

AMERICAN LEGION RIDERS

Department of Pennsylvania



American Legion Riders, Department of Pennsylvania Officer and Director Manual

Department of Pennsylvania, Legion Riders Committee

January 2016

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 compliancy 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.

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Legion Riders Resolution No. 35

American Legion Riders as a National Program

NATIONAL EXECUTIVE COMMITTEE OF THE AMERICAN LEGION

INDIANAPOLIS, INDIANA

October 17-18, 2007

WHEREAS, American Legion Riders (ALR) was established in 1993 as a Post level activity at Garden City American Legion Post 396, Department of Michigan; and

WHEREAS, Today there are more than 700 The ALR groups at the Post, District and Department levels whose membership consists of members of The American Legion, The American Legion Auxiliary or Sons of The American Legion who share a common interest in motorcycle ownership and pleasure riding for veteran's causes; and

WHEREAS, The ALR groups exist in at least 48 states and three foreign countries and evidence a growth pattern over the last five years that reflects a genuine interest in ALR for both current and potential members of The American Legion Family; and

WHEREAS, The purpose of ALR is to use their common interest and association to promote the aims and purposes of The American Legion as well as the promotion of motorcycle safety and awareness; and

WHEREAS, During the 2006 and 2007 calendar years, ALR raised more than \$500,000 for The American Legion Legacy Scholarship while at the local level ALR groups contributions were valued at more than \$75,000 in contribution or volunteer hours to support the programs of The American Legion; and

WHEREAS, Membership growth in The American Legion has increased in many Posts that have supported ALR and in some cases these members now serve in leadership positions with in The American Legion; and

WHEREAS, ALR support those serving in uniform today through participation in such activities as the Patriot Guard, which was founded by the Department of Kansas ALR to provide escorts for our fallen heroes returning from war and taking care of the needs of the families left behind; and

WHEREAS, Many Posts and Departments of The American Legion have already acknowledged their ALR groups as a program and have established guidelines for ALR to follow; and

WHEREAS, In April 2007 an Ad-Hoc Committee appointed by the National Commander met in Indianapolis to discuss the future of ALR as a program based on guidelines developed by the Internal Affairs Commission in 2003; and

WHEREAS, These guidelines, which were validated with minor additions by the Ad-Hoc Committee, will serve as the standard under which all current and future The ALR groups will operate; and

American Legion Riders, Department of Pennsylvania, Officers & Directors Manual

WHEREAS, As The ALR groups continue to increase in number it would be beneficial to both The American Legion and ALR to establish basic guidelines for consistency in all aspects of The ALR groups; and

WHEREAS, The ALR status has been reviewed by the Internal Affairs Commission, which recommends the ALR become a National program; and

WHEREAS, National Finance Commission has reviewed ALR and the need for funding and insurance for the National organization for this program, recommends this program to the National Executive Committee; now, therefore, be it

RESOLVED, By The National Executive Committee of The American Legion in regular meeting assembled in Indianapolis, Indiana, on October 17-18, 2007, That The American Legion adopt American Legion Riders (ALR) as a national program; and, be it further

RESOLVED, That all The American Legion Rider groups must be a program supported by a Post or Department of The American Legion and shall uphold the declared principles of The American Legion as well as conform to and abide by the regulations and decisions of the Department, Post or other duly constituted Department governing body; and, be it further

RESOLVED, That the following guidelines are recommended for The ALR program of The American Legion:

1. All members of The American Legion Riders shall be current members of The American Legion, American Legion Auxiliary or Sons of The American Legion.
2. Each ALR member shall own a motorcycle.
3. Each ALR member shall be properly licensed and insured as required by state law.
4. All ALR members shall strive to maintain the image of The American Legion, at all times upholding The American Legion name and emblem, which symbolizes the integrity and principles of this great organization.
5. All The ALR groups shall avoid the perception of being a "motorcycle club" or biker club".
6. The only recognized The American Legion Rider logo is that which is copyrighted and sold through The American Legion National Emblem sales.
7. All Members will obey the motorcycle laws of their state.
8. No use of rockers with the ALR patch because touching the patch violates trademark laws of the ALR patch.
9. 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 specific special riding events; and, be it further

RESOLVED, That American Legion Rider groups shall abide by The American Legion Constitution and By-Laws as well as the established Post and Department directives; and, be it finally

RESOLVED, That The 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.

FROM RESOLUTION 35 AS VOTED ON BY THE NATIONAL EXECUTIVE COMMITTEE OF THE AMERICAN LEGION ON OCTOBER 17-18, 2007 AND AMENDED BY RESOLUTION 32 BY THE NATIONAL EXECUTIVE COMMITTEE OF THE AMERICAN LEGION ON MAY 4-5, 2011

All American Legion Rider groups must be a program supported by a Post or Department of The American Legion and shall uphold the declared principles of The American Legion as well as conform to and abide by the regulations and decisions of the Department, Post or other duly constituted Department governing body.

The following guidelines are recommended for The ALR program of The American Legion:

1. All members of The American Legion Riders shall be current members of The American Legion, American Legion Auxiliary or Sons of The American Legion
2. **Each ALR member shall establish and maintain membership by owning, individually or through marriage, a motorcycle licensed and insured as required by state law**
3. **ALR programs may allow for continued membership for those members who have given up motorcycle ownership because of age, illness, injury, or other reasons outside the member's control**
4. All ALR members shall strive to maintain the image of The American Legion, at all times upholding The American Legion name and emblem, which symbolizes the integrity and principles of this great organization
5. All The ALR groups shall avoid the perception of being a "motorcycle club" or biker club"
6. The only recognized The American Legion Rider logo is that which is copyrighted and sold through The American Legion National Emblem sales
7. All Members will obey the motorcycle laws of their state
8. No use of rockers with the ALR patch because touching the patch violates trademark laws of the ALR patch
9. 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 specific special riding events.

American Legion Rider groups shall abide by The American Legion Constitution and By-laws as well as the established Post and Department directives.

The 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.

Bold fields indicate what was amended by Resolution 32, May 4-5, 2011

THE AMERICAN LEGION DEPARTMENT
EXECUTIVE COMMITTEE HOLIDAY INN
MOON TOWNSHIP, PENNSYLVANIA
JANUARY 8 – 10, 2010

Resolution No. 1026

Submitted by: Ronald F. Conley

Past Department & National Commander

WHEREAS: In October 2007 the National Executive Committee approved Resolution 35, establishing The American Legion Riders (ALR) as a national program to be administered by the departments and the posts; and

WHEREAS: This resolution established certain guidelines to serve as the standard under which all current and future ALR programs will operate; and

WHEREAS: The increasing numbers of ALR members and groups in the Department of Pennsylvania demonstrate sustained growth that reflects a genuine interest in the Riders for both current and potential members of The American Legion Family; and

WHEREAS: The intent of the ALR is to use their common interests and associations to promote the aims and objectives of The American Legion as well as to enhance the public's perception of motorcycle riders and to promote motorcycle safety and awareness; and

WHEREAS: Membership growth has increased in many posts that have supported ALR and in some cases these members now serve in leadership positions within the department; and

WHEREAS: Many posts within the department have already acknowledged their ALR as a program of the post and have established a variety of guidelines for ALR to follow; and

WHEREAS: As ALR programs continue to increase in number within the Department of Pennsylvania it would be beneficial to both The American Legion and ALR to establish consistent guidelines for the operations of such programs; and

WHEREAS: The ALR programs now operating at post level have been reviewed by the Department of Pennsylvania, which recommends to the Department Executive Committee that the ALR become a department program; and

WHEREAS: The department finance committee has reviewed both the ALR's potential for fundraising and its need for funding and insurance for the department organization of this program, and recommends this program to the Department Executive Committee; now therefore be it

RESOLVED: That The American Legion, Department of Pennsylvania Executive Committee meeting in regular session January 8-10, 2010 at the Holiday Inn, Moon Township, PA adopt The American Legion Riders (ALR) as a department and post program; and be it further

RESOLVED: That the Department establish with existing American Legion Riders a parent ALR program for the Department of Pennsylvania that shall uphold the declared principles of The American Legion as well as conform to and abide by the regulations and decisions made by the department executive committee, department commander, or other duly constituted governing body; and be it further

RESOLVED: That all subordinate American Legion Rider groups must be a program supported by a post or district of The American Legion and shall uphold the declared principles of The American Legion as well as conform to and abide by the regulations and decisions of the Department, Post or other duly constituted Department governing body; and be it further

RESOLVED: That the following guidelines are established for The American Legion Riders program of The American Legion, Department of Pennsylvania:

1. All members of the ALR shall be current members of The American Legion, American Legion Auxiliary or Sons of The American Legion;
2. Each ALR members shall own a motorcycle, or be married to a motorcycle owner under state law;
3. Each ALR member shall be properly licensed and insured as required by state law, and will obey the motorcycle laws of the state;
4. All ALR members shall strive to maintain the image of The American Legion, at all times upholding The American Legion name and emblem, which symbolizes the integrity and principles of this great organization;
5. All ALR programs shall avoid the perception of being a motorcycle or biker “club”;
6. The only recognized ALR logos are those which are copyrighted and sold through The American Legion Emblem sales;
7. There shall be no use of rockers, banners, or patches worn that are meant to touch or partly obscure the main ALR patch and thus violate trademark protection laws regarding the ALR logo;
8. All department ALR program officers, directors, and other leaders appointed or elected must be confirmed by the department executive committee;
9. All vacancies that might occur from time to time in department ALR positions must be filled by the department American Legion Riders and approved by the department executive committee;
10. The department ALR program must report monthly to the department executive committee, or duly appointed representative of the committee, with both an activity report and a financial status report of the department ALR program;
11. The department finance officer or comptroller must be signatory on all accounts established by the department ALR program;
12. All existing or new department or post ALR constitutions or bylaws, and any current or future amendments, must be approved by the Department of Pennsylvania Executive Committee;

13. Sponsoring organizations (i.e., posts and districts) will review liability insurance coverage to ensure that adequate coverage is available to protect the organization, to include the occasional purchase of additional coverage for any special ALR events; and be it further

RESOLVED: That each subordinate ALR program (i.e., posts or districts) within the Department of Pennsylvania will establish similar guidelines as above in regards to its relationship with its hosting post, district, or other governing organization; and be it further

RESOLVED: That American Legion Rider programs shall abide by The American Legion Constitution and By-laws as well as the established department directives; now be it finally

RESOLVED: That The American Legion Department of Pennsylvania shall retain general oversight of ALR programs as regards to proper use of the names and emblems of The American Legion, The American Legion Riders and The American Legion Legacy Run, and shall remain in compliance with the National Constitution and By-Laws of The American Legion.

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 the Great 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.

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.

ARTICLE III - ORGANIZATION 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.

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 a 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.

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 6. 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 7. 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 President, Vice President, 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 ALR/Chapter.

Section 2. Between State ALR meetings, the administrative power of the State ALR shall be vested in the State ALR Executive Committee.

Section 3. 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 - AMENDEMENTS

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.

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:

- a. 1 State ALR President
- b. 1 State ALR Vice President
- c. 1 State ALR Secretary
- d. 1 State ALR Treasurer
- e. 1 State ALR Road Captain
- f. 1 State ALR Chaplain
- g. 1 State ALR Sgt-at-Arms
- h. 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 President and Vice President 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. a. In the event of a vacancy in the office of State ALR President, the State ALR Vice President 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 President. It shall be the duty of the State President to preside at all meetings, have general supervision over the organization. The President 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 President shall perform such other duties as directed by The American Legion DEC.

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

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

President 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 President, 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 President 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 President.

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:

- a. At the Department Convention by the delegates from the respective Region, in which event the Rules for the Department Convention shall govern, or,

b. 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 president 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 president 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.

c. 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 President and The ALR DEC, or fails to attend two successive DEC meetings without giving reasons for his absence there from, the State ALR President, 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 President, 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 President. 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 President, Vice President, 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 President within 30 days after the installation of the new officers. Thereafter the Chapter Executive Committee shall meet monthly or as often as the Chapter President 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 President, 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 President. It shall be the duty of the Chapter President to preside at all meetings of the Chapter and to have general supervision over the business and affairs of the Chapter. The President 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 President shall perform such other duties as directed by the Chapter Executive Committee. The President, or his/her representative, shall make a monthly report at The American Legion Post meeting.

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

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 President, 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 President, 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 President, 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 President

.

Section 3. The Chapter President 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.

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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.

President _____
Vice President _____
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, Ladies 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 President approach the podium.)

Installing Officer: “To you President _____, 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 ideals of the American Legion. Congratulations!

Starting a Legion Riders Chapter

A minimum of five (5) persons are needed: President, Vice President, Secretary, Treasurer and Road Captain. Each member/officer must be a current and in good standing member of The American Legion, Sons of The American Legion or The American Legion Auxiliary. 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. This should be signed by the post commander and adjutant, and sent to The American Legion, Department of Pennsylvania at the address listed below. This must be voted on at a regular post meeting and the number of members present at the meeting should also be noted.

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

Chapter Officers Contact Information

(MS Word version online)

Chapter # _____

(To be completed By New Chapters or after annual elections)

President Name: _____ Phone: _____
Address: _____ E-Mail: _____
City: _____ State: _____ Zip: _____ ID# _____

V. Pres. Name: _____ Phone: _____
Address: _____ E-Mail: _____
City: _____ State: _____ Zip: _____ ID# _____

Treasurer Name: _____ Phone: _____
Address: _____ E-Mail: _____
City: _____ State: _____ Zip: _____ ID# _____

Secretary Name: _____ Phone: _____
Address: _____ E-Mail: _____
City: _____ State: _____ Zip: _____ ID# _____

Road Capt Name: _____ Phone: _____
Address: _____ E-Mail: _____
City: _____ State: _____ Zip: _____ ID# _____

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]

ALR, Department of Pennsylvania Chapter # _____

Membership Application and Information Form

(PDF Version online)

Last Name: _____ First Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Email Address: _____

Spouse Name: _____ Contact Number: _____

Member of Post: _____ Membership ID#: _____ Legionnaire S.A.L. Auxiliary

You will be: Driver or Passenger Emergency Contact: _____ Phone: _____

About Your Bike

Year: _____ Make: _____ Model: _____ CC's: _____

Signature: _____ Date: _____

For Administration use only

Valid Legion, ALA or SAL Card - copy attached: Yes: _____ No: _____

Valid Driver's License with Motorcycle Endorsement or Separate Valid Learners Permit - copy attached:
Yes: _____ No: _____

Valid Owners Registration - copy attached: Yes: _____ No: _____

Valid Insurance Card - copy attached: Yes: _____ No: _____

Membership Chairman Review Complete: Yes: _____

Road Captain Review Complete: Yes: _____

Membership Approved: Yes: _____ No: _____ Date: _____

If membership is not approved please supply reason why below.

ALR, Department of Pennsylvania
Chapter # _____ Region # _____
(MS Excel online)
Consolidate Chapter Report (CCR)

Chapter Event (Poker Run, Dance, Bingo, etc.)

Date: _____ Event Name: _____

Date: _____ Event Name: _____

Date: _____ Event Name: _____

Participation in Events held by Other (Parade, Funeral, etc.)

Date: _____ Event Name: _____

Date: _____ Event Name: _____

Date: _____ Event Name: _____

Assistance Given to Post, District or ALR Region (Projects, Fund Raisers, etc.)

Date: _____ Event Name: _____

Date: _____ Event Name: _____

Date: _____ Event Name: _____


Donations Made (Local veteran organization, community, families, etc)

Date: _____ Charity Name: _____ Amount: _____

Date: _____ Charity Name: _____ Amount: _____

Date: _____ Charity Name: _____ Amount: _____

Emblem Sales Website (emblem.legion.org)

Item #	Image	Description	Price
720.405X		<p><u>1-Line Legion Riders Back Patch</u> Add 1 line of gold lettering to the bottom of this 8-1/2" x 10" full-back patch</p> <p><i>Available</i></p>	\$32.95

Minimum Order – Six 4 to 6 weeks for delivery

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

720.400X		<p><u>1-Line Legion Riders Shoulder Patch</u> Add 1 line of gold lettering to the bottom of this 4" x 3-1/2" shoulder patch</p> <p><i>Available</i></p>	\$8.95
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Minimum Order – Six 4 to 6 weeks for delivery

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


720.406		<u>Large Legion Riders Rocker Patch</u> Top or bottom 1-1/2" x 8-1/2" patch sized to fit large Legion Riders back patches	<u>Depends on selection</u> \$8.95
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Minimum Order – Six 4 to 6 weeks for delivery

Pennsylvania

No Guidelines from Department listed.

Bottom Gold \$8.95.


720.401		<u>Small Legion Riders Rocker Patch</u> Top or bottom 3/4" x 3-3/4" patch sized to fit small Legion Riders shoulder patches	<u>Depends on selection</u> \$4.95
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Minimum Order – Six 4 to 6 weeks for delivery

Pennsylvania

No Guidelines from Department listed.

Bottom Gold \$4.95.


820.402		<u>POW-MIA Patch</u> Fully embroidered 2-3/8" x 3-3/4" patch	<u>Depends on selection</u> \$3.95
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Minimum Order – None In Stock

Pennsylvania

No Guidelines from Department listed.

Black \$3.95.

820.400		<u>LEFT SHOULDER EMBRO FLAG</u> <u>Special Pricing Available</u> <i>Available</i>	\$1.95
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Minimum Order – None In Stock

Pennsylvania

No Guidelines from Department listed.

Total Kit Cost = \$61.70 you will need to add shipping costs!

Front of Vest



- 1.) The American Flag shall be the highest patch on the front of the vest, as shown.
- 2.) The top of the POW patch shall be 1" lower than the top of the American Flag.
- 3.) The ALR patch shall be below the American Flag with a minimum of ¼" spacing, dependent on room available for placement.
- 4.) The rocker shall be placed ¼" below the ALR patch. Try to keep these patches above any seams, as shown.
- 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.

