

Adopted at convention in Seward, Alaska on April 22, 2015.
Amended at Fall Conference in Wasilla on 2-4 Oct 2020
Proposed for adoption at convention 21-23 April, 2022

**American Legion Riders Alaska
Motorcycle Association
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 Family members who share the same interest. To use our Association to promote and support programs of The American Legion.

American Legion Riders Alaska (ALRA) herein after referred to as the Association shall represent The American Legion Department of Alaska and the term Chapter shall represent the individual Post American Legion Rider (ALR) programs.

Authority

These by-laws apply to The American Legion Riders Alaska, a program recognized by The American Legion, Department of Alaska. Where any conflicts may appear between this document and those of The American Legion, Department of Alaska, or The American Legion, National Headquarters, those documents take precedence.

**ARTICLE 1
Membership:**

Section A. The following requirements for membership in The American Legion Riders of Alaska, are mandatory.

1. Must be a current member of the American Legion, American Legion Auxiliary or Sons of the American Legion.
2. Must own a motorcycle individually or through marriage, life partnership, or a long-term relationship, licensed and insured as required by the ALR member's state/country laws. American Legion Riders must maintain a valid driver's license with a motorcycle endorsement appropriate to the motorcycle being ridden.

Section B. Annual Membership dues of Chapter members are due and payable prior to July 1 of each year. Life Charter Members or Life Members will be responsible for per capita fees and assessments, but are exempt from annual dues.

Section C. Chapters, at their own discretion, may allow "chapter supporters". The supporters do not constitute actual membership in the American Legion Riders Alaska. These chapter supporters are of a nature as to provide recognition to those who show strong support to the individual American Legion Riders Chapter. These supporters must still meet the requirements of [Section A.1.] Furthermore all articles of clothing that contain

the American Legion Riders emblem should contain the words "I support" or "Supporter" above the left breast.

Section D. Providing the member remains in good standing with the American Legion Post, the American Legion Auxiliary, or the Sons of the American Legion, with Chapter approval will be allowed continued membership, for those members who have given up motorcycle ownership because of age, illness, injury, or other reasons outside of the member's control.

Section E. Upon approval by the local Post to endorse the formation of an American Legion Riders Chapter within the state of Alaska, the Chapter will establish affiliation with the American Legion Riders Alaska. Such affiliation will afford Chapter support and camaraderie with other Chapters of the State Association. Such affiliation shall comply with Appendix B, Standing Rule # 6.

Section F. Current members or life members in good standing may apply for transfer of membership to another Chapter utilizing any American Legion, American Legion Auxiliary or Sons of The American Legion authorized Member Data Form (MDF). All transfer applications are subject to the approval of the receiving Chapter through a majority vote of the general membership present at a regularly convened Chapter meeting.

Section G. To establish a chapter, there must be a minimum of six (6) designated officer positions filled. (Director, Assistant Director, Secretary, Treasurer, Sergeant at Arms and Chaplain) Note: If only four (4) members are available to fill all the required officer positions, Secretary/Treasurer may be filled by one (1) officer and Assistant Director/Chaplain may be filled by one (1) officer. All Officers must be active American Legion Rider members.

ARTICLE 2

Officers of the Association or Chapter

Section A. Designated positions;

1. Director
 2. Assistant Director
 3. Secretary
 4. Treasurer
 5. Sgt. at Arms/ Run coordinator
 6. Chaplain
 7. Membership Chairman *
 8. Historian *
 9. Webmaster *
- (* These offices are at the discretion of the individual chapter)

Section B. Executive Committee:

1. The Executive Committee for the Association shall consist of the following individuals:
 - a. All elected officers of the Association
 - b. Chapter Directors
 - c. Past Association Directors in good standing are ex-officio members with a vote.
2. A quorum shall consist of 50% + 1
3. The Association Executive Committee shall meet as prescribed in Article 5: Section A. Additionally the Association or Chapter Executive Committees shall meet at the discretion of the Director, or upon written request of three or more Officers.
4. Within seven days the additional meetings so requested shall be scheduled, with a selected date.

ARTICLE 3 Elections

Section A. The election of Association Officers will be held annually prior to the convening of The American Legion, Department of Alaska Convention. The elected slate of officers will be presented to the Department Commander for approval. Once approved, the slate will be presented by the Department Commander to the Convention for general membership approval. The approved slate of officers will then be installed during the installation ceremonies at the current Department Convention.

Section B. The election of Chapter Officers will be held annually subsequent to February 1st but not later than March 31st. Chapters will offer their slate of officers to the Post Commander for approval by the Post general membership. The approved slate of officers will then be installed during the Post installation ceremonies. An annual certification of Chapter Officers will be forwarded to the Association Secretary to arrive not later than April 15th.

Section C. Vacancies in Executive Committees at the Association or Chapter levels, shall be filled by appointment by the appropriate Director and forwarded through proper channels for Department or Post approval. Appointees will serve for the remainder of the unfilled term.

Section D. Each chapter shall designate up to one (1) active ALR chapter member to be assigned as a delegate for every ten (10) active members to include inactive life members of their chapter. Delegates will vote during the convention meeting of the American Legion Riders Alaska held annually prior to or during The American Legion, Department of Alaska Convention. Designated voting members will be eligible to vote for officers and on any proposal brought forth at the convention meeting.

ARTICLE 4 Duties of required Association and Chapter Officers

Section A. Director; will serve as Chief Administrative Officer of the Association or Chapter and will preside over all meetings. They shall have general supervision over

the affairs of the Association or Chapter. They shall perform such other duties as directed by the general membership.

Section B. Assistant Director; will assume the duties of the Director in their absence. Will assist the Director in the performance of their duties when called on to do so by the Director.

Section C. Secretary; will keep a full and correct record of all Association or Chapter proceedings at the meetings. Keep membership records as may be required by the general membership. The Secretary should also give detailed minutes of the previous meeting at each regular meeting. This individual may also be designated as Treasurer. Chapter Secretary shall also provide appropriate membership cards for all chapter members

Section D. Treasurer; will have charge of all finances of the Association or Chapter. This person will be responsible for disbursing funds as directed by the general membership and approved as required by The Department or responsible Post. He/She will give detailed financial reports at each regular Association or Chapter meeting. (Copies will be furnished to the sponsoring Post or Association if requested.) This individual may also be designated as Secretary.

1. The Association Treasurer will provide monthly financial statements to The American Legion, Department of Alaska Finance Officer. He/she will also provide the Finance Officer additional financial information and records in a timely manner after a request is received. Annual Financial Reports are due 15 July.
2. The Association Treasurer will ensure all accounts, CD's, or other business related asset accounts containing Association funds require two signatures on the "Check Request" prior to any withdrawals or transfers, one of which must be The American Legion, Department of Alaska Finance Officer.
3. Chapter Treasurer will also meet requirements of Article 4 Section D, 1 & 2 at the Post level.

Section E. Sgt. at Arms/ Run Coordinator; will be responsible for organized runs of the Association or Chapter. Sgt. at Arms/ Run Coordinator will coordinate with appropriate Association or Chapter Director when planning organized runs.

1. Run Coordinator will suggest dates, times, routes and meeting places for those taking part in a run activity. They may, at their discretion, appoint assistant road captains or take any other measures they may feel necessary to help insure the safety of the group during a run
2. Sgt.at Arms will help to maintain order during Association or Chapter meetings.

Section F. Resignation of elected officers or members shall be submitted in writing to the appropriate level secretary. Resignations shall be read at the first meeting following receipt of notification. Resigning Life Charter Members or Life Members shall not be stricken from the roster, rather, they shall be placed on a list of inactive members.

ARTICLE 5 Meetings

Section A. Association Executive Committee meeting will be held prior to the Association Annual Meeting. Location of these meetings shall be at the American Legion Post which has been selected to host the annual Department of Alaska Convention.

Section B. If a higher conflict arises, notification of meeting changes shall be in writing no less than thirty days in advance

Section C. Association Annual Convention: Will be held the day prior to the start of Department Convention each year, with actual dates to be submitted by hosting Chapter to the state secretary prior to Jan 15th of each year.

Section D. Meeting Conduct: Meetings shall follow the Roberts Rules of Order.

ARTICLE 6 Finances

Section A. Finances of the Association will be from Association membership per capita fees and Annual Charter fees or such other sources, as approved by the membership. Funding sources and fundraising efforts should be approved by The American Legion, Department of Alaska prior to proceeding with receiving outside funds or beginning the fundraising activity.

Section B. Finances of the Chapters will be from membership dues or such other sources, as approved by the membership. Funding sources and fundraising efforts should be approved by the sponsoring Post prior to proceeding with receiving outside funds or beginning the fundraising activity.

Section C. In no case will any debt be incurred by the Association without prior approval of The American Legion, Department of Alaska.

Section D. In no case will any debt be incurred by any Chapter without prior approval of the sponsoring Post.

ARTICLE 7 Expulsion

Section A. Any member may be expelled from the Association or Chapter by a majority vote of the general membership at an Association or Chapter meeting.

Section B. Any Life Charter or Life Member may not be expelled, rather, they shall be placed on a list of suspended members, maintained by the Secretary.

ARTICLE 8

Life Charter, Charter, Life, Member Membership or Supporter

Section A. Each Chapter may determine eligibility for Life Charter, Charter, or Life Membership in its own Chapter.

Section B. Life Charter membership is defined as individuals whose names appear on the Charter and who have paid a designated lump sum fee at joining, and joined within a specific time period as prescribed by their chapter.

Section C. Charter membership is defined as individuals whose names appear on the Charter and who have joined within a specific time period as prescribed by their chapter.

Section D. Life membership is defined as individuals who have paid a designated lump sum fee at joining or some later date as designated by their chapter.

Section E. Member is defined as an individual who joined after the charter period and pays annual dues as prescribed by their chapter.

Section F. Supporter is defined as an individual who does not meet the Membership requirements, yet has a desire to assist with the successful aims of the chapter, without a vote, and pays annual dues as prescribed by their chapter.

ARTICLE 9

American Legion Riders Patch

Section A. The American Legion Riders Patch designed for wear on the back of a vest or jacket, shall be the Patch as described in the American Legion Emblem Sales.

Section B. Individuals shall purchase an "American Legion Riders" patch, upon approval of membership.

Section C. Chapters or members shall obtain "American Legion Riders" patches directly from Emblem Sales.

1. Patches may be modified with ½ inch gold embroidered lettering to identify sponsoring Post, City, State, and/or Department

2. Furthermore, if the member a Life Member or Life Charter Member the patch may be encircled with a 1/8th inch embroidered border. The border will be yellow gold to designate a Life Charter member or red to designate a Life Member.

Section D. Proper placement of the "American Legion Riders" shall be strictly enforced by the Chapter. The American Legion Riders patch shall be centered on the back of wearers vest or jacket.

ARTICL 10 Residency

Section A. Each Chapter will be known by the Post in which it exists.

ARTICLE 11 Governing Rules

Section A. These By-Laws apply to each Chapter under the ALRA.

Section B. Each Chapter should also establish their own set of By-Laws and subsequent amendments with the understanding that they may add to but not conflict with those established by the Department or the host Post. Chapter By-Laws and amendments created locally must be initially approved by the Chapter, then the host Post, and then by the ALRA before implementation.

Section C. Chapters may establish Standing Rules addressing local Chapter requirements.

ARTICLE 12 Disbursement of Funds

Section A. Disbursement of funds will be only those authorized at any regular meeting of the Association or Chapter. The Association and each Chapter are programs of The American Legion, each will be a non-profit organization and may only disburse funds in a manner that is in keeping with all local, state and national laws regarding such.

Section B. Dissolution: Dissolution of a Chapter shall cause all funds and property to be transferred to the sponsoring Post. Dissolution of the Association shall cause all funds and property to be transferred to The American Legion, Department of Alaska.

ARTICLE 13 By Law Amendments and Revision:

Section A. These By Laws may be amended at any Association meeting by a 2/3rd vote of the authorized voting membership in attendance. Amendments shall be consecutively numbered in the following manner. YYYY-### (example Amendment 2006-001). Once an amendment is approved, it does not take effect until approved by the proper authorities at the Department or Post level.

Section B. Proposed amendments shall be submitted in writing to the Association Secretary. The Secretary shall distribute proposed amendments to all Executive Committee Members no less than thirty days prior to the next Association meeting.

Section C. All proposed changes to these By-Laws shall be viewed and responded to the Association Secretary within 30 days of their next scheduled Chapter meeting.

Appendix "A"

American Legion Riders Alaska Meeting Agenda

Regular Meeting:

Opening Prayer:

Pledge of Allegiance

Roll Call of Officers:

Reading of Previous Meeting Minutes:

Treasurers Report:

Propositions for Membership:

New Members:

Sickness and Distress:

Reports of Officers:

Reports of Committees:

Safety:

Activities:

Reading of Communications:

Unfinished Business:

New Business:

Social and Community Welfare:

Good of the Order:

Bills of the Session:

Receipts of the Session:

Closing:

Closing Prayer _____

Closed in regular form with _____ members and _____ visitors present at _____

Next regular meeting _____

Appendix “B”

Association Standing Rules

1. No more than (2) two state officers can be elected or appointed from any one Chapter.
2. The calendar membership year will run from July 1st to June 30th. Annual Membership dues are due and payable prior to July 1 of each year.
3. Members will be listed delinquent on July 1 of each year for nonpayment of annual dues. If the member’s dues are paid on or before August 1, they shall be automatically reinstated. If member is still delinquent after August 1st he or she will be suspended from all privileges and placed on an Inactive List. If still under suspension on December 31st, the member will be stricken from Roll.
4. Reinstatement of stricken members may be accomplished by payment in full of delinquent amounts and a vote of the Chapter membership.
5. Member in Good Standing is any member who has paid all fees due and is not on the Delinquent List, or whom has been stricken from the Roll.
6. Annual Charter fees by Chapters are due and payable to American Legion Riders Alaska prior to July 1 of each year, or within (30) thirty days of forming, in the amount of \$25.00.
7. Per-Capita Fees are due and payable to American Legion Riders Alaska in the amount of \$2.00 per member. Payment shall be made with Charter Application or prior to July 1st of each year. Per-Capita fees will be based upon Membership Roll of June 30th of the same year.
8. Chapter Reports:
 - A. Annual Membership Report due to the State Secretary prior to July 1st of each year.
 - B. Annual Financial Report due to the State Treasurer prior to July 15 of each year.
9. Annual Conventions dates will be posted on our website prior to January 15 of each year for posting information available for attendees.

Verification and Signature Page

Be it known by all who shall see the presents. That by signature below, the following officers do verify and affirm that the attached By-Laws and Standing Rules have been adopted by the American Legion Riders Alaska.

The effective place and date of adoption was at a ALRA Convention Meeting held at Spenard Post 28, Anchorage, Alaska on 21-24 April 2022.

Director: Carolyn (Carrie) Hintz _____
(Signature)

Asst. Director: Brad Phelps _____
(Signature)

Secretary: Andrea Huyck _____
(Signature)

American Legion Department of Alaska Delegates at Fall Conference on 3 October 2020

Department Adjutant Sharon Cherrette _____
(Printed Name) (Signature)

Department Judge Advocate Ken Jacobus _____
(Printed Name) (Signature)