



AMVETS RIDERS DEPARTMENT OF _____ POST ____ CHAPTER BYLAWS

ARTICLE I: MEETINGS

- Section 1. The Chapter shall meet on _____. The meeting place for each meeting will be at the Post home.
- Section 2. There shall be four (4) types of meetings: the general meeting, run/event meetings, annual, and special meetings.
- Section 3. There will be no alcoholic beverages allowed at any Chapter meeting. Any member who is obviously intoxicated prior to a meeting will not be permitted to attend said meeting and is subject to disciplinary action as outlined in ARTICLE VIII, Section 2, Sub section (f).
- Section 4. Members will be notified of special meetings at least seven (7) days in advance of the meeting date. It is the responsibility of each member to be sure that current contact information is on file with the Chapter.
- Section 5. Nominations of officers will be made from the floor at the regularly scheduled general membership meeting prior to the annual meeting.
- Section 6. Elections will be held at the annual meeting, at a location to be announced no later than the month prior. The voting will be done by ballot unless an office is unopposed.
- Section 7. The President shall designate a member to be responsible for the securing of all ballots at the beginning of the election until the results are certified by an election committee that has been selected by the Executive committee the meeting prior to elections.

ARTICLE II: QUORUMS

- Section 1. At all regular and special meetings, at least (3) three officers, elected or appointed and 3 members will constitute a quorum.
- Section 2. At the Executive Committee meetings, five (5) voting members of the committee shall constitute a quorum.

ARTICLE III: OFFICERS

- Section 1. A President, a 1st Vice President, 2nd Vice President, Secretary, Treasurer, Chaplain, Parliamentarian, and Sgt. at Arms shall be elected annually from among the membership.

- Section 2. A support member may hold any elected or appointed position within the organization with the exception of the President, 1st Vice President and 2nd Vice President. Not more than 2 elected and/or appointed offices may be held by support members in any one term.
- Section 3. Only members in good standing, in person, shall be entitled to vote. National and Department Headquarters shall be notified of the election of the new officers within thirty (30) days after the election has been completed.
- Section 4. The newly elected officers shall be sworn in and take office at the next regular meeting of the Chapter.
- Section 5. In the event that the office of President is vacated, the 1st Vice President shall succeed to the office of President for the unexpired term.
- Section 6. In the event the office of 1st Vice President is vacated, the 2nd Vice President shall succeed to the office of 1st Vice President for the unexpired term.
- Section 7. In the event that any other elected office is vacated, the Executive Board, with the approval of the general membership shall appoint a member to complete the unexpired term.
- Section 8. Any elected officer who misses three (3) meetings, without prior notice, or without good cause, to be determined by the Executive Committee, shall be removed from office without any further action, notification or hearing. The vacated position shall be filled in accordance with the guidelines prescribed herein.

ARTICLE IV: DUTIES OF OFFICERS

- Section 1. President - To oversee all areas of the organization. To appoint officers and committees as designated in the Chapter Constitution and Bylaws. To chair all meeting of the general membership. To ensure that all committees, programs, and events are operated in accordance with the Chapter Constitution and Bylaws and does not violate the Department or National Constitutions and Bylaws, and regulations. To be a non-voting member ex-officio of each committee.
- Section 2. 1st Vice President - Membership - To keep accurate membership records of the Chapter and its support members. To ensure that all monies collected through memberships or renewals is forwarded immediately to the Treasurer. To facilitate incentives and drives, to ensure continued growth throughout the Department. To make a report at each general membership meeting of the current, up to date, standings and to forward this report to the Secretary for inclusion in the meeting minutes as well as Department reports. Perform other duties as assigned by the Executive Committee or the President.
- Section 3. 2nd Vice President - Run/Event Coordinator - To arrange events and set needed

committees in place to ensure that all events/runs are completed. To ensure that the Chapter fulfills all requirements as set forth in Article VIII, Section 2. Plan the event/run with the help of a selected committee. To ensure credentials are checked prior to each event/run. To ensure all registration and/or waiver forms are completed, signed and secured in a safe place during each event/run. Coordinate with sponsors and suppliers for all needs. To report to regular membership, at each general membership meeting, plans, progress and needs. To ensure that all event/run participants have copies of designated rules as applicable. To ensure that all participants are in compliance with the uniform as outlined in Article VII. Perform other duties as may be assigned by the Executive Committee or the President.

Section 4. Secretary - Shall keep accurate records and minutes of all Chapter meetings. To act as the official point of contact between the Chapter and the Department Executive Director. To handle all correspondence received and sent by the Chapter. To pass communications promptly to the respective recipient as needed. To maintain files for the organization. Perform other duties as may be assigned by the Executive Committee or the President.

Section 5. Treasurer - Shall keep accurate records of all financial transactions and organization monies. To ensure that all monies are deposited as directed by the Chapter Executive Committee. All receipts, transaction slips and checks will be kept on file and turned over to the appointed audit committee when requested. Copies of all transactions will be maintained by the Treasurer. Perform other duties as may be assigned by the Executive Committee or the President.

Section 6. Chaplain – Shall offer comfort and solace to our members in their time of need. To offer opening and closing prayers at all Chapter meetings, events and runs. To notify the Secretary of the need to send a card of sympathy or get well wishes to those members or their families as needed. Perform other duties as may be assigned by the Executive Committee or the President.

Section 7. Parliamentarian – Shall advise the officers and members on parliamentary, and constitution and bylaws matters. Perform other duties as may be assigned by the Executive Committee or the President.

Section 8. Sgt at Arms - Shall maintain order at all meetings, events and runs. To post and retire the colors when called upon to do so. To lead the membership in the Pledge of Allegiance at each meeting as prescribed. Perform other duties as may be assigned by the Executive Committee or the President.

ARTICLE V: COMMITTEES

Section 1. The Audit committee shall be appointed by the Chapter President. The President shall appoint such members from the Chapter membership as deemed necessary to carry out their assignment.

- (a) The audit committee shall consist of the appointed chairman and two (2) voting members.
- (b) The audit committee shall do a complete audit of all Rider accounts and financial records each year prior to the annual meeting.
- (c) The audit committee shall do an audit of all financial records upon the request of the Chairman with the approval of the Executive committee.
- (d) The chapter Treasurer shall serve as a non-voting ex-officio member of the audit committee.

Section 2. Other committees shall be developed and organized as needed by the President or the Executive Committee.

ARTICLE VI: FINANCES

Section 1. The total annual dues of this organization shall be \$_____ per member, with \$_____ retained by the local chapter, and \$_____ forwarded to the State chapter.

Section 2. All fund raising activities must be approved in advance by the Chapter Executive Committee and the Post Judge Advocate. All fund raising activities must be in compliance with the Department and National Constitution and Bylaws, and rules and regulations.

Section 3. An annual budget shall be prepared by the Treasurer and submitted to the Chapter Executive Committee for its approval. A copy of this budget shall be forwarded to the Post Finance Committee. Accurate books and records of account activities maintained by the treasurer shall be subject to inspection and regulation by the Chapter Executive Committee at all reasonable times. Books and records will be made available to the Post finance committee on request by said committee.

Section 4. The Treasurer shall render a report of receipts and disbursements to each meeting of the Chapter. The Treasurer is also responsible for filing all IRS forms as required by law. The Chapter fiscal year shall be January 1st through December 31st.

Section 5. The Chapter Executive Committee shall have discretionary spending authorization of up to \$100 (one hundred dollars) without prior approval from membership. Disbursement of funds shall be in a manner that is in keeping with all local, state and federal laws regarding non-profit organizations.

Section 6. Officers and/or members handling Chapter funds shall be properly bonded with a good and solvent bonding company acceptable to the US Treasury, as surety to cover the average amount of funds handled by said individuals in a single year.

Section 7. The Chapter must be incorporated in accordance with the laws of the state in which they are chartered.

Section 8. The Chapter shall provide either through its own policy, or as an additional insured on the Department insurance policy, a minimum of \$100,000 general liability insurance.

ARTICLE VII: UNIFORMS AND INSIGNIAS

- Section 1. Riders may purchase a jacket patch of 12", 8", 6", or 3" in diameter from the Rider 1st Vice President or other designated member. This patch is to be worn as prescribed in Article VII, Sections 3, 4, 5, 6, 7, and 8. The purchase price will be determined by the Executive Committee.
- Section 2. All Support members of the Riders may display the AMVETS Riders patch, provided they comply with rules as prescribed Article VII, sections 3, 4, 5, 6, 7, and 8.
- Section 3. At ALL Chapter events/runs, members of the Chapter shall not be permitted to wear/display colors that reflect unfavorably upon the name of AMVETS. They agree to display the approved AMVETS Riders logo or wear an unadorned garment. Wearing of colors that reflect unfavorably upon AMVETS is automatic grounds for disqualification from participation in the Chapter sponsored event/run.
- Section 4. At no time will any type of profanity, be it graphic or written, be displayed on any article of clothing bearing the AMVETS name.
- Section 5. The AMVETS Riders logo/patch may not be altered or defaced in any manner.
- Section 6. The AMVETS Riders name may be worn and displayed by riding and supporting members only.
- Section 7. Other patches, pins, or other ornamentation that promotes a positive image for AMVETS, or veterans may be displayed on clothing as long as it does not cover, alter or deface the AMVETS or Rider logo/patch.
- Section 8. Appropriate attire will be worn during all Chapter sponsored events/runs.
- Section 9. The purchase of vests, jackets, additional clothing, patches embroidery or accessories will be at the expense of the member.

ARTICLE VIII: EVENT/RUN GENERAL INFORMATION

- Section 1. The event/run shall be organized and coordinated through the 2nd Vice President and his/her appointed committee.
- Section 2. The Chapter must organize a minimum of four (4) events or runs per year to fulfill the requirements of their charter.
- Section 3. The following guidelines shall be in place prior to each event/run:
- (a) The purpose/goal for the event will be established and presented to the Executive committee for approval.
 - (b) Registration or entry fees will be established as needed.

- (c) A credentials committee (1-2 people) will be established within the event committee. They will have in their possession all needed registration/entry forms, waivers, receipt books, maps and other instructions on site as needed.
- (d) ALL active participants: riders, passengers and supporters, will register and show required credentials at the designated area and sign all required waivers/forms.
 - (1) Required credentials for runs include: valid membership card, valid motorcycle or vehicle registration, proof of insurance for said vehicle, and properly signed waivers/forms.
 - (2) Upon approval of credentials and payment of any fees assessed for the event, participants will receive designated event identification as provided by the Riders.
- (e) Participants will receive any pins/patches or other event recognition as decided on by this committee once qualified and registered for a run/event if applicable.
- (f) All participants must comply with the ruling that no alcohol will be sold or distributed by any member of the Chapter at any rider event, with the exception of such events as bull roasts, banquets and other events where alcoholic beverages are part of the activity as determined by the Executive committee. The Chapter will not tolerate public intoxication by any member while wearing the AMVETS Rider logo or patch under any circumstances. Violation of this rule will constitute immediate termination of membership in the AMVETS Riders. Conduct will also be reported to the members' parent organization.
- (g) Post event/run, any completed cards/forms and funds will be turned in to the designated person who will be responsible for securing said documents and monies until the post event committee meeting.
- (h) At the post event/run meeting (to take place not later than the day following the event) the event is to be critiqued and all papers/monies turned over to the 2nd Vice President. The Vice President will then forward a report of the event along with funds collected to the Treasurer for disposition. A report will also be filed with the Post.

ARTICLE IX: DISCIPLINE

Section 1. Members and supporters may be suspended or expelled for any one of the following reasons:

- (a) Failure to comply with obligations as imposed on the members under the Constitution and Bylaws
- (b) Any conduct unbecoming an AMVETS Rider that reflects unfavorably on AMVETS or the AMVETS Riders.
- (c) Membership received by means of fraud or misrepresentation.

Section 2. Disciplinary action shall be in accordance with the guidelines of Appendix B of the AMVETS National Constitution and Bylaws.

Section 3. Any Rider or Support member who receives disciplinary action by their parent organization shall be subject to the same action under the AMVETS Riders up to and including expulsion. These measures will take place with no further hearing after the action by the parent organization has been decided.

ARTICLE X: AMENDMENTS

Section 1. These bylaws may be amended by a majority vote at the annual membership meeting. Proposed amendments shall be submitted in writing to the Executive committee for its review and presentation at the annual meeting. Copies of proposed amendments shall be available to all Chapter members at least ten (10) days prior to the vote. Copies of all adopted amendments shall be forwarded to the Post Judge Advocate for his review within thirty (30) days after their adoption. The Post Judge Advocate shall forward the approved copies to National Headquarters for placement in the permanent Chapter file.