

# **American Legion Riders Motorcycle Association Huff-Minor Post 14 Chapter Ponca City, OK Chapter By-Laws**

## **Purpose**

**To participate in parades and other ceremonies which 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 the programs of the American Legion**

## **Membership:**

**(Note) as per the National American Legion there is no limitation placed on the length of service. Active duty is required, however if a individual served one day on active duty as a member of the Armed Forces on or after February 28<sup>th</sup>, 1961, is eligible for membership in “The American Legion”.**

**A. A current member in good standing of the American Legion.**

**B. You must own a street legal motorcycle of at least 350cc in size or be a legal spouse of an owner who is an ALR Association member.**

**C. You must have a current motorcycle license and the proper insurance coverage. You must meet all of the above requirements for full membership.**

**There will be two recognized “classes” of involvement with the ALR Post 14 as defined below.**

- 1. Full members: Prospective full member in the ALR must meet requirements as set out by the American Legion, American Legion Auxiliary or the Sons of the American Legion.**
- 2. Only members who were paid up members of the American Legion Riders Post 14 before the Chapter was submitted to the National American Legion Riders will hold the distinction of being a “Charter Member”.**
- 3. Supporting members: By majority vote of the Board of Director, supporting memberships may be granted to an individual. Those members do not have a vote in any election and cannot be elected to an office. These memberships are to be of an honorary nature and do not constitute actual membership. Supporting members shall be allowed to participate on committees, and attend all of the “Chapters” functions.**
- 4. Supporting members should only be granted to those persons who have demonstrated themselves to be assets in promoting the aims and purposes of the American Legion Riders.**
- 5. In the event that American Legion Rider patches are granted to those members they must contain a “rocker” that states the word “Supporter”, so as to clearly identify the class of membership. This must be on any other apparel which contains the American Legion Riders emblem.**

**6. The number of supporting members allowed will not exceed 10% of the Chapters membership and must be sponsored by a full member.**

**Membership dues:**

- A. Membership dues are set at \$15.00 a year.**
- B. Membership dues shall be collected at the time of the initial membership**
- C. The amount of dues for membership may be changed by a majority vote of the general membership present at a regular Chapter meeting.**

**Disciplinary Actions:**

- A. Any conduct unbecoming the American Legion Riders shall be subject to disciplinary actions deemed necessary by the Executive Board.**
- B. The Executive Board has the ability to carry such matters to the chapter membership.**
- C. Any member may be suspended or expelled from the chapter by a majority vote of the general membership at a regular Chapter meeting.**
- D. Any member under disciplinary review shall have no vote on the outcome of that disciplinary action.**

**Article I—Name**

*Section 1.* The Chapter existing under these By-Laws is to be known as American Legion Riders Huff-Minor Post 14 as part of The American Legion, Department of Oklahoma.

*Section 2.* The name and nature of this Chapter are as set forth in the Constitution.

**Article II—Management**

*Section 1.* The officers of the Chapter shall be President, Vice President, Secretary, Treasurer, Sergeant-at-Arms, Road Captain and Chaplain.

*Section 2.* Between Chapter meetings, the administrative power of the Chapter shall be vested in the Chapter Executive Committee, which shall consist of all elective officers for the current year, and in addition the immediate Past Director.

*Section 3.* Officers of this Chapter shall be elected annually on April and take office at the meeting next following that of the election. All elections of officers shall be by 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 from any cause other than the expiration of the term shall be filled by a majority vote of the remaining members of the committee, and a person so appointed shall hold office for the unexpired term of the member of the committee or officer whose position was vacated.

*Section 5.* A vacancy shall exist when a member or officer is absent from the Chapter due to resignation, loss of qualifications, incapacity from injury or illness, or for a continuous period of unexcused absences considered detrimental to the interest of the Chapter by the remaining members of the Executive Committee.

*Section 6.* All Past Chapter Directors shall be members of the Executive Committee with voice but without voting privileges.

**Article III—Meetings**

*Section 1.* The regular meeting of the Chapter shall be held at Huff-Minor Post 14 on the second Tuesday of each month at 7:00 PM at which may be transacted such business as

may properly be brought up for action; such meetings may be converted into entertainment meetings, as may be deemed agreeable by the officers of the Chapter.

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

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

*Section 4.* One officer and Five members shall constitute a quorum.

#### **Article IV—Chapter Executive Committee**

*Section 1.* The Chapter Executive Committee shall meet for organizational or such other business as may come before it at the call of the Chapter Director within 10 days after the installation of the new officers. Thereafter the Chapter Executive Committee shall meet as often as Chapter Director may deem necessary. The Chapter Director shall call a meeting of the Chapter Executive Committee upon the joint written request of three or more members of said Chapter Executive Committee, and one half of the members of the committee shall constitute a quorum thereof.

*Section 2.* The Chapter Executive Committee, based on a majority vote, shall hire such employees as may be necessary; shall authorize and approve all expenditures; shall provide or require adequate bonds from all persons having custody of chapter funds; shall hear the reports of chapter committee chairs; and generally, shall have charge of and be responsible for the management of the affairs of this chapter.

#### **Article V—Duties of Officers**

*Section 1. Duties of 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, and such officer shall be the chief executive officer 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, and recommendations for the ensuing year, which shall be read at the annual meeting and a copy thereof immediately forwarded to the Department adjutant. The Director shall perform such other duties as directed by the Chapter.

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

*Section 3. Duties of Chapter Secretary.* The Secretary shall have charge of and keep a full and correct record of all proceedings of all meetings, keep such records as the Post and Department organizations may require, and under direction of the President handle all correspondence of the Chapter to include maintaining chapter activities and notification of Chapter events.

*Section 4. Duties of the Treasurer.* The Treasurer shall have charge of all finances and see that they are safely deposited at Eastman National 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 or 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, Those assignees shall be the President, Vice President and Treasurer of which will take the signature of two of the three for all checks written for the expenditure of funds. The Treasurer prepares the Chapter's monthly financial report for the sponsoring department/post Executive Committee. Additional

duties of the Treasurer will be for maintenance of membership records. The Membership Chairman shall collect membership dues as determined by the Chapter bylaws, and provide same to Treasurer on a regular basis. The Membership Chairman is charged with the review and/or collection of eligibility documentation as required to demonstrate compliance with National membership requirements, and to demonstrate any additional requirements as may be defined by the sponsoring Post Executive Board, applicable Department rules; or State and Local laws. The Treasurer shall render detailed membership reports annually or when called upon to do so at regular meetings of the Chapter. Additionally, the Membership Chairman shall send renewal notification to members of record upon availability of TAL, ALA, and SAL membership cards for the following membership year.

*Section 5. 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 as may be determined by the Chapter or the Executive Committee.

*Section 6. Duties of Chapter Chaplain.* The Chapter Chaplain shall be charged with the spiritual welfare of the Chapter comrades and will offer divine but nonsectarian service in the event of dedications, funerals, public functions, etc., adhere to such ceremonial rituals as are recommended by the National or Department headquarters from time to time.

*Section 7. Duties of Road Captain.* The Road Captain shall plan all tours, runs, activities, and events; lead the chapter in formation riding or parades; arouse interest in activities; enforce 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 committee as directed by the chapter Director or Executive Committee.

*Section 8. Duties of the Sergeant-at-arms.* The Sergeant-at-arms shall preserve order at meetings and gatherings, assist the Road Captain in enforcing all rules of safe riding during rides and runs; and perform such other duties or chair such committees as may be from time to time assigned by the Director or Chapter Executive Committee.

*Section 9. Additional Roles.* The Chapter may define additional roles, either elected or appointed, within their local by-laws. Any such addition to the by-laws must definitively state whether the position is elected or appointed. If an additional role is filled by appointment, any such addition to the by-laws must definitely define who has the right of appointment (usually Director, or Chapter Executive Committee by majority). Finally, Any such additions to the bylaws must defined which, if any, of the additional positions constitute membership on the Chapter Executive Committee.

#### **Article VI—Delegates**

*Section 1.* Delegates and alternates to a Department American Legion Riders meeting, convention, regional gathering or other activity shall be elected by ballot by the Chapter at a regular meeting of the Chapter to be held prior to the date of such event.

#### **Article VII—Appointments**

*Section 1.* The Chapter President, immediately upon taking office each year, may appoint standing committees or commissions for the furtherance of chapter programs.

*Section 2.* Such standing committees shall consist of such persons, and the chair thereof, as designated by the Chapter President.

**Article VIII—Resolutions**

*Section 1.* All resolutions of state or national scope presented to this Chapter by a member or reported to this Chapter by a committee shall merely embody the opinion of this Chapter on the subject and copy of same shall be forwarded to the Post/Department headquarters for its approval before any publicity is given or action other than mere passage by the Chapter is taken.

**Article IX—Notices**

*Section 1.* Every member shall furnish the Chapter Secretary with a valid email or postal mailing address.

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

**Article X—Rules of Order**

*Section 1.* All proceedings of this Chapter shall be conducted under and pursuant to Roberts’ Rules of Order (Newly Revised), except as herein otherwise provided.

**Article XI—Limitations of Liabilities**

*Section 1.* This Chapter shall incur, or cause to be incurred, no liability nor obligation whatever which shall subject to liability any other Chapter, subdivision, members of The American Legion, post, departments, or other individuals, corporations or organizations.

**Article XII—Amendments**

*Section 1.* These By-Laws may be amended at any regular Chapter meeting by a vote of two-thirds of the members of said Chapter attending such regular meeting, provided that the proposed amendment shall have been submitted in writing and read at the next preceding regular meeting. Any changes will be reported to the sponsoring department or post.

*Section 2.* Written notice to the addresses of record indicated in Article IX, Section 1, shall have been given to all members at least 5 days in advance of the date when such amendment is to be voted upon, notifying said members that at such meeting there will be presented a proposal to amend the By-Laws.

**Article XIII - Charter Members**

*Section 1.* Members who joined this ALR Chapter of Post 14 prior to May 13<sup>th</sup> shall be known as “Charter Members”.

Approved by: Date \_\_\_\_\_  
President \_\_\_\_\_  
Vice President \_\_\_\_\_  
Secretary \_\_\_\_\_  
Treasurer \_\_\_\_\_  
Sgt at Arms \_\_\_\_\_