



# **Newport News Chapter American Legion Riders**

## **Motorcycle Association By-Laws**

### **Purpose**

- **To promote motorcycle safety programs and to provide a social atmosphere for American Legion members who share the same interest.**
- **To participate in parades and other ceremonies which are in keeping with the Aims and Purposes of the American Legion.**
- **To organize and participate in charity events helping our Veterans, their families, and the Local Community.**
- **To use our Association to promote and support the programs of the American Legion.**

### **By-laws**

The Newport News American Legion Riders of Virginia, sponsored by American Legion Post 368, henceforth referred to as the NNALR. NNALR will adhere to guide lines set forth by American Legion Post 368 and American Legion Riders (ALR) Motorcycle Association, a Program of the American Legion, as approved by resolution 35 in accordance with the NNALR Chapter Constitution dated 8 April 2008 and promulgated by the American Legion Riders Board of Advisors and the National American Legion Riders Information Center.

1. **Membership:** The NNALR is not Post specific to provide the ALR to all American Legion members. There are two recognized "classes" of involvement with the NNALR as defined below.

1.1. **Full Members** Prospective full members in the NNALR **must** meet requirements in Paragraphs , and or Paragraph below, without exception:

1.1.1. Must be a current member in good standing in the American Legion, the American Legion Auxiliary, or the Sons of the American Legion.

1.1.2. Must not at any time hold membership in more than one Post-level Chapter of the ALR.

1.1.2.1. This provision does not preclude a member from holding office in any Governing or Guiding Chapter organized from amongst groupings of Post-level Chapters, including District, Department, Regional, or National Chapters, as seen fit by any commensurate organizational level within the American Legion. This is in keeping with the Constitution and structure of the American Legion and its family of organizations.

1.1.2.2. Any member found to be in violation of Paragraph 1.1.2. must immediately select their home Chapter and relinquish membership in any others upon discovery.

1.1.2.3. Any member refusing to relinquish membership pursuant to Paragraph 1.1.2.2. shall be expelled from the NNALR Chapter. Such expulsion does not preclude the member from remaining at any other Chapter at which they hold membership.

1.1.3. **Rider:** Must be the legally registered owner of a motorcycle of at least 350cc (21.4 CI) engine displacement, possess a valid Virginia driver's license with a motorcycle endorsement (military equivalents acceptable) and maintain valid insurance.

- OR -

1.1.4. **Passenger:** Must be the legal Spouse, Son, or Daughter of an NNALR member in good standing and meet the requirements of Paragraph 1.1.1.

1.2. **Chapter Supporters** NNALR, at their own discretion, may allow Chapter Supporters "aka" Supporter.

1.2.1. The Chapter Supporter classification does not constitute full membership in the NNALR, but is intended as a means to provide recognition to those who show strong support to the NNALR Chapter.

1.2.2. Prospective Chapter Supporters must, without exception, meet the requirements of Paragraph .

1.2.3. All articles of clothing worn by Chapter Supporters displaying the ALR emblem must also contain the word "Supporter".

1.2.4. Pursuant to Paragraph , the conferring of "Chapter Supporter" status must not be made in connection with the promise of any material, financial, or political benefit to the Chapter, its members or its officers; nor to any other member at any other organizational level within the American Legion, the American Legion Auxiliary, or

the Sons of the American Legion; nor must there be any similar gains for the honoree through the conferring of "Chapter Supporter" status.

1.2.5. Chapter Supporters may be issued a membership card, which clearly denotes their status as a Chapter Supporter.

1.3. ***Continuous Years of Membership*** NNALR may provide recognition or awards based on ALR membership longevity. In support of this, formal means of tracking a member's affiliation with the ALR.

1.3.1. NNALR will consider concurrent (pursuant to Paragraph 1.1.2) membership, upon receiving a copy of records from other ALR Chapters, when determining length of membership.

1.3.2. NNALR Chapter shall maintain membership records sufficient to establish the continuous length of time any member has been affiliated with the NNALR Chapter. These records are to minimally include:

1.3.2.1. Date member joined Chapter

1.3.2.2. Record of membership renewals

1.3.2.3. Date of separation from Chapter

1.3.3. A copy of these records shall be provided to any member surrendering their membership in the Chapter, whether voluntary or not, within 30 days of their written request for same.

1.3.4. A copy of this record shall be provided to other Chapters upon written request of the subject Chapter.

1.3.4.1. Written request must include a signed statement of consent from the subject member.

1.3.5. Section 1.3 constitutes a courtesy to the membership. NNALR Chapter shall not be held legally accountable for any deficiencies in record keeping which impede a member's ability to establish continuous years of affiliation when leaving the NNALR Chapter for another.

2. **Organization:** The NNALR is a Post Level Program of the American Legion, as defined within the American Legion Internal Affairs Position on the ALR.

2.1. NNALR exists at the discretion of the sponsoring Post 368.

2.2. Each member of the NNALR will have a unique membership number in order to facilitate membership audits and tracking by The American Legion.

2.2.1. The first segment shall be "VA" abbreviation of the Department (Virginia), followed by a hyphen.

2.2.2. The next segment shall be "368" Post number of the sponsoring Post, followed by a hyphen.

2.2.3. If the member is a Supporting member, the next segment shall be "SUPPORT", followed by a hyphen.

2.2.4. The next segment shall consist of a four-digit member number formed by adding one to the preceding member's number.

2.2.4.1. The first member number issued by NNALR Chapter shall be 0001.

2.2.4.2. Membership numbers are not re-issued in the event a member leaves the Chapter for any reason including voluntary quit, death, or expulsion. (Membership numbers are "non-retiring".)

### 3. **Officers:**

- 3.1. **Officers of the Chapter:** Officers must first be members of the NNALR Chapter, having fulfilled the requirements as laid out in Paragraph above, and fulfilling any additional requirements for membership as determined by the Chapter.

To ensure prospective Officers are fully aware of the personality of, and issues of the Chapter, no member having been so for less than one calendar year shall be considered for any office, unless the Chapter itself has been in existence for less than one calendar year. In the event no members fulfilling this requirement are available or willing to serve, this action may be waived in favor of survival of the Chapter.

There are required officers as well as discretionary offices, those which may be filled at the discretion of the Chapter, defined as follows:

#### 3.1.1. **Required Officers**

##### 3.1.1.1. **Director:**

- 3.1.1.1.1. Serves as Chief Administrative Officer of the Chapter and presides over all meetings.
- 3.1.1.1.2. Serves as liaison to the Executive Committee of Post 368.
- 3.1.1.1.3. Supervises all affairs of the Chapter.
- 3.1.1.1.4. Coordinates with other ALR Chapter Directors and Officers.
- 3.1.1.1.5. Performs such other duties as directed by the general membership.

##### 3.1.1.2. **Assistant Director**

- 3.1.1.2.1. Responsible directly to the Director for Assistant Director duties.
- 3.1.1.2.2. Assumes the duties of the Director in his/her absence.
- 3.1.1.2.3. Assists the Director as liaison to the Executive Committee of Post 368
- 3.1.1.2.4. Coordinates with other ALR Chapter Assistant Directors and officers.
- 3.1.1.2.5. Responsible for the logistics of organized runs, including determination of dates, times, routes, and meeting places for those taking part in a run activity.
- 3.1.1.2.6. Acts as the membership Chairman.
- 3.1.1.2.7. Assists the Director in the performance of his/her duties when called on to do so by the Director.
- 3.1.1.2.8. Responsible for ensuring the Run Coordinator/Road Captain is properly trained to perform rules of the road.

##### 3.1.1.3. **Secretary**

- 3.1.1.3.1. Responsible directly to the Director for Secretary duties.
- 3.1.1.3.2. Maintains a full and accurate record of all proceedings at the meetings.
- 3.1.1.3.3. Maintains membership records as outlined in Paragraph 1, 1.2 and 1.3, and records required by the general membership.
- 3.1.1.3.4. Responsible for the duties as outlined in "Paragraph 2. Organization."
- 3.1.1.3.5. Responsible for the documentation of detailed meeting minutes and reading previous meeting minutes prior to the beginning of the next scheduled meeting.

3.1.1.3.6. Responsible for maintaining all By-laws, Amendments, and the Constitution.

**3.1.1.4. Treasurer**

3.1.1.4.1. Responsible to the Director for all ALR financial matters.

3.1.1.4.2. Maintains all finances of the Chapter per Article VI of the NNALR Constitution.

3.1.1.4.3. Disburses and collects funds as voted by the general membership, pursuant to Paragraph six () below.

3.1.1.4.4. Provides detailed financial reports at each regular meeting.

3.1.1.4.5. Provides financial audit data to Post 368 as requested.

3.1.1.4.6. Responsible for maintaining the financial tracking of all NNALR assets.

**3.1.1.5. Sgt. At Arms**

3.1.1.5.1. Responsible to the Director for all Sgt. At Arms duties.

3.1.1.5.2. Responsible to the Director to maintain an accurate member count per meeting and maintaining orderly conduct of meetings.

3.1.1.5.3. Responsible for enforcing rider and passenger eligibility as stated in Paragraph 1.1.3, 1.1.4, and as directed in article four (4) of the NNALR constitution.

3.1.1.5.4. Verifies NNALR members voting eligibility as stated in Paragraph four (4).

3.1.1.5.5. Assist the Run Coordinator in the duties of Paragraph 3.1.1.6.2. and 3.1.1.6.3.

**3.1.1.6. Run Coordinator/Road Captain**

3.1.1.6.1. Responsible to the Assistant Director for all Run Coordinator duties.

3.1.1.6.2. Assist the Director in the duties of Paragraph 3.1.1.1.2

3.1.1.6.3. Responsible for appointing Road Captains and Assistant Road Captains.

3.1.1.6.4. Responsible to ensure all Road Captains and Assistant Road Captains are provided proper training.

3.1.1.6.5. Responsible for appointing additional Assistant Road Captains for 15 or more riders as well as one Assistant Road Captain for each group of 15 riders thereafter.

3.1.1.6.6. Responsible for coordinating with the Sgt. At Arms of all safety items.

3.1.1.6.7. Appoints, directs, and dismisses assistant road captains and/or security personnel as may be required by activities and/or circumstances of the Chapter.

**3.1.2. Discretionary Offices**

**3.1.2.1. Communications**

3.1.2.1.1. Responsible to the Assistant Director for all Communication Duties.

3.1.2.1.2. Prior to release of all public communications, responsible for submittal of all DRAFT documents and statements to the Director and the Assistant Director for review and approval.

3.1.2.1.3. Responsible for submitting a monthly news release to Post 368 news letter "aka" Post Parade.

3.1.2.1.4. Submitting of press releases to the Local News Media.

- 3.1.2.1.5. Submitting news releases to the American Legion Department and National News Papers.
- 3.1.2.1.6. Drafts donation letters.
- 3.1.2.2. **Webmaster**
  - 3.1.2.2.1. Responsible to the Director for all Webmaster duties.
  - 3.1.2.2.2. Responsible for coordinating with the Department ALR webmaster in setting up and maintaining the Chapter's web site, [www.nnvaalr.org](http://www.nnvaalr.org) "aka" NNALR.
  - 3.1.2.2.3. Ensures all items posted are related only to the NNALR, ALR, and/or American Legion and is represented in a positive and professional image.
  - 3.1.2.2.4. Maintains an events calendar.
  - 3.1.2.2.5. Post pictures of past events
  - 3.1.2.2.6. Responsible for maintaining the guest book for website feedback.
- 3.1.2.3. **Historian**
  - 3.1.2.3.1. Compiles and maintains records to document activities of the Chapter, including written and photographic documentation.
  - 3.1.2.3.2. If the Chapter is so equipped, the Historian may also serve as webmaster.
- 3.1.2.4. **Chaplain**
  - 3.1.2.4.1. Responsible to the Director for all Chaplain duties.
  - 3.1.2.4.2. Provides invocation at regular meetings and/or other activities as may be required by the general membership.
  - 3.1.2.4.3. Coordinates invocations prior to NNALR events when applicable.
  - 3.1.2.4.4. Responsible for identifying Assistant Chaplains to support Chapter activities.

***Additional Roles*** The Chapter may, at their discretion, appoint or elect individuals to fulfill various other roles required for operation of the Chapter. These appointments or elections may be intended to relieve Chapter Officers of certain roles, or to fulfill Chapter-specific requirements.

- 4. **Elections:** Officers serve at the discretion of the NNALR; therefore, regular elections must be held to select officers from amongst the members in good standing.
  - 4.1. Nominating will be held in the 10<sup>th</sup> month of the calendar year. Officers of the Chapter shall be elected through an annual nominating and balloting process in the 11<sup>th</sup> month of the calendar year. Newly elected will take office in the first calendar month of the following year.
    - 4.1.1. A nominating method will be determined by a show of hands for all offices by the general membership. All persons being nominated must be present and accept the nomination prior to their name/s being placed on the ballot during the nomination process.
      - 4.1.1.1. Only those members of the Chapter in good standing (fulfilling Paragraph 1.1 at the time of nominations shall be allowed to make a nomination.
      - 4.1.1.2. Determination of eligibility shall be made by the Sgt. At Arms using membership records of the NNALR Chapter and whatever means of identification of the member as deemed necessary by the general membership.

4.1.1.3. Special elections will be held to fill any unexpected vacancies, which may occur for the survival of the chapter.

5. **Meetings:**

5.1. Meetings will be held at 7:00 PM on the second Tuesday of every calendar month at POST 368.

5.1.1. Meeting date, time and location may be changed by majority vote at any regular Chapter meeting

5.2. Seven members will constitute a quorum.

5.3. Meetings will be conducted under "Roberts Rules of Order"

6. **Finances:** Finances of the NNALR Chapter will be from Association membership dues or such other sources, as approved by the membership.

6.1. The NNALR Chapter finances will be held in such manner as allowed by the rules of the sponsoring Post.

6.2. As a Post-level activity of the American Legion, it is recognized all funds and property of the NNALR Chapter is ultimately property of the Post and must be reported and/or surrendered upon demand of the Post Executive Committee.

6.3. As a Post-level activity of the American Legion, the NNALR Chapter exercises the tax-exempt status of the Post and must manage its finances in accordance with applicable Federal (IRS), State, and local laws applicable to nonprofit organizations.

6.4. Disbursement of funds will be only those authorized by vote of the general membership.

7. **Expulsion:** Methods for the expulsion or suspension of members are outlined below.

7.1. Any member may be expelled or suspended from the Chapter by a majority vote of the general membership at a regular Chapter meeting.

7.1.1. Such expulsion does not preclude the individual from joining at another Chapter

7.1.2. Any member no longer fulfilling the requirements of Paragraph One (1) will be evaluated and re-voted by the chapter membership regarding their NNALR membership

8. **Charter Membership:**

8.1. The designation of "Charter Member" is reserved to honor those members who originally founded the NNALR.

9. **Chapter Designation:**

9.1. The NNALR has been designated by the Department in which the majority of its members reside.

9.2. At no time shall the NNALR refer to itself or present itself as a Motorcycle Club (M/C).

10. **Governing Rules:** Each State Chapter may elect to adopt a set of standing rules to govern its Membership or, at the Chapter's discretion, amend these by-laws to fit their local requirements.

10.1. These standing rules or amended by-laws must not be in conflict with the National Constitution, the NNALR Constitution, or with the bylaws of the American Legion,

Department, Sponsoring Post, or with Federal State, and local laws.

## 11. Amendment Rules:

### 11.1. Chapter By-laws

11.1.1. The standing rules or by-laws set forth by the NNALR Chapter shall be amended by those means set forth within the applicable standing rules or bylaws.

11.1.2. Where means of amendment are not explicitly defined, amendment shall be made through motion, second, and majority vote of members in attendance at any regular Chapter meeting to send amendment forward.

11.1.2.1. Amendment will be sent to the full membership and voted on at the next regular meeting.

## 12. Uniform:

### 12.1. Black Leather Vest

#### 12.1.1. Back Of Vest.

12.1.1.1. **ALR Patch:** will be centered from side to side. Top of the patch will be 6 to 6 ½ inches down from center of neckline of the vest. The ALR back patch must be the dominant feature on the back of the vest.

12.1.1.2. **Rockers: (1) Top Rocker** will have the name of the Chapter “NEWPORT NEWS” embroidered using gold tread. It will be centered above the ALR Patch and must not be attached to the ALR Patch. **(2) Bottom Rocker** will have the name of the “VIRGINIA” embroidered using gold tread. It will be centered below the ALR Patch and must not be attached to the ALR Patch.

#### 12.1.2. Front Of Vest

12.1.2.1. **ALR Shoulder Patch:** Worn right side, top of the patch will be 1 ½ to 2 inches down from the shoulder seam.

12.1.2.2. **American Flag:** Worn on the left side, top of the patch will be 1 ½ to 2 inches down from the shoulder seam, making sure it is not lower than the ALR Shoulder Patch. The flag must not be obscured or covered by any other emblem or standard. The only pin allowed to be worn above the flag is the Chaplin’s Cross-.

12.1.2.3. **POW/MIA Patch:** Worn on the left side next to the vest snaps, top of patch will be aligned with the top of the vest pocket.

12.1.2.4. **Virginia State Patch:** Worn on the right side next to the vest snaps, top of patch will be aligned with the top of the vest pocket.

12.1.2.5. **Individual Patches:** *Patches* should be veteran related and when placed on the vest will present a positive image of the American Legion and the ALR.

12.1.2.6. **Pins:** When placed on the vest will present a positive image of the American Legion and the ALR. The Director can restrict pins not appropriate

### 12.2. Dress For Special Events:

12.2.1. NNALR members will wear Dark Pants, Long Sleeve White Shirt, Black Vest, Full Fingered Gloves, and Black Boots.

## 13. By-laws and Constitution

All new NNALR members will be issued the NNALR By-laws and Constitution upon joining the NNALR. Members are required to review and sign authorized documentation. Such signed documentation will be kept on file with the Secretary.

13.1. The Secretary will maintain the By-laws, Constitution, and the Amendments.

13.2. A copy of the By-laws, Constitution, and the Amendments will be sent to the sponsoring Post (Post 368) and the Virginia Department Headquarters for their records.

