Section 2. In the event of a vacancy in the office of State ALR Director, the State ALR Assistant Director shall fill said vacancy for the balance of the term. Any subsequent vacancy shall be filled by The ALR DEC.

Section 3. One individual will be elected in each region as Regional Director. Each of the Regional Directors shall be elected for a term of two years, and shall not be eligible to succeed themselves after serving a full term. Regional Directors to be elected in the even numbered Regions shall be elected in the even numbered years. Regional Directors to be elected in the odd numbered Regions shall be elected in the odd numbered years.

Section 4. Any officer may be removed upon vote of the State ALR Executive Committee when they judge that the best interests of The American Legion will be served.

Section 5. The ALR, Department of Pennsylvania shall be divided into seven (7) geographical regions; the area of each may be adjusted from time to time by The American Legion DEC.

Section 6. Any member may attend all State ALR Executive Committee meetings, but only the State ALR Executive Committee and the Regional Directors has a voice and a vote.

Section 7. The State ALR Executive Committee shall be made up of the elected officers and the Regional Directors.

Section 8. A majority of the State ALR Executive Committee constitute a quorum for the transaction of business at meetings.

Section 9. All State ALR Officers and Directors that were elected by the members must be approved by The American Legion DEC prior to taking office.

ARTICLE III – DUTIES OF THE STATE OFFICERS/DIRECTORS

Section 1. Duties of State Director. It shall be the duty of the State Director to preside at all meetings, have general supervision over the organization. The Director shall make an annual report covering the business of the State ALR for the year, make recommendations for the ensuing year, which shall be read at the annual State Convention, and a copy thereof immediately forwarded to Department. The Director shall perform such other duties as directed by The American Legion DEC.

Section 2. Duties of State Assistant Director. The State Assistant Director shall assume and discharge the duties of the office of Director in his/her absence, or disability of, or when called upon by the State Director.

Section 3. Duties of State Secretary. The State Secretary shall have charge of and keep a full and accurate record of proceedings of all meetings, keep such records as Department organizations may require.

Section 4. Duties of the State Treasurer. The State Treasurer shall report to The American Legion Riders DEC the finances of the State ALR.

Section 5. Duties of State Road Captain. The State Road Captain shall plan all tours, runs, activities, and events; lead the state in formation riding and parades; arouse interest in activities; encourage all rules of safe motorcycle operation and group riding. Additionally, the Road Captain may select assistants to aid in special tasks prior to the ride and may chair appropriate activities committee as directed by the State Director or ALR Executive Committee. If there is not a Sergeant-at-Arms (appointed or elected) in the State, the Road Captain will keep order at all meetings.

Section 6. Duties of the State Sergeant-at-Arms. The Sergeant-at-Arms shall maintain order at meetings and gatherings and assist the Road Captain in encouraging all rules of safe riding during sponsored events; and perform such other duties and/or chair such committees as may be assigned by the State Director, or ALR Executive Committee.

Section 7. Duties of State Historian. The State Historian shall be charged with the individual records and incidents of the State and Chapter members, and shall perform other such duties as may properly pertain to the office, or as may be determined by the State Director or ALR Executive Committee.

Section 8. Duties of State Chaplain. The State Chaplain shall be charged with the spiritual welfare of the Riders and will offer divine, but nonsectarian, service in the event of dedications, funerals, public functions, etc., and adhere to such ceremonial rituals as are recommended by National or Department.

Section 9. Duties of a State Regional Directors. The State Regional Directors will assist new chapters that wish to form. Visit each chapter in the region to ensure compliance to the State ALR mandated By-Laws. Ensure that all state information is given to the chapters in their region. Report on the region at all State ALR Executive Committee meetings.

ARTICLE IV – STATE ALR MEETINGS

Section 1. State ALR Executive Committee meetings will be held at all The American Legion Riders DEC meetings, State Convention or any other time or place set by Department, the ALR Program Committee or by the State Director.

Section 2. Through the Regional Directors, State ALR conventions will have business voted on by delegates, and in the delegate's absence alternates, which will be elected by the Chapters. Attendance and voting by a delegate may be by written proxy to a delegate or alternate holding membership in the same Chapter of the delegate giving such proxy. No member of the ALR Program Committee or ALR DEC shall hold any proxy.

Section 3. A letter from each chapter must be mailed to Department five (5) days prior to the event, stating who the elected delegates and alternates are. Chapters that don't send letters, or if elected delegates and alternates do not sign in, even if other members from the Chapter are in attendance, that Chapter will not have a vote.

Section 4. Notice of meeting(s), or events, will be sent to the Chapters by Department, State Officers, or Regional Directors in advance of the meetings, or events.

ARTICLE V – REGIONAL DIRECTORS

Section 1. There shall be one Regional Director for each of the Regions in the State.

Section 2. Regional Directors shall be elected as provided in Article II, Section 3 of these By-Laws and by one of the following methods:

At the Department Convention by the delegates from the respective Region, in which event the Rules for the Department Convention shall govern, or,
At a caucus of the State ALR Convention delegates, to be held not earlier than 30 days prior to the Department Convention, at a time and place as designated by the Regional Director. The Regional Directors shall notify each Chapter Director within his Region of the place, time, and purpose of such caucus, and at least ten days prior thereto. Such notice will be given by first class mail. In turn, each Chapter Director shall notify the delegates and alternates to the Department Convention of the place, time and purpose of the Regional Caucus. A majority of

the votes of the accredited delegates present and voting shall be necessary to elect a Regional Director.

Or, by the duly qualified delegates and/or alternates, assigned by each Chapter to the Regional organization, at a Regional meeting to be held as set forth in Subsection (b) supra. A majority vote of the accredited delegates and/or authorized alternates in the Regional organization, present and voting shall elect a Regional Director.

Section 3. State ALR Constitution and By-Laws shall determine the method of election to be used in the respective regions.

Section 4. In the event that a Regional Director fails to function or does not perform the duties prescribed for him or her to the satisfaction of his State ALR Director and The ALR DEC, or fails to attend two successive DEC meetings without giving reasons for his absence there from, the State ALR Director, with the consent of The American Legion DEC, may declare the office vacant.

Section 5. In the event of a vacancy in the office of Regional Director, the State ALR Director, or his duly appointed representative, shall call a meeting composed of one representative from each Chapter in the Region, such representative to be appointed by the Chapter Director. These representatives shall elect a member of the Region, who shall serve the unexpired term of said office. For the purpose of said special election to fill the vacancy, each representative shall cast the same number of votes to which his Chapter was entitled in the last regular Department Convention.

Section 6. Each Regional Director may appoint as many Assistant Directors as needed according to the size of the region. All appointments must be approved by the State ALR Executive Officers.

ARTICLE VI – CHAPTER EXECUTIVE COMMITTEE

Section 1. The officers of the Chapter shall be the Director, Assistant Director, Secretary, Treasurer, and Road Captain. The Chaplain, Sergeant-at-Arms, Historian, Membership Chairperson and any other American Legion DEC approved position, may be added either by appointment, or election, at the discretion of the Chapter.

Section 2. Between Chapter meetings, the administrative power of the Chapter shall be vested in the Chapter Executive Committee, which shall consist of all elected officers for the current year.

Section 3. Officers of the Chapter shall be nominated annually in May, elected in June and take office at the first meeting following the PA State Convention. All elections of officers shall be by secret ballot and the candidate, or candidates, receiving the highest number of votes shall be elected to the respective office, or offices, for which they are candidates.

Section 4. All vacancies existing in any office of the Chapter, for any cause other than the expiration of the term, shall be filled by a majority vote of the remaining members of the Chapter Executive Committee and person so appointed shall hold office for the unexpired term of the officer, whose position was vacated.

Section 5. A vacancy shall exist when an officer, is absent from the Chapter due to resignation, loss of qualifications, incapacity from injury, or illness, or for a continuous period of 3 unexcused absences.

Section 6. The Chapter Executive Committee shall meet for organizational or other such business as may come before it, at the call of the Chapter Director within 30 days after the installation of the new officers. Thereafter the Chapter Executive Committee shall meet monthly or as often as the Chapter Director may deem necessary. Three (3) or more members of the committee shall constitute a quorum.

Section 7. The Chapter Executive Committee, based on a majority vote, shall authorize and approve all expenditures; shall provide adequate bonds for all persons having custody of chapter funds; shall hear the reports of chapter committee chairs; shall have charge of, and be responsible for, the management of the affairs of the chapter.

ARTICLE VII – MEETINGS

Section 1. The regular meeting of the Chapter shall be held at _____ on _____ at which may be transacted such business which is properly brought up for action. Business to be brought before the ALR DEC will be forwarded to the Regional Director prior to the ALR DEC. The Regional Director will be the Chapters' voice.

Section 2. The Chapter Director, or a majority of the Chapter Executive Committee, shall have power to call a special meeting of the Chapter at any time.

Section 3. Upon the written request of _____ members, the Chapter Executive Committee shall call a special meeting of the Chapter.

Section 4. _____ members shall constitute a quorum.

ARTICLE VIII – DUTIES OF OFFICERS

Section 1. Duties of Chapter Director. It shall be the duty of the Chapter Director to preside at all meetings of the Chapter and to have general supervision over the business and affairs of the Chapter. The Director shall approve all orders directing the disbursement of funds and shall make an annual report covering the business of the Chapter for the year; make recommendations for the ensuing year, which shall be read at the annual meeting, and a copy thereof immediately forwarded to the standing committee, or State ALR Officers. The Director shall perform such other duties as directed by the Chapter Executive Committee. The Director, or his/her representative, shall make a monthly report at The American Legion Post meeting.

Section 2. Duties of Chapter Assistant Director. The Chapter Assistant Director shall assume and discharge the duties of the office of Director in the absence, disability of, or when called upon, by the Chapter Director.

Section 3. Duties of Chapter Secretary. The Chapter Secretary shall have charge of, and keep a full and accurate record of, proceedings of all meetings, keep such records as the Post and Department organizations may require; render reports of the newly elected officers and membership, annually in August, and handle all correspondence of the Chapter.

Section 4. Duties of the Chapter Treasurer. The Chapter Treasurer shall have charge of all finances and see that they are safely deposited in a local bank and shall report once a month to the Chapter Executive Committee the condition of the finances of the Chapter, with such recommendations as he/she may deem expedient, or necessary, to carry on the financial activities of the Chapter. The Treasurer shall be a signer for all checks disbursing the monies of the Chapter, and shall be provided such surety bonds in such amounts as shall be fixed by the Chapter Executive Committee and obtained by the Chapter. One other member of the Chapter Executive Committee, in addition to the Treasurer, is required for the expenditure of funds. The Treasurer will prepare the Chapter's financial report for the sponsoring Post Executive Committee.

Section 5. Duties of Chapter Road Captain. The Chapter Road Captain shall plan all tours and runs, lead the chapter in formation riding and parades; arouse interest in activities; and encourage all rules of safe motorcycle operation and group riding. Additionally, the Road Captain may select assistants to aid in special tasks and may chair appropriate activities, or committees, as directed by the Chapter Director, or Chapter Executive Committee. If there is not a Sergeant-at-Arms appointed or elected in the Chapter, the Road Captain will keep order at all meeting.

Section 6. Duties of the Chapter Sergeant-at-Arms. The Chapter Sergeant-at-Arms shall maintain order at meetings and gatherings and assist the Road Captain in encouraging all rules of safe riding during sponsored events, shall perform such other duties and/or chair such committees as may be assigned by the Chapter Director, or Chapter Executive Committee.

Section 7. Duties of Chapter Historian. The Chapter Historian shall be charged with the individual records and incidents of the Chapter and Chapter members and shall perform such other duties as may properly pertain to the office, or as may be determined by the Chapter, or Chapter Executive Committee.

Section 8. Duties of Chapter Chaplain. The Chapter Chaplain shall be charged with the spiritual welfare of the Chapter and will offer divine, but nonsectarian, service in the event of dedications, funerals, public functions, etc., and adhere to such ceremonial rituals as are recommended by National or Department.

Section 9. Duties of the Chapter Membership Chairperson. The Chapter Membership Chairperson is responsible for accurate records of all Officers, and members of the Chapter. Information such as; first and last name, address, state, zip code, telephone number, the 9-digit ID number (from the members Legion, Legion Auxiliary or Sons membership card) Home post number, and email address. A report of the Officers and membership shall be sent to Department of PA, by July 1st each year.

ARTICLE IX – CHAPTER DELEGATES

Section 1. Chapter Delegates and alternates to a State ALR, convention, regional gathering, or other activity, shall be elected by ballot at a regular meeting of the Chapter, which will be held prior to the date of such event. All delegates and alternates shall be at least 18 years of age.

Section 2. Each Chapter will be entitled to 1 delegate per 25 members, and/or part of 25, of their total membership.

Section 3. Alternate(s) will vote only if the delegate(s) cannot attend the State ALR meeting, convention, regional gathering, or other activity.

ARTICLE X – APPOINTMENTS

Section 1. The Chapter Director, immediately upon taking office each year, shall appoint committees, or commissions, for the furtherance of State ALR/Chapter programs.

Section 2. Such committees shall consist of persons, and the chair thereof, as designated by the Chapter Director.

Section 3. The Chapter Director shall be EX-OFFICIO member of all committees he/she appoints and upon leaving office; all committees appointed by him/her shall be dissolved.

ARTICLE XI – RESOLUTIONS

All resolutions to change these By-Laws must be written in The American Legion format and forwarded to the ALR Program Committee for consideration/review. Resolutions will then be forwarded to Department Headquarters 60 days in advance of the ALR DEC meeting. Headquarters will review the resolutions for proper format and forward to the ALR DEC members and Regional Directors with any accompanying documentation 30 days in advance of the ALR DEC.

ARTICLE XII – NOTICES

Section 1. Every member shall furnish the Chapter Secretary a valid email and mailing address, and telephone number, only if a Chapter Membership Chairperson has not been appointed, or elected.

Section 2. The Chapter Secretary shall cause notice of the annual election to be given at least two weeks prior thereto.

ARTICLE XIII – RULES OF ORDER

All proceedings of this Chapter shall be conducted under and pursuant to Roberts' Rules of Order (Newly Revised)

ARTICLE XIV – LIMITATIONS OF LIABILITIES

This Chapter shall not incur, or cause to be incurred, any liability or obligation whatsoever, which shall subject liability to any Chapter, member(s) of The American Legion, Post, Department, or any other individual, corporation, or organization.

ARTICLE XV – AMENDMENTS

The only items that maybe changed, or amended, by a vote of two-thirds of the members of this Chapter attending a regular Chapter meeting are: the time of the meeting, date of the meeting, dues and how many constitute a quorum.

STARTING A CHAPTER

A few members of your Post like to Ride Motorcycles and you would like to help your Post and your Community. Where do you start?

1. You will need five (5) Legion family members in good standing (they do not have to be a member of the same Post) who meet the eligibility requirements set forth in the ALR of PA Constitution.
 - a. Director, Assistant Director, Secretary, Treasurer and Road Captain.
2. You will need to speak with your Post Commander and ask for the subject of an ALR Chapter to be brought up at the next General Membership Meeting. At that meeting, you should request the Post's permission to form an ALR Chapter. It's a good idea to have an ALR State Office or Regional Director to be present to help answer any questions the membership may have about the ALR.
3. You must have authorization of your sponsoring American Legion Post Commander, stating they recognize the American Legion Riders as a program of the Post and assume the liability of such program by way of a letterhead from your post. You will need motion from the floor, properly seconded and a majority of the members present will need to vote for the formation of a chapter. Once this is accomplished, a copy of the post meeting minutes will be needed to submit with the Charter Application and the example letter below. This should be signed by the post commander and adjutant, and sent to The American Legion, Department of Pennsylvania at the address listed below.
4. You can now hold an "Organizational Meeting" to select temporary officers, establish who will be responsible for submitting the needed documents to Department, how much you are going to charge for dues (Most chapters charge \$10 or more and keep in mind that \$5.00 will be sent to Department ALR as per capita), and decide who will order back patches for the group. An ALR State Officer or Regional Director should also attend this meeting to help and make sure the meeting is conducted properly, recorded and also review the check list before approving a new chapter.
5. You will want to approach the Sons of the American Legion and Auxiliary at their meetings to inform them of your Chapters formation and invite any eligible members to join the chapter as well.

6. You will need your charter packet which is submitted to the Membership Department at Headquarters along with a check for \$5 per member.
7. You will want as many of your members to attend this meeting as possible so they can learn about the ALR.
8. You can officially start your chapter once charter is received.
 - a. Elect a slate of officers
 - b. Open a bank account (which will use the Post's Federal ID # and must have the Post Finance Officer as a signatory on the account)
 - c. Start planning fundraising events.

Example Letter:

To: Adjutant, Department of Pennsylvania:

I _____ as the Commander of Post _____, American Legion, located at _____, PA, give authorization to the State American Legion Riders to form an American Legion Riders Chapter _____ organization. The Chapter _____ ALR group will comply with the National American Legion Riders by-laws, the Pennsylvania American Legion Riders department by-laws and the Chapter _____ American Legion Riders by-laws.

The Chapter _____ American Legion Riders will also comply with the House Rules of all Posts and will in good faith execute the same.

Commander Post _____ of _____ American Legion

Adjutant Post _____ of _____ American Legion

The American Legion
Department of
Pennsylvania P.O.
Box 2324
Harrisburg, PA 17105

Important Information and Dates

Duties of Chapters American Legion Riders Pennsylvania

- Officer Cards due to be filled out and sent to headquarters right after Chapter officers are elected in June with per capita per officers before August 31 XXXX each year.
- Nominations in May, Election in June, Installation in July
- Membership dues starts July 1st and paid before November 30th each year. Membership is good for one year July 1 XXXX to June 30 XXXX.
- Roster and per capita due July 1st to November 30th of each year.
- Consolidated Chapter Report runs from May 1st to April 30th, report to your Regional Director by May 15th each year.
- You must give your Post a monthly report including financial. Also, a yearly Consolidated Chapter Report.
- ***Should not*** use “Poker or Dice” for Benefit Rides, goes against Pennsylvania Small Game of Chance Rules. (***Could*** result in Post losing Small Game of Chance license or fines)

American Legion Riders of Pennsylvania

Chapter _____

Monthly Meeting

All officers should be wearing their vests, each wearing the official American Legion cap and the official badge of office.

The colors shall already be in place along with the POW/MIA empty chair and flag or chair back cover. The Director shall announce the meeting is about to open. All officers shall take their stations.

1. Secure the Room, Call the meeting to order and Salute the colors:

- *The Director shall seat those present with one rap of the gavel and the doors of the meeting room shall be closed by the Sgt-At-Arms - "Be seated."*
- *Ask the Sgt-At-Arms if the room is secured- "Sgt-At-Arms is the room secured?"*
- *The Sgt-At-Arms replies - "The room is secured."*
- *Ask the Sgt-At-Arms if the colors are in place - "Sgt-At-Arms are the colors in place?"*
- *The Sgt-At-Arms replies - "The colors are in place."*
- *The Director shall give three raps of the gavel and all that are present shall stand at attention - "Please rise."*
- *Salute the colors – With the colors in place "Hand Salute" short pause "Two".*

2. Opening prayer

- *The Director shall ask for all to remove their caps and place them over their hearts until the conclusion of the Pledge of Allegiance - "Uncover and remain standing with your cap removed and placed over your heart until the conclusion of the Pledge of Allegiance".*
- *The Director shall call for the Chaplain to give the opening prayer - "The Chaplain will offer prayer".*
- *The Chaplain will now offer the prayer. In place of the following prayer, the chaplain may deliver one of the same length and general tenor:*

- **"Almighty God, Father of all mankind and Judge over nations, we pray Thee to guide our work in this meeting and in all our days. Send Thy peace to our nation and to all nations. Hasten the fulfillment of Thy promise of peace that shall have no end. We pray for those who serve the people and guard the public welfare that by Thy blessing they may be enabled to discharge their duties honestly and well. We pray for our comrades that by Thy help they may observe the strictest Justice, keep alight the fires of Freedom, strive earnestly for the spirit of Democracy; and preserve untarnished our loyalty to our Country and to Thee. Finally, O God of mercy, we ask Thy blessing and comfort for those comrades who are suffering mental and physical disability. Cheer them and bring them the blessings of health and happiness. Amen."**

3. POW /MIA Empty Chair Ceremony:

- **The Director shall read – Resolution 288 adopted at the 67th National Convention, calls for designating a POW/MIA Empty Chair at all official meetings of the American Legion as a physical symbol of the many of American POW/MIAs still unaccounted for from all the wars and conflicts involving the United States of America. This is a reminder for all of us to spare no effort to secure the release of any American prisoners from captivity, the repatriation of the remains of those who died bravely in defense of liberty, and full accounting of those missing. Let us rededicate ourselves for this vital endeavor!"**
- **Salute to POW/MIA flag-Face the flag, "Hand Salute" short pause "Two".**

4. Pledge of Allegiance:

- **The Director will lead the Pledge of Allegiance – Please join me in reading the Pledge of Allegiance. "I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."**
- **The Director will ask for all to replace their caps - "Recover."**

5. Preamble of the Constitution of the American Legion:

- **The Director will lead the Preamble of the Constitution – Please join me in reciting the preamble of the Constitution. "For God and Country, we associate ourselves together for the following purposes; To uphold and defend the Constitution of the United States of America; to maintain law and order; to foster and perpetuate a one hundred percent Americanism; to preserve the memories and incidents of our associations in A l l W a r s ; 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 posterity the principles of justice, freedom and democracy; to consecrate and sanctify our comradeship by our devotion to mutual helpfulness."**

6. **American Legion Rider's Creed:**
 - The Director will lead the Rider's Creed- **Please join me in reciting the American Legion Rider's Creed. "For God, for Country, for our freedom, for those who serve, for those who have served, for POW's and MIA's, for their families and ours, for our community, we ride for all."**
7. **Declare Meeting Convened:**
 - The Director shall re-seat those present with one rap of the gavel and then say- **"Be seated. "I now declare the American Legion Riders Department of Pennsylvania, Chapter _meeting regularly convened."**
8. **Roll call of officers and Verify That Enough Members are Present to Have a Quorum:**
 - The Secretary shall call the names of the Chapter's officers and record the presents or absents of each officer in the meeting minutes.
 - The Director shall verify that enough members are present to have a quorum to conduct business as per the number the Chapter has voted on in Article VII Section 4 of their approved By-Laws. This will be recorded in the meeting minutes.
9. **Reading of the Meeting Minutes from Previous Meeting:**
 - The Secretary shall read the meeting minutes from the previous meeting.
 - The Director shall ask- **"Are there any questions, additions or corrections?"**
 - If there were no additions, corrections or other changes to the minutes the Director shall ask - **"Motion to accept the minutes as read, is there a second, all in favor, all opposed."**
 - If there were additions or corrections to the meeting minutes the Director shall ask- **"Motion to accept the meeting minutes as amended, is there a second, all in favor, all opposed."**
 - The Director shall state whether the motion was accepted or rejected, and the Secretary shall record this in the meeting minutes.
10. **Introduction of guests and prospective new members:**
 - The Director shall ask the guests and prospective new members to introduce themselves and state their nature of business.
 - The Director shall allow each guest to state their reason for their presents to the members after which they shall be excused from the meeting.
 - The Director shall have all current prospective new members if they have met the minimum required requirements to temporarily leave the meeting so they can be voted on.
 - The Director shall ask- **"Any questions on the prospective new member(s)?"**
 - The Director shall ask for each prospective new member - **"Motion to accept prospective new member name of prospective new member, is there a second, all in favor, all opposed."**
 - The Director shall state whether the prospective new member was accepted or rejected, and the Secretary shall record this in the meeting minutes.

- After each prospective new member has been voted on the Sgt-At-Arms will let the prospective new members that were accepted return to the meeting and those rejected told why and not allowed to return to the meeting.

11. Reading of the Treasurer's report.

- The Treasurer shall read the treasurer's report to report the financial transactions conducted during the previous month and the current account balance.
- The Director shall ask - **"Are there any questions, additions or corrections?"**
- If there were no additions or corrections to the treasurer's report the Director shall ask - **"Motion to accept the treasurer's report as read, is there a second, all in favor, all opposed."**
- If there were additions or corrections to the treasurer's report the Director shall ask - **"Motion to accept the treasurer's report as amended, is there a second, all in favor, all opposed."**
- The Director shall state whether the motion was accepted or rejected, and the Secretary shall record this in the meeting minutes.

12. Membership Report:

- The Director shall ask the Membership Chairperson for the current membership report.

13. Road Captain Report:

- The Director shall ask the Road Captain for the current road captain report.

14. Committee Reports:

- The Director shall ask for reports from all of the appointed Chapter's committees.

15. Sick Call:

- The Director shall ask everyone about anyone that maybe on sick call.

16. Unfinished Business:

- The Director will revisit and discuss any of the unfinished business still outstanding not voted upon and settled by the members.
- The Director then shall ask everyone about any other unfinished business that has been forgotten about or not dealt with previously.

17. New Business and Correspondence:

- The Director shall ask first about any newly received correspondence by any member of the Chapter.
- The Director then will bring up any new business that has come to their attention since the last meeting.
- Lastly the Director will ask everyone about any other new business that has come to their attention since the last meeting.

18. Memorial to a Departed Rider:

- If there has been a Rider that has departed us this is the time to reflect and pay respect to them.

19. Upcoming Events Report:

- The Director will bring up any new information on events or rides that has come to their attention since the last meeting.
- The Director shall then ask anyone that has received any information since the last meeting about new events or rides to share them with the membership.

20. For the Good of the American Legion Riders:

- The Director first will bring up any item that has come to their attention since the last meeting for the good of the American Legion Riders.
- Then the Director will ask everyone about any other item that is for the good of the American Legion Riders.

21. Closing the Meeting and Retiring of the Colors:

- The Director shall ask - **"Is there any further business to come before this meeting?"**
- If so, discuss the further business.
- If not, the Director shall give three raps of the gavel and all that are present shall uncover and stand at attention - **"Please rise and uncover."**
- The Director shall call for the Chaplain to lead us in memorial service – **"The Chaplain will lead us in memorial service."**
- The Chaplain will now offer the memorial service:
- **"Our Heavenly Father, we deem this a fitting time to pay our respects to our departed comrades. As we stand with bowed heads in reverence to them, let us remember the good deeds they accomplished. Let us revere them, as good soldiers who fought the good fight in a just cause, let us silently pray for peace that passes all understanding. And let us in mind and soul consecrate our hearts and lives to the real America, the land of the free and the home of the brave, the America worth fighting for. As we stand in silence to our departed comrades, may we sincerely say, 'May their souls rest in peace.' Let us also remember the POW's and the MIA's still unaccounted for from the Wars and Conflicts. Amen."**
- The Director will ask for all to replace their caps – **"Recover."**
- The Director will then ask the Sgt-At-Arms- **"Sgt-At-Arms, recover the POW/MIA flag."**
- The Sgt-At-Arms picks up the flag or chair back cover off the chair and folds it, steps back and places the POW/MIA flag on the table in front of the Director.

- The Director shall read - **"Till we meet again let us remember our obligation to our country can be fulfilled only by the faithful performance of all duties of citizenship. Let service to the community, state and nation be ever a main objective of the American Legion and its members. Let us be ever watchful of the honor of our country, our organization and ourselves, that nothing shall swerve us from the path of justice, Freedom and Democracy."**
- Salute the colors - **"Hand Salute"** short pause **"Two"** short pause **"The colors are retired."**

22. Adjourning the Meeting:

- The Director shall read - **"I now declare this meeting of _____ Post No. _____ Department of _____ Chapter _____ adjourned."**
- The Director shall officially adjourn the meeting with one rap of the gavel.



The American Legion Riders

Chapter # _____ (City) _____, PA

Member Information Form/Application for Membership

One applicant per form

Check One: ☐ New Member ☐ Renewal ☐ Transfer (Transfer from: Pennsylvania Chapter # _____)

Complete this section in its entirety.

Member of: Legion ☐ SAL ☐ Auxiliary ☐ at Post # _____ Card Year: _____ Member#: _____
Year Shown on Card # on Legion, SAL or Aux Card

Last Name: _____ First Name: _____

Home Address: _____

Apt: _____

City: _____ State: _____ Zip: _____

Home Phone: () _____ - _____ Cell Phone: () _____ - _____

Name of Spouse: _____

Birth Date: _____ / _____ / _____ Email address: _____

Emergency Contact Name: _____ Phone: () _____ - _____

Make: _____ Model: _____ Displacement: _____

Check the box alongside the appropriate statement below that applies to you.

- "I, the undersigned, certify that the motorcycle listed above is registered in my name and in accordance with state, city, and/or local licensing and registration requirements. I further certify that I carry property and liability insurance for myself, my passengers, and my motorcycle which meets at least the minimum state, city, and/or local insurance requirements. I also certify that I carry a valid driver's license with either a cycle endorsement or a valid Motorcyclist Temporary Instruction Permit in accordance with state, city, and/or local laws. If my status changes, I will request, complete, and submit a new Member Information Form."

- "I am joining as a Spouse of the following Rider: _____

_____. I will not be operating a motorcycle as an American Legion Rider, but may be participating in American Legion Rider events as a passenger. If my status changes, I will request, complete, and submit a new Member Information Form."

Signed: _____ Date: _____

Must be signed by applicant. Each applicant uses a separate form.

LEGION RIDERS MEMBER DATA FORM

(PLEASE USE INK AND UPPERCASE LETTERS)

DATE: _____

MEMBER ID # (9-DIGIT): _____ DEPT: _____ CHAPTER #: _____

NAME: _____
(FIRST, MI, LAST, SUFFIX)

MEMBERSHIP RECORD CHANGE/ TRANSFER

_____ DECEASED

NAME CORRECTION

(FIRST, MI, LAST, SUFFIX)

NEW ADDRESS

LINE 1: _____

LINE 2: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE #: _____ EMAIL: _____

DATE OF BIRTH: _____
(MO/DAY/YEAR)

MEMBER TRANSFERRING FROM: DEPT _____ FORMER POST# _____
(ALPHA CODE)

MEMBER TRANSFERRING TO: DEPT _____ NEW POST# _____
(ALPHA CODE)

BOTH SIGNATURES REQUIRED FOR TRANSFERS

SIGNATURE – CHAPTER DIRECTOR

SIGNATURE – MEMBER

2023

AMERICAN LEGION RIDERS

2023

Department of Pennsylvania

PO Box 2324, Harrisburg PA 17105-2324

THIS CARD MUST BE COMPLETED AND RETURNED TO DEPARTMENT HEADQUARTERS BY
July 1, 2022

Chapter #: _____ Name of Chapter/Location City: _____

Region No. _____ Post Commander signature: _____

Director. (Name): _____ Mbr. ID#: _____

(Street) (City) (Zip) (home or cell phone) (email)

Asst. Director (Name): _____ Mbr. ID#: _____

(Street) (City) (Zip) (home or cell phone) (email)

Secy. (Name) _____ Mbr. ID#: _____

(Street) (City) (Zip) (home or cell phone) (email)

Treas. (Name): _____ Mbr. ID#: _____

(Street) (City) (Zip) (home or cell phone) (email)

Road Capt. (Name) _____ Mbr. ID#: _____

(Street) (City) (Zip) (home or cell phone) (email)

Please print or type the above information

Chapter Roster Form

(MS Excel online)

Below is a sample of the chapter roster form. This form should be updated whenever there is an addition or subtraction of members to each chapter. By doing this monthly your total member report to department will be easier. After the chapter meeting in June of each year, this form should be updated and sent to the Regional Director. In July, based on the total chapter members annual dues should be sent to department.

[illegible]

Installation of American Legion Riders Chapter Officers

Installing Officer: “As I call your name, please form a line in front of me beginning on my right and forming to the left.”

Director _____

Assistant Director _____

Treasurer _____

Secretary _____

Road Captain _____

Installing Officer: “My fellow American Legion Riders, you have been chosen to fill the various offices of the Legion Riders of _____ Chapter # _____. Familiarize yourselves with the duties of your offices and carry out those duties with the same spirit from which arose The American Legion Family.

The Legion Riders consist of all affiliated American Legion organizations, Legionnaires, Auxiliary and Sons of the American Legion. The welfare and success of this organization depends on you, as does the preservation of the integrity of The American Legion. Protect the good name of The American Legion with the people of our great Nation; help them to know the Legion’s purposes and policies. Remember the tolerance that animates us as members; remember there is no rank among us for we all serve as equals. We all are aiming for the same goals – the ideals of Justice, Freedom, Democracy and Loyalty.

“Remember, too, the cardinal principles of The American Legion are “The rehabilitation of all disabled veterans:

The care of the dependents of those who’ve answered the final call.

The care of those who now are suffering from wounds, disease and want; “The education of our children...” And Service to the Community, State and Nation.

Installing Officer: "I, _____, do solemnly pledge myself / to perform faithfully and impartially / the duties of the office of / The American Legion Riders / I am about to assume, / and I further pledge / I am not a member of / and do not subscribe to / the principles of any group opposed to our form of government.

Installing Officer: "Hands down."

(The Installing Officer will have the incoming Director approach the podium.)

Installing Officer: "To you Director _____, are entrusted very important duties. You must teach and protect the cardinal principles of The American Legion throughout your group. You are entrusted with the supervision of the duties of all officers of the Legion Riders. The poor and troubled will come to you and you must see no veteran is turned away without full justice. "Loyalty to your Chapter – to its membership – to the Post, to the Department and National Organizations are obligations which you now assume. "You are more than the presiding officer for meetings; you are guided by the Constitution and the decisions of the group; yet the responsibility of the year's programs is on your shoulders. You must initiate programs and carry them through to completion. You must familiarize yourself with the traditions of your Chapter and The American Legion.

"By your sincere acceptance and earnest performance of these duties, may the trust your fellow Riders have reposed in you be justified.

"I extend to you the congratulations of the Department of Pennsylvania and I wish you well as you assume the responsibilities of your office."

1. (The Installing Officer moves to original position and asks all newly installed officers to face the members and guest in attendance.)

Installing Officer: "Ladies and Gentlemen, I present to you the officers of your choice for the _____ Chapter # _____ American Legion Riders. I congratulate you on the selections you have made. You have chosen them, now it is your duty to aid them in every way.

And Riders, you ride hard, ride fast, ride long, and ride safely for the principals and ideal of the American Legion. Congratulations!

Ever remember that the cardinal purposes of The American Legion Riders are: The rehabilitation of our disabled comrades; To maintain the care of the dependents of those who have answered the final call; To support those who are now suffering the ravages of wounds, disease and want, and to help provide a rightful education of the children of our Country, and provide devoted service to the community, state and nation.

You will raise your right hands and repeat after me, giving your names where I give mine: I _____do solemnly pledge myself ~ to perform faithfully and impartially ~ the duties of the office in The American Legion Riders ~ I am about to assume ~ and I further pledge am not a member of ~ and do not subscribe to the principles of ~ any groups opposed to our form of government. *(You may lower your hands)*

Installing Officer to Membership Chairman:

To you is given the charge of membership. It is the Life's blood of your organization. You must nourish and provide guidance to your members. You must provide a recruiting platform for your chapter, one which can be followed by all members in helping to make your Chapter grow. You will be the Assistant Director's confidant in matters concerning membership. Your responsibilities will be to report monthly at the regular meeting the status of your membership. Report on recruiting programs and their success, and introduce new members to your Chapter Director and the board members. Your position is an important one for without sufficient membership your Chapter will not be able to serve the aims and goals of serving our Veterans and the American Legion Riders organization.

Installing Officer to Historian: Your office is an important one. To you is given the responsibility of preserving and compiling the records of this Chapter. The History of the Chapter is your responsibility. The future can only be judged by the past. Be mindful that the lamp of recorded experience may do much in guiding the footsteps of those who follow. Ever remember that without the recorded history of this Chapter, its policies and accomplishments will be blank to the ones who come after we are gone.

Installing Officer to Sergeant-at-Arms: You will guard against the loss of one of The American Legion Rider's greatest possessions...our deep and abiding spirit of comradeship among our American Legion Family members. Into your hands is given charge of the stand of colors, which you will properly display at all Chapter meetings and on ceremonial occasions. You will prepare the meeting halls for all official functions as well as maintaining order during those functions. You will learn the identity of and introduce to the Director and members all visiting riders and guests of the Chapter. You will also assist the Chapter Road Captain during all group rides in helping to maintain the integrity, safety, and awareness of your Chapter during group runs...You are the sentinel of this Chapter

Installing Officer to Chaplain: To you is given the spiritual leadership of this Chapter. You will, I know, lend dignity and respect to your office. You should be in close confidence with the Director and the other officers of this Chapter, and should attend all meetings of the Chapter. You should be ready, upon occasion, to take your part in the initiation of new members, the dedication of halls, monuments or colors, and the funeral services for a fellow rider. Into your keeping we place the spirit of comradeship of this Chapter. May harmony and unity prevail.

Installing Officer to Road Captain:

Your position is one of the most important in your ALR Chapter, you are an integral key and should maintain the highest standards of professionalism and operational awareness. Group rides require extreme vigilance and awareness, qualities you will need to instill in your riders. You are responsible for maintaining the integrity of the Chapter during any rides. This will include taking into consideration the route, riding conditions, mechanical condition of the motorcycles, and experience level of the riders. Additional responsibilities to your Chapter and its riders will be that of educating and informing your riders of any pertinent information available for safe motorcycle operation. The health and well being of your riders with respect to safe operation of their motorcycles is in your hands. To you is tasked the monumental responsibility of maintaining the Safety of your Chapter riders.

Installing Officer to Treasurer: You are the keeper of the moneys and in you is reposed the financial policy of the Chapter. You are the Chapter Directors representative on all financial matters concerning your Chapter. To you is given charge of the year's budget and to you is given the duty of the payment of any obligations when proper authorization has been given for such payment. Your position is an important one, demanding integrity and honesty. Your election to this office signifies that your fellow riders have implicit trust in you. Guard well that trust.

Installing Officer to Secretary: My fellow rider, you have been chosen to assist your Director in the wise and effective administration of this office and to serve not only your fellow riders, but those whose relationship to our organization has led them to look to us for guidance and relief. You will find your duties many, varied, and at times taxing of your crowded hours and resources. The successful accomplishment of your program depends, to a great extent, upon your performance of the duties of your office.

Installing Officer to Assistant-Director: To you is given the responsibility of an active cooperation between yourself and the Director. Particularly, you should interest yourself in the Rider membership of the Chapter. You should be assisted by the Membership Chairman or the most active and devoted members. No single factor has so important an influence in the Chapter's causes as membership. You will be the exponent of means of safeguarding the honor of the Flag of our Country. To you are committed these endeavors with the expectation that you shall fulfill each and every one of them. You are the teacher of Democracy.

Installing Officer to Outgoing Director: My fellow rider—you have just completed a year of impressive service to The American Legion Riders, Chapter, _____ and to the _____ Region. The record of your Chapter, indicates the quality of that service. Through your earnest performance of the duties of leadership, you have truly justified the great trust, which your Chapter members reposed in you. Although the mantle of leadership is now being passed to another, a greater responsibility remains with you. You possess a great knowledge gained through your leadership experience. Place this wisdom at the disposal of your successors in order that your fellow riders may benefit. Through your station maintain the principle of "Freedom" within this Chapter. On behalf of Region _____ and the State Board, I thank you for the splendid service you have rendered The American Legion Riders, and The American Legion Department of Pennsylvania...a job well done!!...

(THREE RAPS OF THE GAVEL) "All Rise"- Installing Officer to Director:

To you, my fellow rider, is entrusted a very important duty, that of teaching and protecting the cardinal principles of The American Legion Riders throughout your entire Chapter. To you is entrusted supervision of the duties of all other officers of the Chapter. To you may come the indigent and the distressed and it is your duty to see that no worthy comrade is turned away without full justice. It is your duty to see that Freedom is ever the watchword of those with whom you may come in contact. Loyalty to your Chapter, to its membership, to The American Legion Riders State Organization, and to the National Organization, are obligations, which you now assume. You are guided by the Constitution, by-laws, and by the decisions of the Chapter as a body, yet the responsibility for the success of the year's program sits squarely on your shoulders. You must initiate your programs and carry them through to completion. You must thoroughly familiarize yourself with the policies and traditions of your Chapter and of The American Legion Riders. By your sincere acceptance and earnest performance of these duties, may the great trust, which your fellow riders have reposed in you, be justified. To you I extend the congratulations of the Department, and I wish you well, as you assume the responsibilities of your office.

Installing Officer: My fellow riders, I present to you the officers of your choice. Congratulations on your selections. Now that you have chosen them to guide the destinies of this Chapter it is your duty to help them in every way. Help keep The American Legion Riders a free organization for free men and women, faithful to its principles and ideals."

Installing Officer: Shake hands with all elected officers

Installing Officer: "Chaplain, the installation prayer please." **Uncover, Then cover**

Installing Officer: Mr. Director, I present to you this gavel. It will serve as the symbol of honor and integrity as you govern your Chapter. It is your charge to see to it that all members of your Chapter adhere to the Constitutions and By-Laws of the American Legion and the American Legion Riders, and that all members will proudly represent the American Legion Riders Chapter _____ with Pride and Respect.

Mr. Director, **(ONE RAP OF THE GAVEL)** will seat your membership.

Installing Officer: Introduce your installing team...let them speak if appropriate..

Chaplain:

INSTALLATION PRAYER

O, God of might, wisdom and justice, through whom authority is rightly administered, assist with thy spirit of counsel and fortitude these newly installed officers. May they accept the challenge of their oath. Impress upon each one the importance of the duties as well as the honors of their office. May they know the value of working together with you my Lord, lead them in the problems that will confront them, keeping them ever mindful of the heritage to be preserved by our riders, living and departed. Vouch safe unto them wisdom and protecting care throughout the year. ~AMEN

Sergeant-at-Arms: "I present to you the newly elected officers of this Chapter... whose eligibility records for membership in The American Legion Riders have been duly checked and authenticated."



ALR Installation Chapter ____ Date _____

NAMES: PLEASE PRINT

****Membership Chairperson:** _____

****Historian:** _____

****Sergeant-at-Arms** _____

****Chaplain:** _____

***Road Captain:** _____

***Treasurer:** _____

***Secretary:** _____

***Assistant Director:** _____

***Outgoing Director:** _____

***Director:** _____

Installers:/.....

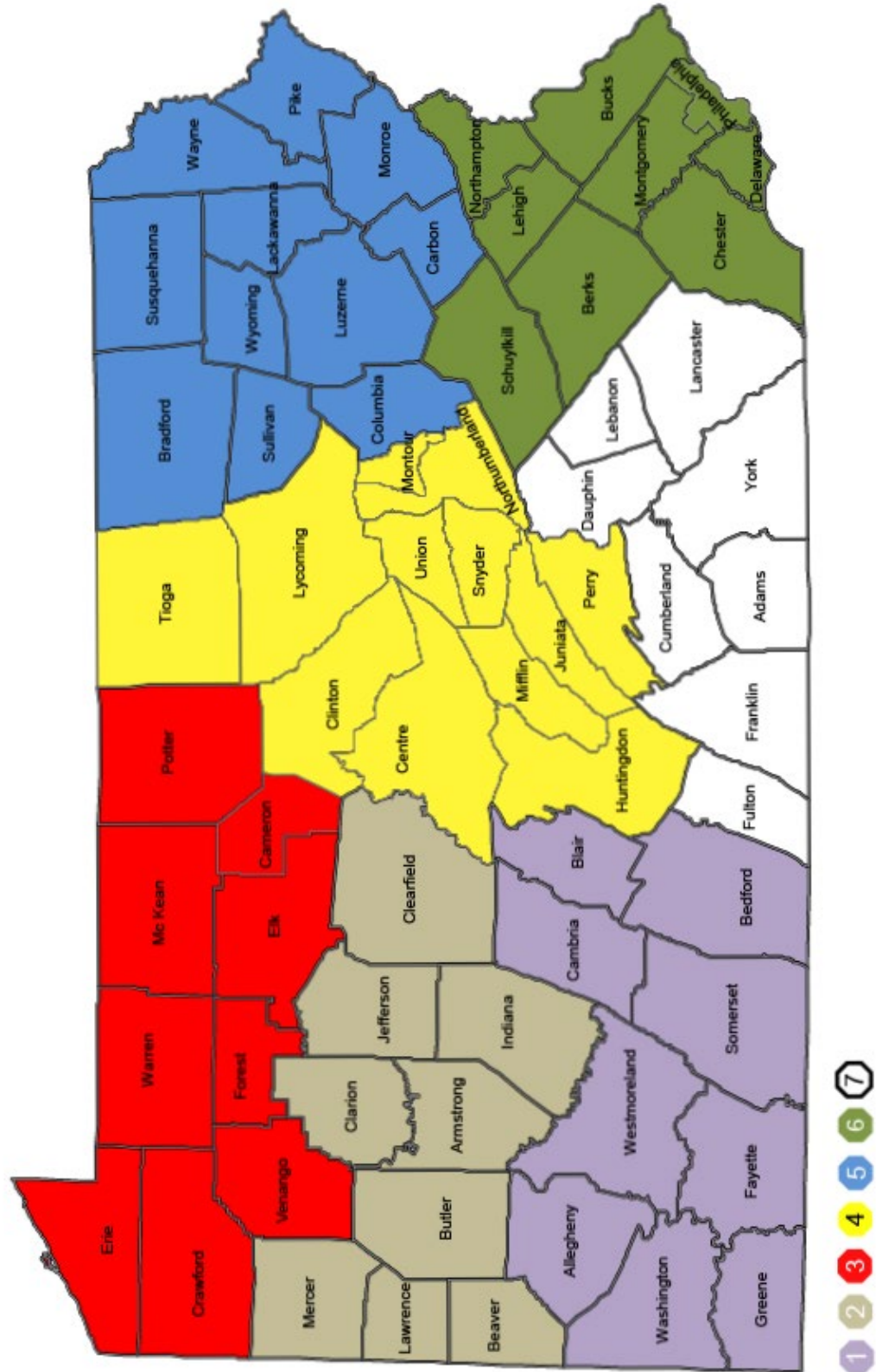
...../.....

...../.....

*** Elected Officers**

****Appointed/Elected Officers**

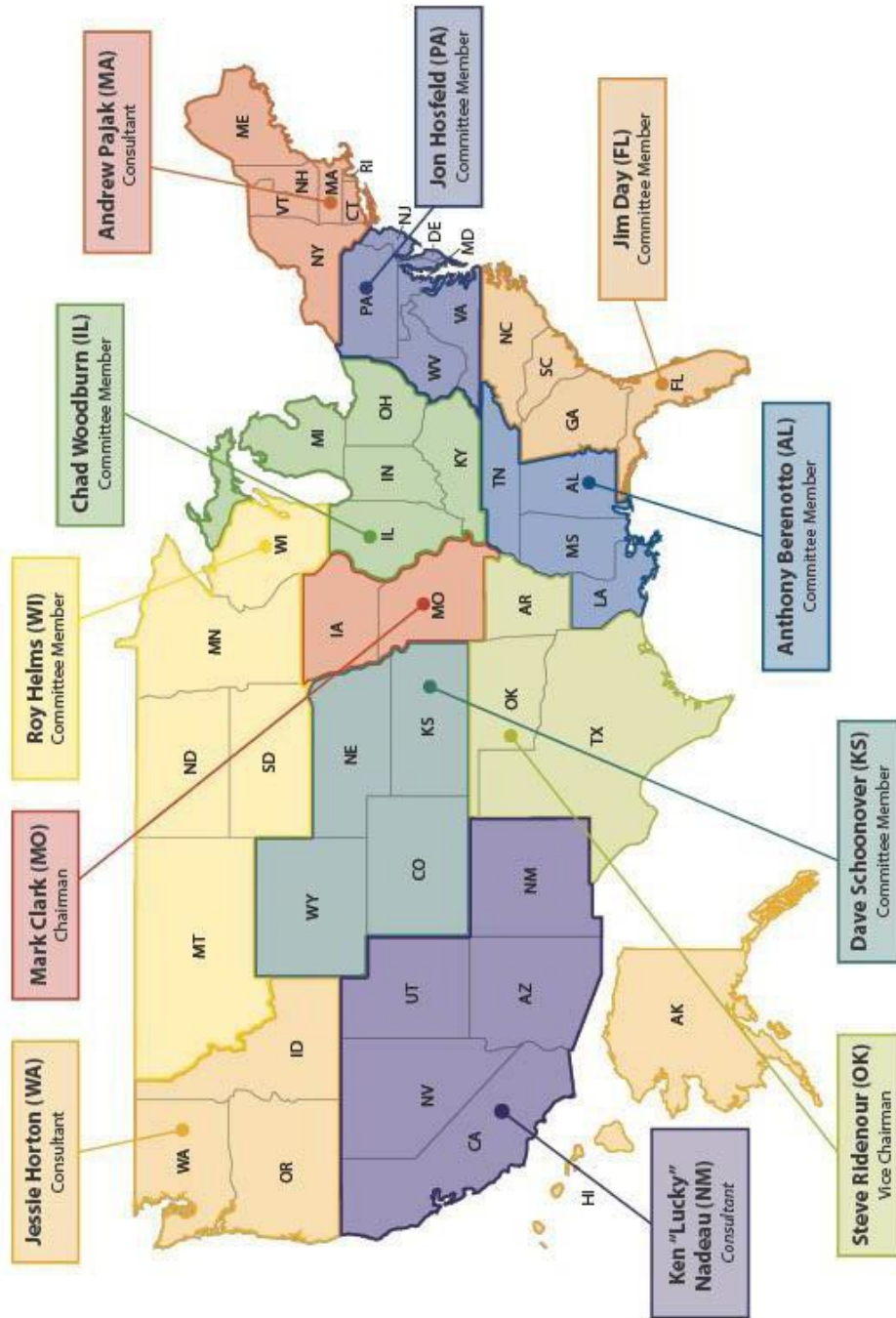
American Legion Riders, Department of Pennsylvania, Region Map



Notes: Regional Director Map By County



National American Legion Riders Advisory Committee



Mark Clark (MO)
Chairman
mandclark@comcast.net
MO, IA

Steve Ridenour (OK)
Vice Chairman
ridenours@sbglobal.net
AR, OK, TX

Jon Hosfeld (PA)
Committee Member
jonhosfeld@hotmail.com
PA, WV, VA, DE, MD, NJ, DC

Jim Day (FL)
Committee Member
jday4x4@icloud.com
FL, GA, SC, NC

Chad Woodburn (IL)
Committee Member
chad.t.woodburn@gmail.com
IL, IN, OH, MI, KY

Roy Helms (WI)
Committee Member
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WI, MN, SD, ND, MT

Anthony Berenotto (AL)
Committee Member
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AL, MS, TN, LA

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Committee Member
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KS, CO, WY, NE

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RI, CT, MA, NH, VT, ME, NY

Jessie Horton (WA)
Consultant
adjutant@walegion.org
AK, HI, OR, WA, ID

Ken "Lucky" Nadeau (NM)
Consultant
nadeau@lanl.gov
AZ, CA, NM, NV, UT

Bob Sussan (FL)
Consultant
bobsussan@comcast.net
Puerto Rico, France, Philippines, Mexico

Regional Director American Legion Riders Pennsylvania

Duties of a State Regional Directors. The State Regional Directors will assist new chapters that wish to form. Visit each chapter in the region to ensure compliance to the State ALR mandated By-Laws. Ensure that all state information is given to the chapters in their region. Report on the region at all State ALR Executive Committee meetings.

Recommended duties and responsibilities of the Regional Director.

Keep good records of all rosters and officers for each chapter including contact information. Communication between the chapters, regional director, state director and department are essential. Without good communication we can not operate or grow as an organization.

Keep the State Director informed of major activities and status of each chapter ie new chapters, closing chapters, major rides, events and any disruptions that may occur. The State Director needs Regional Directors give notice of any potential disruptions.

Act as a liaison between Department, State Director and Chapters for information and membership.

Monitor on at least a monthly basis the Department web site membership Region and Chapter summaries. These reports show the membership status of each region and chapter. Go to <https://pa-legion.com> scroll to bottom look for 'Membership'. Select membership and each region and chapter will appear with number of members, type (Class A, SAL, Aux). It is important to communicate to the officers of each chapter the importance of keeping up the 'per capita' dues.

Ensure officer cards and rosters are submitted on time to the Department membership personal.

Attend DEC and Convention. Within 2 weeks of DEC or Convention a Regional meeting should be held to transmit information received from DEC and Convention. This is a great time to share rides and info between chapters. Also, it is the time to solicit ideas, answer questions and record questions and concerns for the next DEC and Convention. No problems are solved unless someone presents them.

Attempt to solve any disputes between the post and chapter. Intervention diplomatically can save a chapter from failure.

Be accessible to all members in the region. Provide phone numbers, email and paper mail addresses. You must be there for the membership.

Be active in rides hosted by chapters.

It is helpful to have a data base of all officers for each chapter.

Promote the Riders at County and District meetings. Attend the meetings and keep everyone informed of what the riders are involved in. The more Post Commanders and District Commanders know about our organization and the good we do the better. This where support for the riders begins,

Take part and encourage our members to take part in Post activities. The more we do for the Post the more they will do for us.

Encourage chapter members to attend Post meetings and hold offices within their Posts. There is a lot of information passed along at the Post level that chapter members should be aware of.

Monitor Consolidated Chapter Reports (CCR). These reports need to be submitted to the Regional Director May 1 who sends them to our Committee Chairperson. A copy should also be supplied to the sponsoring post for incorporation into the Post Consolidated Report (PCR). This is information that is needed and shows the post the importance of maintaining an ALR Chapter.

Visit each chapter in your region at least annually. This is important if for nothing else it shows the chapter you are interested in them.

Ensure each Chapter and Post Commander has a copy of our current Constitution, By-Laws and Officer and Directors Manual. This is important for oversight of each chapter by the post.

The attitude of the Regional Director should be 'How can I make my Region better than it was when I came into office.' This includes meetings, record keeping, monitoring activities and most importantly communications.

Keep in mind if you accept the position be prepared to perform the duties of director to the best of your ability. Your Chapters, Committeeman, Posts, Department, and members depend on you.

Ensure all chapter officers maintain their chapters in accordance with the Constitution and By-Laws to avoid anyone bringing discredit to our organization. i.e. When and where to display the ALR logo on vests, who can represent the riders and actions during benefit runs.

As a Regional Director you do not have the ability to dictate or restrict chapters and their activities. You do have the ability to advise.

Consolidated Chapter Report (CCR) - Instruction Sheet

CCR run from May 1st to April 30th. Reports due to the Regional Directors by May 15th. Regional Directors report to the Committee Chair-person by June 1st each year.

Purpose: The CCR is designed to log your Legion Rider Chapter's activities. The American Legion is a volunteer non-profit organization. To product our non-profit status, good policy is to report activity by volunteer hours and charitable giving. This information gives your Regional Director, State President, Department Commander and National Commander the consolidated data to report the good work of the American Legion.

Recommended Practice: Your Chapter Secretary should maintain the CCR on a monthly basis. During your monthly chapter meeting while discussing upcoming events or the success of a past event, the necessary data is available to update the report. This practice will have you prepared for yearend and send to your Regional Director. You can use this form in an electronic form or print and hand write the information. When using it electronically it will allow you to total you activity and save the form with your annual history. If you print and hand write, you can take a picture of the completed form and email/text to your Regional Director.

Example CCR Form: When you download the CCR form from the website, save it as your own Chapter for example; ALR10CCR2017. This will indicate to your Regional Director which chapter's form they have and from what date period.

Report Columns/Fields

Reg. = Regional Number

Chap. = Your ALR Chapter Number

Date = Date the event or activity took place. This name should indicate the location.

Event Type = Try to use the listed names below. This will allow the list to be sorted when all State data is consolidated. This will provide a total of how many hours were volunteered for funerals, money donated to veterans home or funds raised, etc.

Visit —A group visit to a veteran's home, hospital or other veteran's organization.

Community — Attended and supported a community service based event.

Fundraiser —This should be used for all events where you raise money, if the money is intended for a specific charity or for your general account to use for a future charity.

Parade – Use this for parade you participated in and how many man hours total, each rider times the amount of hours for the ride.

Funeral —This should be used for Flag Lines, Escorts, and grave side services. Report the total man hours, each rider times the amount of hours.

Donation — Any donations made to a person or organization.

[illegible]

**American Legion Riders, Department of Pennsylvania
Consolidated Chapter Report (CCR)**

[illegible]

Social Media Use

By now, most folks understand the wonders of Social Media. Free Advertising for our events, quick communication with our members, electronic reminders of upcoming rides and special events. Facebook and other social media sites are a very useful tool. Chapters are strongly encouraged to participate and use social media to help them in their mission.

However, social media can also be mis-used and abused, casting an ugly shadow on our organization. All members should be counseled on its use and proper protocols for representing the American Legion Riders and the American Legion.

Individual members should not use ALR or Legion

Logos as their profile picture. Photographs of the member wearing their vest is acceptable.

A legion cover or ALR hat or beret should not be worn in Profile photos.

Social media should be used to promote our events and programs. It should NEVER be used to air complaints or disagreements. The regular meeting of the Chapter or Post is the ONLY place these should be discussed.

Each member has their own social media page, and they have the freedom of speech right to post whatever they choose on their own page. The problem with this is that when another person “shares” or “re-tweets” some derogatory remark, it becomes public domain and could lead to legal issues the member didn’t intend. Best advice to give members is to keep the business of the Chapter in the Post. Not on social media.

If you advertise an event on social media and there shall be no mention of “Poker or Dice Run”, it goes against Small Games of Chance rules .

Any Chapter or Post “groups” or “page” must be free of anything political in nature and no endorsement of any political candidate or party is allowed on these pages. Individual members are free to express their political views on their own pages, but these comments must not be “shared” on a Post or Chapter page. The American Legion is a non-political nonprofit organization and under its charter from congress, must remain that way.

Photographs of ALR vest wearing members at non-legion sanctioned events being posted to social media have created some issues for several chapters in the past. Best advice for our members is not to wear the vest if they are participating in another organization’s festivities. Everyone has a camera, and you may not know if

your picture is being taken and put up on dozens of social media sites within minutes. And we all know, once an image is uploaded to social media, it can go viral.

A Chapter Page should have more than one administrator. The Chapter Communications Officer, the Chapter Director and maybe even the Post Public Affairs Officer should all be Admins or Moderators. If a page admin is on vacation, injured, or chooses to discontinue their membership, the page can be recovered and not have to start from scratch. This also prevents “duplicate” pages, giving the appearance of disorganization.

Any Chapter Page title should clearly identify the Name of the Post, it’s city and CHAPTER number.... not “Post” number.

Chapter pages should also contain an invitation to join and clearly state when, where and at what time the Chapter holds its meetings.

It is highly recommended that all posts to the Chapter Page be set to require administrator’s approval before it is posted to the page. This can be set up through the administrators’ “tools”. This can save you a lot of headaches down the road.

It is also recommended that the older and no longer relevant posts be deleted regularly. Only the person who created the post or the administrator of the page can delete these posts.

If you advertise an event to raise funds for a specific cause, it’s a really good idea to also post the results of the fundraiser. How much money was raised? Are there pictures of the Chapter presenting a check? Is there a thank you letter from the beneficiaries? All of this is excellent information to put out on social media.



Sign-in Sheet

American Legion Riders, Chapter _____

Event: _____

Date: _____

RIDERS CREED

*For God, for country, for our
freedom, for those who serve, for
those who have served, for POW's
and MIA's, for their families and
ours, for our community,
We ride for all.*

No	Name	Chapter #	No	Name	Chapter #
1.			26.		
2.			27.		
3.			28.		
4.			29.		
5.			30.		
6.			31.		
7.			32.		
8.			33.		
9.			34.		
10.			35.		
11.			36.		
12.			37.		
13.			38.		
14.			39.		
15.			40.		
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17.			42.		
18.			43.		
19.			44.		
20.			45.		
21.			46.		
22.			47.		
23.			48.		
24.			49.		
25.			50.		

Request For A Limited Licensed Use Of The American Legion Name And/Or Emblem(s)

The name and emblems of The American Legion are registered service marks in the U.S. Trademark Office and protected by criminal and civil provisions of federal law (18 U.S.C.S 705 and 36 U.S.C.SS 21704 and 21705). Under authority of the National Executive Committee's May 2018 Resolution #1, the National Adjutant, or his designated representative (currently only the Director of American Legion Emblem Sales), may grant permission for a limited licensed use of the name and/or emblem(s) of The American Legion for use in accordance with the NEC's May 2018 Resolution #1 and U.S. Trademark Law.

To request this limited licensed use of the name and/or emblem(s) of The American Legion, please complete this form and forward it to your Department Headquarters' Department Adjutant. Your Department Adjutant will forward the completed form to The American Legion – Emblem Sales Division. Please note that the member, or Post, requesting the name and/or emblem(s) use must specifically define the intended use, identify the Post and quantity desired. The limited license, if granted, will only apply to the listed manufacturer.

Any name and/or emblem(s) limited license granted is given on a one-time use for the specific quantity listed. Any additional quantity over this number will require a new request as the manufacturer is strictly prohibited from producing more items than that being authorized. This limited license requires that all items are specifically manufactured as requested and HQ may request a sample item.

Please note that if this limited license request is for merchandise available through American Legion Emblem Sales your request will be denied. If the merchandise is not available through American Legion Emblem Sales, you may receive a limited license for the merchandise manufacture. Please note that if you are denied permission you may still be able to purchase merchandise directly from an approved American Legion licensee or their retail outlets. To view a list of currently approved American Legion licensees, visit our website: <http://emblem.legion.org>.

Fill Out This Form Completely And Fax, Email or Mail To Your Department Headquarters

<u>Purchaser Information</u>		<u>Manufacturer Information</u>	
Post Number _____		Name of Business _____	
Address _____		Address _____	
City _____ State _____ Zip _____		City _____ State _____ Zip _____	
Contact Person _____		Contact Person _____	
Member I.D.# _____		Telephone # _____	
Telephone # _____ Evening # _____		E-mail _____	
Email _____		Product in all parts made in U.S.A.? - - - Yes ___ No ___	
Product Description _____		If not, please attach explanation.	
_____		Imprint instructions – Provide sketch or attach artwork.	

Quantity _____ Price _____			
Purpose/Use of item _____			


Signature _____			

DEPARTMENT USE	FOR OFFICE USE ONLY
# Recommend Approval # Recommend Denial	# Approved # Denied # SAMPLE REQUIRED TO BE SENT TO AMERICAN LEGION NATIONAL HQ
Department Adjutant	National Adjutant or Designated Rep. (A/L Emblem Director)

THIS FORM MAY BE DUPLICATED – 5/15/2019

Emblem Sales

Please contact:
PA Dept Headquarters – Emblem Sales
717-730-9100

	1-Line Legion Riders Back Patch Add 1 line of gold lettering to the bottom of this 8-1/2" x 10" full-back patch
---	--

Lettering guidelines for Department of PA

- Enter only 1 line of lettering with up to 20 characters, including spaces.
- When you click “Add to Basket,” you acknowledge that you’ve read and understand these guidelines.
- Gold lettering will be added to the bottom of this 8-1/2” x 10” full-back patch.

Pennsylvania

State name is required.


Chapter name and post number are optional.

Acceptable examples:

- Pennsylvania
- of Pennsylvania
- Pennsylvania Chapter
- Pennsylvania Post 123

Prohibited examples:

- Ernie Pyle Chapter
- Post 123
- Ernie Pyle Post 123

	1-Line Legion Riders Shoulder Patch Add 1 line of gold lettering to the bottom of this 4" x 3- 1/2" shoulder patch
---	---

Pennsylvania

State name is required.

Chapter name and post number are optional.

Acceptable examples:


- Pennsylvania
- of Pennsylvania
- Pennsylvania Chapter

• Pennsylvania Post 123

Prohibited examples:

- Ernie Pyle Chapter
- Post 123

- Ernie Pyle Post 123

	<p><u>Large Legion Riders Rocker Patch</u> Bottom 1-1/2" x 8-1/2" patch sized to fit large Legion Riders back patches</p>
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Pennsylvania

No Guidelines from Department listed.

	<p><u>Small Legion Riders Rocker Patch</u> Bottom 3/4" x 3-3/4" patch sized to fit small Legion Riders shoulder patches</p>
---	---

Pennsylvania

No Guidelines from Department listed.

	<p><u>POW-MIA Patch</u> Fully embroidered 2-3/8" x 3-3/4" patch</p>
--	---

Pennsylvania

No Guidelines from Department listed.

	<p><u>LEFT SHOULDER EMBRO FLAG</u></p> <p><u>Special Pricing Available</u></p>
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Pennsylvania

No Guidelines from Department listed.

We take great honor in wearing The American Legion Riders vest. Therefore there are specific rules and regulations on wearing the ALR vest and how to place the patches. For more specific guidelines please contact your Chapter Director.

Front of Vest



1. The American Flag shall be the highest patch on the left front of the vest.
2. The POW patch shall be on either side of the front of the vest.
3. The ALR patch shall be on either side of the front of the vest
4. The rocker shall be placed ¼" below the ALR patch. Try to keep these patches above any seams.
5. The rest of the front of the vest can be used for other patches, although no motorcycle club or vulgar patches can be anywhere on the vest.

Back of Vest



1. Top of the large ALR back patch is to be at the center of the arm holes or if there is a seam the top of the patch shall be at the seam.
2. The rocker shall be below the large patch with a gap of ¼" between patch and rocker.
3. There shall be no other patches on the back of the vest. The intention is to create uniformity with the Department of Pennsylvania Riders.

Information available on the WebPage

<https://pa-legion.com/documents-and-forms/>

Riders forms and information

[Riders Membership Form](#)

[RIDERS Officer Card](#)

[RIDERS Convention Delegates Form](#)

[Legion Riders Constitution and By-Laws](#)

[American Legion Riders Officer and Directors Manual](#)

[RIDERS installation cards](#)

[Consolidated Chapter Report \(CCR\) - Instruction Sheet](#)

[Consolidated Chapter Report \(CCR\) fillable](#)

[Member Data Form - fillable](#)

[Riders Membership Roster fillable](#)

[Riders Officer Card - fillable 2021](#)

[Riders state map](#)

[State Ride Registration](#)

[ALR PA State Ride 2020 ITINERARY \(1\)](#)

[State Ride \(Legion Family\)](#)

[State Ride \(Outside donation request\)](#)

Patch Placement

<https://pa-legion.com/pa-legion-riders/riding-vest-patch-placement/>

Rider State Officers

<https://pa-legion.com/pa-legion-riders/pa-riders-officers/>

