



AMERICAN LEGION RIDERS
McMINNVILLE POST 21 CHAPTER
STANDARD OPERATING PROCEDURES



February 2020

PURPOSE

- To participate in parades, and other ceremonies 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 interests.
- To be an asset in promoting and supporting the programs within the American Legion, American Legion Auxiliary, and Sons of the American Legion.

I. Membership

Section 1. Eligibility for membership in Post 21 American Legion Riders shall be as prescribed by the national constitution of The American Legion.

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

Section 3. Members will not at any time hold membership in more than one chapter of The American Legion Riders.

Section 4. Each ALR member shall establish and maintain membership by owning, individually or through marriage, a motorcycle licensed and insured as required under local laws.

Section 5. Members in good standing may continue to retain full membership if they have given up motorcycle ownership involuntarily because of age, injury, or health reasons.

Section 6. There shall be no form or class of membership except an active membership, and dues shall be paid as required by the chapter.

Section 7. All members will obey the motor vehicle laws in any state in which they are operating a motorcycle or riding as a passenger.

Section 8. All potential new members shall attend a meeting to be voted into the chapter. Any potential new members who cannot make the 4th Wednesday of the month evening meetings due to work schedule, may, with advanced notice, join members on a weekend ride at which time there be a minimum of 2 officers, and 3 members present on the ride to vet the new potential member. These 5 or so riders will come to the next meeting with their recommendation on the new member applicant.

II. Officers of the McMinnville Post 21 Chapter

- Director
- Assistant Director
- Treasurer

II. Officers cont.

- Secretary
- Sergeant at Arms
- Safety/Run Coordinator (Ride Captain)
- Historian (Appointed by the Director)
- Chaplain (Appointed by the Director)
- Membership Coordinator (Appointed by the Director)

Officers who shall resign their elected positions prior to the end of such term shall do so in writing. Replacement of the vacated position shall be by appointment of the Director.

III. Elections:

- a. Nominations for officers beginning in March and ending on election meeting held in May in order to establish officers before June American Legion Conventions.
- b. Members may be nominated for office without being present at the meeting in which nominations take place. Individuals nominated for office must accept or decline nomination in person at a future pre-election Rider meeting, or accept or decline said nomination through the Nominations Committee, Director, or Assistant Director, in writing. If unanswered the nomination is voided.
- c. A "Term" is considered the time in office of the newly elected members of the Rider officers following elections in May's Rider meeting. The Term will end at the time of installation of the new officers on the fourth (4th) Wednesday of May in the following year. The Term shall be one (1) year.

IV. Duties of Chapter Officers.

a. Director... serves as the chief administrative officer of the chapter and presides over all meetings; has general supervision over the affairs of the chapter; and, performs such other duties as directed by the general membership.

b. Assistant Director... will assume the duties of the Director in his/her absence and will assist the Director in the performance of his/her duties when called upon by the Director to do so. Maintains merchandise, merchandise inventory and makes available at all meeting Rider Merchandise for sale to members. Orders replacement inventory through the treasurer i.e. hats, shirts, pins, patches etc. Proceeds from merchandise will be recorded and inventory records adjusted. Transfer of sale funds will be made within 30 days of receipt to the treasure.

c. Treasurer... has charge of all finances of chapter; provides detailed financial reports at each regular meeting with copies of to be furnished to the sponsoring Post if required. Treasurer and the Director are to be the only authorized signatures on checks and purchase orders. The Treasurer and Director shall provide a year-end financial report for the purpose of planning and budgeting the following year.

d. Secretary... this officer keeps current records of all proceedings and meetings and, provides the minutes from the previous meetings as required.

e. Sergeant at Arms... maintains order during meetings and all other activities of the chapter as needed. The Director may appoint a member to serve as temporary Sergeant at Arms in the absence of the elected officer.

f. Safety/Run Coordinator (Road Captain)... this officer is the logistics person in charge of organized runs of the chapter; determines dates, times, routes, and meeting places for those taking part in a run activity; and, has the discretion to appoint assistant road captains or take any other measures necessary to insure the safety of the group during a run.

g. Historian... shall keep a running history of the chapter, including photos of events, anecdotes, and other memorabilia.

h. Chaplain... opens and closes the chapter meetings with prayer and at any other times requested; and takes care of all correspondence concerning members in hospitals, laid up at home, or when there is a death of a member.

I. Membership Coordinator ... is the go-to person for prospective members. Maintains membership records as required for general membership. Reports paid and non-paid membership status to elected officers and treasurer for payment of State chapter dues. At the end of the membership season provides to the Chapter and State secretary an electronic list of paid and non-paid members. Provides all paperwork and indoctrination for new or prospective members.

V. Meetings:

a. Five (5) members shall constitute a quorum, two (2) elected officers, one of which shall be Director or Assistant Director and three general members.

b. Regular meetings shall be held the 4th Wednesday of each month at the American Legion Post 21 HQ McMinnville, Oregon at 7:00 Pm.

c. A monthly meeting may be canceled by vote of the membership present at the monthly meeting prior to such cancellation. If there is an ALR function or ride scheduled for that following month, such function or ride may take the place of the regular meeting.

VI. Finances:

Revenue sources of the chapter will be from the membership dues, donations, and such other such fund-raising activities as approved by the members.

VII. Expulsion:

Any member may be expelled or suspended from the chapter by a majority vote of the general membership present at a regular chapter meeting. Nonpayment of dues is considered grounds for expulsion.

VIII. Governing Rules:

The chapter may adopt a set of standing rules to govern its membership or, at the Chapter's direction, amend these S.O.P.'s. These standing rules and S.O.P. amendments shall be no less stringent than those contained in the S.O.P.'s established by the Department American Legion Riders program, nor can they be in conflict with the National Constitution and Bylaws of the American Legion or that of the sponsoring post.

IX. Distribution of Funds:

The chapter is recognized as a non-profit organization and may only disburse funds in a manner in keeping with all local, state and National laws regarding non-profit organizations.

X. Order:

All meetings will be conducted under Roberts Rules of Order.

XI. Charter Members:

Members who joined this chapter prior to the issuance of the permanent Charter shall be known as Charter members, as shall be recognized by the names as follows:

- **Jan Fourier**
- **Monte Gensman**
- **Bill Hurliman**
- **Michael Morris**
- **John Richards**
- **Jerry Terry**
- **Don Watts**

XII. Standing Rules

- a) **Membership;** Regular Chapter membership dues will be twenty dollars **(\$20.00)** per year, renewable no later than Dec 31st of each year. Members will have 90 days to renew their membership.
- b) **Chapter Meetings;** The chapter shall hold a least one (1) annual meeting; such meeting shall be scheduled just after the Oregon Chapter annual meeting so information from that meeting can be brought before the general membership.
- c) **Mileage Recognition Program:** This is a program of ALR Post 21 and is open to all current ALR Post 21 members. Current elected Road Captain is responsible for maintaining records and administering this program. The Mileage Recognition Program is established to promote ALR Post 21 brotherhood, recruitment, and riding. Those ALR Post 21 Riders who, under the criteria outlined below, accumulate at least 3,000 miles during the program year will be awarded a unique recognition patch to wear on their vest or other rider apparel.

The governing rules for the Mileage Recognition Program:

- 1) The program year starting in 2021 will be from the first day of January through the last day of December annually, and only miles accumulated during this period count for the current year's award;
- 2) Current Road Captain will record miles accumulated during "Qualified Rides" under this program and report tallied miles at each ALR Post 21 meeting;
- 3) Qualified Rides –
 - a) Only miles accumulated with all the below conditions met will be counted;
 - b) Must be two or more motorcycles ridden by ALR Post 21 Riders members;
 - c) All Riders must wear designated apparel for the duration of the ride. Apparel must include Rider vest or other outerwear with large American Legion Rider official insignia visible on the back;
 - d) Minimum ride distance is 1 mile;
- 4) All Post 21 Rider members on a Qualified Ride earn miles, whether rider or passenger;
- 5) Only Riders who report their miles via text message or email to the Road Captain within 7 days of the end of the qualifying ride will earn miles for that trip. Rider report must include the following data:
 - a) Names of other riders on the trip;

- b) Date of the Qualified Ride;
- c) Actual miles ridden during Qualified Ride.
 - i) Road Captain may make reasonable attempts to contact Riders who haven't reported miles for a known Qualified Ride but is not required to do so.
- 6) Changes to the Mileage Recognition Program must be voted on and approved by the ALR Post 21 membership prior the beginning of a new program year. Once a new program year is in progress, no changes will be made to the Program unless it is deemed an emergency provision by the membership. All changes will be noted in meeting minutes and updated to the Rider SOP.
- d) **Rider of the Year:** Year is defined as July meeting to July meeting of the next year. The committee chairperson shall be the current years' Rider of the Year recipient. The committee chairperson will select a committee. The committee shall consist of 3-5 members counting the chairperson. Nominations will be accepted from the ALR membership in writing or electronically to the committee chairperson up to 1 week after the June meeting minutes have been distributed asking for nominations. With the nomination a short paragraph should be attached stating why the nominee should be considered. Even though the ALR membership nominates riders, the "committee" votes the recipient of the award. The award will be presented at the July meeting.

a) The criteria is as follows;

- (1) Recipient must be paid up current in their "family" and ALR dues.
- (2) Supports the American Legion
- (3) Shows veteran support
- (4) Shows leadership when taking on a task
- (5) Completes tasks, shows pride in their work
- (6) Supports other riders in accomplishing their tasks
- (7) Volunteers for committees
- (8) Shows enthusiasm and a good attitude
- (9) Attends ALR meetings on a regular basis
- (10) Participates in discussions at ALR meetings
- (11) Participates in ALR rides/events
- (12) An advocate of motorcycles
- (13) Safe rider

e) **Distribution of Funds;** All proceeds collected beyond the necessary funding of the chapter may be distributed to the American Legion Post 21 programs as requested and approved by the membership.

- a. **Post Maintenance Fund;** 10% of the Riders ending annual balance each December is to be contributed the following month in January to the Post maintenance fund.
- b. **Emergency Relief;** The members of American Legion Riders Post 21 in McMinnville Oregon desire to be able to help a fellow Legion member in need of financial assistance in the event that he or she is unable to work due to a medical condition and is unable to pay for certain household expenses or medical needs. Any distribution to a member in need shall require an affirmative vote of the general membership at a regular Post 21 ALR meeting or through a collective vote called by the director to include a minimum of 5 elected officers. Whenever possible, a distribution check shall not be made out directly to the member but to whom the monies are to go to. The check will include the name of the member whom is being assisted. Only valid members of Post 21 Legion Riders are eligible to make a request for disbursement of monies. If at all possible, monies distributed to a member should be returned if and when the member is able to do so.
- c. **Christmas Fund;** The Christmas fund is established in support of American Legion post 21 holiday activities and or needs of those less fortunate during the holiday season(s). Distribution of funds will be made to the Post for further distribution as requested, or spent directly on support of the requirement or request. Any distribution requires an affirmative vote of the general

membership at a regular ALR meeting or through a collective vote called by the Director to include a minimum of 5 elected officers.

- d. **Scholarship Fund;** Scholarships will be awarded annually to students that qualify from the McMinnville, Perrydale, Amity, Dayton, Yamhill/Carlton, Sheridan or Willamina schools. Applicants must meet requirements and submit applications to the committee by April 1st of each year. Funds will be generated from the Post 21 Annual Rider Poker Runs. Only The American Legion Rider #21 scholarship committee will award recipients.
- e. **Other funds;** other funds accumulated for a purpose of distribution must have a motion brought from the general membership seconded and passed. To include a distribution point of contact and estimated distribution date. This motion will be recorded in the general meeting minutes approved at the next general meeting.

S.O.P. Revisions

Pre- 2015 Revisions	
Membership	Current member in good standing of any Legion family member organization. Be a legal licensed and insured Rider in the State of Oregon. Spouse of a Legion Rider with a motorcycle that meets the S.O.P. requirements.
Officers	Changed President to Director, Vice President to Deputy Director and to match National Bylaws Article III section 3, and Article VIII. Made the Historian, Chaplain and Membership Coordinator Director appointed positions
Elections	To be held in June of each year. Elected positions become affective in July.
Duties	Added the duty of merchandise sales to Deputy Director position.
Treasurer	Added the Director as a signatory to the checkbook with a bankcard.
Secretary	Provides minutes from last meeting, no longer reads.
Meetings	Regular meeting to be held the 4 th Wednesday of each month.
Finances	Finances changed to Revenue, from donations and or fund raising activities.
Governing Rules	Changed may elect to; may adopt
Standing rules	Eliminated Michigan as the National Chapter, Oregon Department is now. Membership dues renewal within 90 days of the start date 1 July each year.
Expulsion	Non-paying members will be considered for expulsion after 90 days from July 1 each year.
Membership dues due date	Membership dues is due NLT 31 Dec of each year
Expulsion	Non-paying members will be considered for expulsion 90 days from 31 Dec each year.
August 2015 Revisions	
Membership	Aligned with National and Post constitutions
Treasurer/Director	Required year-end financial report for planning/budgeting
Funds distribution	Funding of the chapter may be distributed to the American Legion Post 21, programs as requested and approved by the membership.
Emergency Relief	Assist when needed fellow Legion members in need of financial assistance.
Christmas fund	The Christmas fund details for collection and distribution
Other funds;	Other funds; approval, collection, distribution and recording.
November 2017 Revisions	
XII. c) a. Maintenance Fund	Approved by the Rider membership in September meeting. 10% of annual December bank balance to be contributed to post maintenance fund in January of each year.
June 2018 Revisions	
III. Elections	Change election process to enable installation before AL conventions
Assistant Director	Rename Deputy Director to Assistant Director to match Flag & Emblem patches
September 2018 Revisions	
XII. c) Mileage Recognition Program	Defined Mileage Recognition Program
January 2019 Revisions	
Membership	Those that work nights or can't make meetings accommodations-I. Membership-Section 8
Scholarship Fund	Under XII, d) distribution of funds, scholarship fund defined.
February 2020 Revisions	
XII. Standing Rules -d) Rider of the Year	Moved section from Distribution of funds to Standing Rules and revised wording to reflect actual term of ROY.
XII. Standing Rules-c) Mileage Program	Changed time period; The program year starting in 2021 will be from the first day of January through the last day of December annually,