



AMERICAN LEGION RIDERS

CHAPTER BY-LAWS

**CLARK-ELIASON POST 352
SOMERS POINT, NJ**

**Mail Address: PO Box 199
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BLR 18-4 (11-4-19)

ALPHABETICAL INDEX

<u>Subject</u>	<u>Article</u>	<u>Page</u>
Amendments.....	XIV.....	16
Appointments.....	IX.....	14
Budget.....	V.....	08
Certification.....	----.....	21
Change Log.....	----.....	22
Chapter Officers.....	II.....	03
Charter Members.....	III.....	05
Committees.....	XVI.....	16
Constitution & By-Laws.....	XVI.....	16
Donation.....	XVI.....	17
Scholarship.....	XVI.....	23
Discipline.....	XVII.....	20
Dues.....	III.....	06
Duties of Officers.....	VI.....	08
President.....	VI.....	08
Vice President.....	VI.....	09
Secretary.....	VI.....	09
Treasurer.....	VI.....	09
Sgt. at Arms.....	VI.....	10
Ride Coordinator.....	VI.....	10
Membership Chairperson.....	VI.....	10
Chaplain.....	VI.....	11
Historian.....	VI.....	11
Executive Committee.....	V.....	07
Installation of Officers.....	II.....	04
Liabilities.....	XIII.....	15
Management.....	II.....	03
Meetings.....	IV.....	07
Members.....	III.....	05
New Members.....	III.....	05
Nominations.....	II.....	04
Notices.....	XI.....	15
Patch Issue.....	VIII.....	12
Patch Placement.....	VIII.....	13
Resolutions.....	X.....	15
Revenues.....	V.....	07
Rules of Order.....	XII.....	15
Vacancies.....	II.....	05
Voting.....	II.....	04
Waivers.....	II.....	03

Article I--Name

Section 1.

The Chapter existing under these By-Laws is to be known as **AMERICAN LEGION RIDERS, Department of New Jersey, Post 352** and is a Non-Profit; Tax Exempt Corporation under Internal Revenue Code 501 (c) (3) in the State of New Jersey. This Chapter operates at all times in conformity with those requirements.

Section 2.

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

Article II—Management, Nominations and Voting

Section 1.

All Full American Legion Rider Post 352 Members in good standing, Article III, Section 3, are eligible to hold office except those members addressed in Article II, Section 2.

Section 2.

To ensure that new members are fully aware of the personality of, and issues of the Chapter, no member having been so for less than one (1) calendar year, shall be considered for any office within the Chapter. In the event that no members fulfilling this requirement are available or willing to serve, compliance to Article II, Section 2 is waived in favor of survival of the Chapter.

Section 3.

The Officers of the Chapter are President, Vice-President, Secretary, Treasurer, Sergeant-at-Arms, Ride Coordinator, Membership Chairperson, Chaplain and Historian. Elected Officers term of office is for one (1) year or until a successor is elected and assumes office.

- 3.1 The Chapter President may succeed him/herself in office, by nomination and election, for no more than three (3) successive years, but may again stand for office after at least one (1) year out of office.
- 3.2 The successive year requirement of Section 3.1 may be waived by the Executive Committee in favor of survival of the Chapter.

Section 4.

Between Chapter meetings, the administrative power of the Chapter is vested in the Chapter Executive Committee, which consists of all Officers for the current year and in addition the immediate Past President.

Article II—Management, Nominations and Voting (Cont.)

Section 5.

Officers of this Chapter are elected annually on the **1st Monday in December** with first nominations called in November and final nominations and the election called for in December.

- 5.1 Nominations are made from the floor. A nominee must be present to accept or decline a nomination for an office. A nominee does not need to be present for the election in December, but if elected, must attend or participate in the Official Oath of Installation as per Section 5.8.
- 5.2 The Chapter President may not be in the active position of Commander, President or the Chief Executive Officer (CEO) of any Veterans Service Organization (VSO) prior to nomination and, if elected, during the service period to ALR Post 352.
- 5.3 No member can hold more than one (1) Officer position at one time. If a member has been nominated for more than one (1) office, they must declare that they accept one (1) nomination and withdraw from other nominations.
- 5-4 The Sergeant-at-Arms is in authority during the period of nominations of Officers and the election process, or in his absence an Officer so designated by the Chapter President.
- 5.5 During nominations of Officers, the Sergeant-at-Arms opens the nominations in the order in which they appear under Article II, Section 3 and close each Officer position nomination by stating to the members two (2) times “any other nominations for the position of ____?” then close that nomination. The Secretary records the names of the nominees for transcription to secret ballots if required as per Section 5.6.
- 5.6 All elections of Officers, with two (2) or more nominees, shall be by secret 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.
- 5.7 When there is but one (1) candidate in nomination for a position, the Chapter President may direct another Chapter Officer to cast one (1) unanimous vote for the candidate at the election in December.
- 5.8 Elected Officers shall be sworn in and administered the Official “Oath of Installation” by the Chapter Chaplain, or in his absence, an Officer so designated by the Chapter President. The Oath is to be administered at the beginning of the 1st Monday meeting in January. All new and duly sworn in Officers immediately take over the responsibilities and duties of their elected office.

Article II—Management, Nominations and Voting (Cont.)

- 5.9 Should an elected Officer be unable to attend the Official Oath of Installation at the meeting in January due to illness, emergency or exempted status they shall be sworn in by the Chapter President, or his designated representative, and at least one (1) other Chapter Officer as witness, at the earliest opportunity before entering upon their duties and responsibilities of Office.

Section 6.

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 Chapter Executive Committee, and a nominated person, so appointed, shall hold office for the remaining unexpired term of the member of the Chapter Executive Committee or Officer whose position was vacated.

Section 7.

A vacancy exists 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 four (4) monthly meeting period of unexcused absences which would be considered detrimental to the interest of the Chapter by the remaining members of the Chapter Executive Committee.

Section 8.

Chapter Past Presidents are members of the Chapter Executive Committee with voice but without voting privileges, except the immediate Past President who has a voice and a vote.

Article III—Charter Members, Chapter Members, New Members, and Dues

Section 1.

Chapter Members who joined the American Legion Riders on or before December 29, 2008 for the permanent authorization to form the American Legion Riders, Department of New Jersey, Post 352, are to be known as ALR Post 352 “Charter Members” and as such are authorized to wear the "CM" insignia. All Chapter Members are to comply with the Chapter Constitution and By-Laws as written or amended.

Section 2.

All New members to the Chapter are to be sponsored by a Chapter Member in good standing who shall guide and mentor them through the membership process. The Sponsor is fully responsible for the candidate and shall instruct them in the mission, protocol and requirements of the American Legion Riders and the American Legion Riders Riding Safety guide lines. The Sponsor or the Chapter President will introduce the candidate to the Chapter Members at a regular Chapter meeting.

- 2.1 Should the candidate not have a Sponsor, the Membership Chairperson or the Chapter President will ask for a volunteer or assign one (1) from the Chapter Membership.

Article III—Charter Members, Chapter Members, New Members and Dues
(Cont.)

- 2.2 The term of the Introductory period shall be determined by the Sponsor and the length of time that the candidate can complete the requirements as outlined in Article VIII, Section 1, Para. 1.1.
- 2.3 A New member will not have voting rights until classified as a Full Member by the Chapter Executive Committee.
- 2.4 The cost of the new members Vest and patches shall be borne by the member.
- 2.5 An ALR Post 352 membership that terminates or ceases, for a period of six (6) months, will cause all of that member's rights and privileges to be surrendered within the organization.
- 2.6 Past or previous members who request to be reinstated as a member of ALR Post 352, will be classified as a "New" member, shall not retain any previous status in the organization, and shall accomplish the requirements as stated in Article III, Section 3 and Article VIII, Para. 1.1 thru 1.6.

Section 3.

Members in "Good Standing" are members who have paid their American Legion, The American Legion Auxiliary, or The Sons of the American Legion and The American Legion Riders annual dues, as well as:

- 3.1 Have a legally registered motorcycle of **750cc's** or more.
- 3.2 Have a valid State drives license with a motorcycle endorsement.
- 3.3 Be insured as required by State law.
- 3.4 Have provided evidence of the above documents to the Membership Chairperson as a new member or at the time of membership renewal.

Section 4.

Dues are collected by the Membership Chairperson and are payable no later than January 1st of each year. A Chapter Member whose dues for the current year have not been paid by February 1st is classified as "delinquent". If delinquent after March 1st, the Chapter Member shall be classified as "suspended" from all ALR functions and privileges. Article VI, Section 7.1 applies. A Chapter Member suspended, may be reinstated to active membership in good standing by completing all of the requirements of Article III, Section 3 with the Membership Chairperson and an acknowledgement of reinstatement from the Chapter Executive Committee.

Article IV—Meetings

Section 1.

The regular meeting of the Chapter is held at The American Legion Post 352 home on the **1st Monday** of the month. Should the regular scheduled meeting fall on a holiday, the meeting shall be scheduled for the first (1st) Monday following the holiday or a suitable date agreed upon by the Executive Committee, in 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. An Annual meeting schedule is to be posted on the official website, the ALR bulletin board and emailed to all members by the Secretary

Section 2.

A quorum consists of 18 members at the Chapters regular and special meetings.

Section 3.

Members are to attend regular and special meetings or events in proper motorcycle attire, as established by the Chapter Executive Committee. Article VIII, Section 2, Para(s) 2.1 and 2.2 applies.

Section 4.

The Chapter President or three (3) of the Chapter Executive Committee members have power to call a Special meeting of the Chapter at any time. An announcement to all members is made by the Secretary at least five (5) working days prior to the meeting.

Section 5.

Upon the written request of three (3) Chapter Members, the Chapter Executive Committee shall call a Special meeting of the Chapter to review those issues that are presented.

Article V—Chapter Executive Committee

Section 1.

The Chapter Executive Committee meets for organizational or such other business as may come before it at the call of the Chapter President within thirty (30) days after the installation of the new Officers. Thereafter, the Chapter Executive Committee meet as often as the Chapter President may deem necessary.

- 1.1 The Chapter President shall call a meeting of the Chapter Executive Committee upon the joint written request of three (3) or more members of the Chapter Executive Committee.

Section 2.

The Chapter Executive Committee reviews the revenues of the Chapter annually and derives from such membership, if necessary, fees, dues or assessments, and from such other sources as may be brought before the committee.

Article V—Chapter Executive Committee (Cont.)

Section 3.

The Chapter Executive Committee establishes an annual Chapter Operating Budget that reflects the receipts and expenditures for the year beginning on the first day of January and ending on the last day of December, a Calendar year basis. In no case shall any Chapter activities be eliminated from the budget process.

- 3.1 All Committee's that require finances shall submit a budget request by October 31st of the current year. The new Chapter budget shall be in place prior to the newly elected Officers taking over the responsibilities of their respective Offices in January.
- 3.2 The outgoing Treasurer reviews the new annual budget with the in-coming Chapter Officers in January of each year.

Section 4.

A quorum shall consist of six (6) members at the Chapter Executive Committee meetings.

Section 5.

The Chapter Executive Committee, based on a majority vote, shall hire such employees as may be necessary and shall authorize and approve expenditures that may come before it;

- 5.1 Shall provide and require adequate bonding from all persons having custody of Chapter funds to include; the President, Vice-President, Treasurer and Membership Chairperson.
- 5.2 Shall authorize the Treasurer to obtain and monitor bonding requirements.
- 5.3 The Chapter Executive Committee 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.

Section 6.

The Chapter Executive Committee establishes the form and content of information that shall be posted on the American Legion Rider public website and any other type of social media sites that contain, or could contain, ALR Post 352 information or postings.

Section 7.

The Chapter Executive Committee has final authority over membership issues.

Article VI—Duties of Officers

Section 1.

Duties of Chapter President: It shall be the duty of the Chapter President 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 (CEO) of the Chapter.

- 1.1 The Chapter President shall be responsible for the orderly transfer of all archives and records or documents to each of the newly elected Officers.
- 1.2 The Chapter President shall be bonded and shall approve all orders directing the disbursement of Chapter funds.
- 1.3 The Chapter President shall make an annual report covering the business of the Chapter for the year, and make recommendations for the ensuing year, which shall be read at the annual meeting. A copy shall immediately be forwarded to the Sponsoring Post Adjutant in January.
- 1.4 The Chapter President shall perform such other duties as directed by the Chapter or Sponsoring Post Commander.

Section 2.

Duties of Vice- President: The Vice- President shall assume and discharge the duties of the office of the Chapter President in the absence or disability of, or when called upon by the Chapter Executive Committee or Sponsoring Post Commander. The Vice President shall be bonded.

Section 3.

Duties of 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 Sponsoring Post and Department organizations may require and under direction of the Chapter President, handle correspondence of the Chapter. The Secretary shall be responsible for posting and distributing the Annual meeting schedule.

- 3.1 The Secretary shall work with the Sergeant-at-Arms during nominations and elections.
- 3.2 The Secretary is the official keeper of the Chapter Archives and shall receive achievable material from all members, Officers and Committee sources. The Secretary shall preserve Chapter documents in written, typed, photographic or scanned form. The Secretary should scan and transfer to computer or digital form as many documents as possible, including the Chapter Constitution and By-Laws for ease of storage and retrieval.
- 3.3 The Secretary shall be part of any committee assigned to review or amend the Chapter Constitution and By-Laws, and be solely responsible to perform or delegate the ratification of the amendments after being approved by the Chapter Members.

Article VI —Duties of Officers (Cont.)

Section 4.

Duties of the Treasurer: The Treasurer shall have charge of all finances and see that they are safely deposited in an agreed upon local bank or banks 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.

- 4.1 All bank accounts shall be joint accounts with the Chapter President and Treasurer as designated signatories. As such, all checks require the signature of either signatory. Each shall be provided such surety bonds in such amounts as shall be fixed by the Chapter Executive Committee and obtained by the Treasurer.
- 4.2 The Treasurer shall be part of any budget process and shall make recommendations throughout the year to the Chapter Executive Committee on the Chapters budget status.
- 4.3 The Treasurer shall present for examination to auditors or inspectors all books, papers, vouchers, etc. that may be necessary to perform a proper audit of the Chapters accounts. The Treasurer shall prepare and provide the Chapter's monthly financial report for the sponsoring Department or Post Chapter Executive Committee.

Section 5.

Duties of the Sergeant-at-Arms: The Sergeant-at-Arms shall preserve order at meetings, gatherings and events; assist the Ride Coordinator with the Road Captains in enforcing all rules of safe riding during rides, runs and escorts; be active and in authority during nominations and elections, distributing and collecting all votes and overseeing the tabulation thereof; introduce new members and provide assistance, as necessary, to make them feel welcome in the ALR; and perform such other duties or Chair such committees as may be from time to time assigned by the Chapter President or Chapter Executive Committee.

Section 6.

Duties of the Ride Coordinator: The Ride Coordinator plans all tours, runs, activities, and events; lead the Chapter in formation riding or parades and arouse interest in activities. The Ride Coordinator also acts as a Safety Officer, ensuring that motorcycle safety is observed at all times during events by enforcing all rules of safe motorcycle operation and group riding.

- 6.1 The Ride Coordinator works with the Chapter Historian during ALR riding events or other event participations in bringing together information for the Chapter report.
- 6.2 The Ride Coordinator organizes and makes an annual selection of qualified Road Captains and introduces each of them to the Chapter Members, appoint assistant Road Captains or take any other measures necessary to help insure the safety of the group during rides.

Article VI —Duties of Officers (Cont.)

- 6.3 The Ride Coordinator may select assistants to aid in special tasks and could Chair appropriate activity committees as directed by the Chapter President or Chapter Executive Committee.

Section 7.

Duties of Membership Chairperson: The Membership Chairperson is responsible for maintenance of membership records and the administration of the Chapter patches. The Membership Chairperson collects membership dues as determined by the Chapter By-Laws under Article V, and provide the collected dues to the Treasurer on a regular basis.

- 7.1 The Membership Chairperson issues letters of dues delinquency and, should it be required, letters of suspension with regard to dues under Article III, Section 4.
- 7.2 The Membership Chairperson develops, maintains and archives ALR membership rosters and distributes the current roster to each member of the Chapter Executive Committee and Committee Chairpersons.
- 7.3 The Membership Chairperson 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 Chapter Executive Committee, applicable Department rules or State and Local laws.
- 7.4 The Membership Chairperson assures that all members meet the requirements of Article III, Section 3 during initial and renewal of membership in the Chapter.
- 7.5 The Membership Chairperson shall be bonded.
- 7.6 The Membership Chairperson renders detailed membership reports annually or when called upon to do so at regular meetings of the Chapter. Additionally, the Membership Chairperson sends renewal notification to members of record upon the availability of Chapter membership cards for the new membership year.
- 7.7 The Membership Chairperson keeps original membership applications and submits copies of new member applications to the Chapter President for review.
- 7.8 The Membership Chairperson works in conjunction with the Sponsor of all new members to assure that full membership requirements are accomplished.

Section 8.

Duties of Chapter Chaplain: The Chapter Chaplain is charged with the spiritual welfare of all Chapter members and offers divine but nonsectarian service in the event of dedications, funerals, public functions, etc., The Chapter Chaplain administers the “Oath of Installation” to the newly elected Officers or Officers elected under Article II, Section 6, and adhere to such ceremonial rituals as are recommended by the National or Department headquarters from time to time.

Article VI —Duties of Officers (Cont.)

Section 9.

Duties of Chapter Historian: The Chapter Historian is charged with the individual records, events and incidents of the Chapter and its members. The Chapter Historian has the responsibility to take photos, record ALR members participation in all events, provide a report at the monthly meeting, provide a written narrative for the archives, and other pertinent information to the Secretary and Chapter Ride Coordinator at the monthly meeting and shall perform such other duties as may properly pertain to the office as may be determined by the Chapter President or the Chapter Executive Committee.

Section 10.

Additional Roles. The Chapter may define additional roles, either elected or appointed, within these 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, either the Chapter President or Chapter Executive Committee by majority. Any such additions to the By-Laws must define which, if any, of the additional positions would constitute membership on the Chapter Executive Committee.

Article VII—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 VIII — Issue, Placement, Control and Surrender of Emblems

Section 1.

New members, during the introductory period, are required to adhere to the requirements as outlined within this Section to receive the full complement of ALR Post 352 patches. Patches are procurable from the Membership Chairperson.

- 1.1 New members are required to participate in the two (2) ALR Post 352 official fund raising events, and participate in two (2) sanctioned rides or voluntary projects, acceptable to the Sponsor and the Chapter Executive Committee, as well as attend a minimum of four (4) regular or special Chapter meetings, to complete the Full Membership and full patching requirements
- 1.2 New members will wear only the Front Left “Post 352” and Front Right “Legion Rider” over pocket patches as outlined in Section 2.3.5 and 2.3.6.
- 1.3 New members are not to wear the “American Legion Riders” Back patch, the “Legion Riders” Top rocker, and “Somers Point, NJ” Lower back rocker until their Sponsor has confirmed that they have completed the minimum requirements as stated in Section 1.1 above.

Article VIII — Issue, Placement, Control and Surrender of Emblems (Cont.)

- 1.4 At the completion of the introductory period, the Sponsor will notify the Membership Chairperson that the new member has completed the requirements and will bring the candidate before the Chapter Executive Committee and Chapter Members at a regular Chapter meeting. The New member is to be present at this meeting.
- 1.5 The Sponsor will make a motion at the meeting that the new member be accepted as a Full Member in ALR Post 352 and attest that the requirements have been accomplished. Final acceptance and approval of the new member is the responsibility of the Chapter Executive Committee.
- 1.6 The Chapter Executive Committee has the authority to waive some of the requirements based on new member participation in ALR activities throughout the introductory process.
- 1.7 When accepted as a Full Member, the new member is to purchase the remaining ALR Back patch, Upper and Lower Back rockers and affix them as outlined in Sections 2.3.1, 2.3.2 and 2.3.3 as soon as possible.

Section 2.

The wearing of American Legion Riders blue denim Vest with collar and the associated patches is a privilege, not a right.

- 2.1 The Vest is worn at all ALR Post 352 meetings, sanctioned rides, events and sanctioned Veteran related venues.
- 2.2 The Vest is NOT to be worn when riding alone, with friends, other groups or any other non-sanctioned ride. The Chapter President may authorize the wearing of the Vest on non-sanctioned rides when contacted by a Chapter Member or an Event Coordinator with adequate details to the Chapter President of the event being requested. The wearing of “Soft Colors” is authorized in lieu of the Vest.
 - 2.2.1 “Soft Colors” are defined within this Chapter as a shirt, sweat shirt, jacket, sweater or other outer garment that has an imprinted ALR emblem back patch and imprinted Post 352 patch on the front.
- 2.3 The authorized five (5) patches are to be positioned and affixed as described here in:
 - 2.3.1 “American Legion Riders” large back patch is to be attached on the back of the Vest, centered left to right and one (1) inch below the bottom of the upper seam.
 - 2.3.2 The “Legion Rider” top rocker is to be attached on the back of the Vest, with the two lower points touching the top of the top seam, centered over the American Legion Riders back patch.

Article VIII — Issue, Placement, Control and Surrender of Emblems (Cont.)

- 2.3.3 The “Somers Point NJ” bottom rocker is to be attached centered on the large “American Legion Riders” back patch, on the bottom and must touch the lower edge of the patch. No gaps are to be visible.
- 2.3.4 No other patches, pin or ribbons are to be placed or affixed within the field of the left, right, top or bottom back seams.
- 2.3.5 The "Post 352" front patch is to be attached centered on the top of the Left breast pocket, no more than one half (1/2) inch from the seam.
- 2.3.6 The "Legion Rider" front patch is to be attached centered on the top of the Right breast pocket, no more than one half (1/2) inch from the seam.
- 2.4 Current elected Officers are to be identified by wearing a patch designating their current respective Chapter Office directly over and centered on the Front Right “Legion Rider” patch.
- 2.5 Past Presidents are authorized to wear the “Past President” patch after leaving office.
- 2.6 All Vests are to be inspected by the Membership Chairperson for conformity to the above rules. Patched Vests that do not meet the requirements of Section 2.3 are to be rejected for use by the Membership Chairperson until corrective actions have been accomplished by the member. The Chapter President shall be notified of any discrepancies and the corrective actions during the annual dues collection.
- 2.7 A members’ privilege of wearing the Vest can be revoked or suspended at any time by the Chapter Executive Committee. Article XVII applies.

Section 3.

There is no mechanism by which ALR Post 352 can legally reclaim items incorporating the ALR emblem from ex-members who choose to sever their relationship with the Chapter. However, the four (4) patches; "Legion Rider" back top rocker, “Somers Point, NJ” back bottom rocker, "Post 352" front patch, and the “Legion Riders" small front patch are the property of , and are identifiable with, ALR Post 352 and are only to be worn by active full members of the organization. The four (4) purchased patches may be donated back to the ALR Post 352 Membership Chairperson by the out-going member upon leaving the organization.

Article IX—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.

Standing Committees shall consist of such persons, and the chair thereof, as designated by the Chapter President.

Article X—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 XI—Notices

Section 1.

The Membership Chairperson is responsible for maintaining a current Membership Roster and shall distribute the Membership Roster to each member of the Chapter Executive Committee and each Committee Chairperson containing a listing of email, phone number and postal mailing address of all members. The Secretary is to make contact with each member, by any of the above available means, at least ten (10) days prior to every meeting. The Secretary initiates and distributes the “Annual Meeting and Major Event(s) Schedule” with dates and times prior to the upcoming year.

Section 2.

The Secretary shall cause notice of the annual election to be given at least two (2) weeks prior to the election.

Article XII—Rules of Order

Section 1.

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

Article XIII—Limitations of Liabilities

Section 1.

This Chapter shall not incur, or cause to be incurred, any liability nor obligation which shall subject it to liability to any other Chapter, subdivision, members of The American Legion, Post, Departments, or other individuals, corporations or organizations.

Article XIV—Amendments

Section 1.

These By-Laws may be amended, Article XVI, Section 2, at any regular or special Chapter meetings by a vote of two-thirds (2/3) of the members of the Chapter attending such regular or special meeting, provided that the proposed amendment shall have been submitted in writing and read or posted at the immediate preceding regular meeting. Approved changes or revisions shall be tracked and recorded on the “Change Log” by the Constitution and By-Laws Chairperson after a member’s approval vote. Any changes are to be reported to the sponsoring Department or Post.

Section 2.

Written or electronically transmitted notice to the addresses of record indicated in Article XI, Section 1, shall have been given to all members at least ten (10) working days in advance of the date when such amendment is to be voted upon, notifying said members that at such meeting there shall be presented a proposal to amend the By-Laws.

Article XV

Reserved

Article XVI - Committees

Section 1.

All members of Committees, after notice of their appointment, shall give patient and diligent attention to the business entrusted to them.

Section 2.

Constitution and By-Laws Committee: The Constitution and By-Laws Committee provides for the orderly and lawful operations of the American Legion Riders Post 352 in a manner that facilitates accomplishing its mission. It is the responsibility of this Committee to prepare, review and revise the Constitution and/or By-Laws which provide the ALR Post 352 members with conformity to the Federal, State and local laws, the National ALR and Post Constitution and By-Laws, and provide a detailed guideline for the accomplishment of the Officers and member’s responsibilities. This is accomplished by providing proper protocol, methods and standard operating procedures. Duties include: Reviewing present Chapter Constitution and By-Laws against National ALR and Post Constitution and By-Laws documents, soliciting proposals in the form of additions, clarifications, deletions, suggestions or changes from all of the Chapter Members and provide a written Constitution and By-Law Committees proposal, from the Chairperson, on these changes for the Chapter Executive Committee’s general review.

- 2.1** The Constitution and By-Laws Committee shall be made up of no less than two (2) members in good standing and a Chairperson, plus the Secretary. The Secretary shall be part of this committee as per Article VI, Section 3. The appointment by the Chapter President of the Constitution and By-Laws Committee Chairperson shall not constitute membership on the Chapter Executive Committee.

Article XVI - Committees (Cont.)

- 2.2** The Constitution and By-Laws Committee reviews the Chapters Constitution and By-Laws during the year for any changes in the National ALR and Post Constitution and By-Laws, and review and address specific issues that have occurred in the Chapter that may require Chapter By-Law change, clarification, addition or deletion of policy or procedures.
- 2.3** All proposals submitted shall be in writing, signed by the submitter, and forwarded to the Secretary. The Secretary manages the administrative portions of securing the proposals prior to providing these documents to the Constitution and By-Laws Committee Chairperson.
- 2.4** All proposals are to be forwarded to the Committee Chairperson within thirty (30) days after receipt of the Secretary. Once the Committee Chairperson receives the proposals they shall be reviewed against the current Chapter Constitution and By-Laws for validity and merit. The results of this review are to be coordinated by the Committee Chairperson to each of the members of the Constitution and By-Laws Committee for their review and comments.
- 2.5** The Committee Chairperson schedules a committee meeting within thirty (30) days once all of the committee members have received and reviewed the proposals. The meeting or meetings shall result in an agreed upon consensus of the Committee members as to the proposals being accepted or rejected based on adherence to the National ALR and Post Constitution and By-Laws and legal issues that may arise due to amendment changes.
- 2.6** Proposal recommendations for changes from the Constitution and By-Laws Committee shall be collated and submitted in writing by the Committee Chairperson to the Chapter Executive Committee at the earliest opportunity or no later than the next scheduled Chapter Executive Committee meeting. The Committee Chairperson shall provide an overview of the proposals with explanations as to the necessity for the changes that were agreed upon by the Constitution and By-Laws Committee members.
- 2.7** The Chapter Executive Committee, after a general review of the proposals presented shall make an announcement at the next regular or special Chapter meeting that a proposal has been made to amend the Chapter Constitution or By-Laws by following Article XIV procedures.

Article XVI - Committees (Cont.)

Section 3.

Donation Committee: The Donation Committee has the responsibility to receive, review and, if qualified, award requests for donations or financial assistance mainly pertaining to any local Veteran related issue. Requests can be submitted for individuals, family members or groups related to Veterans in need of Chapter support. Requests can be for ALR Members, Sons of American Legion, American Legion Auxiliary or other Veteran related groups, members or family members. Additionally, requests are not limited to only Veterans or Veteran Groups. Non-Veteran, public service groups and community organizational requests will also be received and reviewed. Requests of this nature must be deemed “in need” and receive final approval by the Donation Committee and the Executive Committee regardless of amount requested.

- 3.1** The Donation Committee is made up of six (6) members in good standing and a Chairperson. Each member has a vote with the Chairperson’s vote only being used as a tie breaking vote. The appointment by the Chapter President of the Donation Committee Chairperson shall not constitute membership on the Chapter Executive Committee.
- 3.2** All requests for donations shall be presented to the Chairperson of the Donation Committee by utilizing the “Donation Request, ALR Form DRF-1”, which is located on the ALR website. The completed form can be sent by postal mail, electronic mail or presented in person to the Chairperson or if unavailable, a Committee member for delivery to the Chairperson. The Chairperson, after review of the request, forwards a copy of the completed form to each of the members of the Donation Committee. The Chairperson shall keep all original Donation Request forms for the archives.
- 3.3** Members of the Donation Committee, review the submitted request once received; make inquiries from the information provided as to the validity of the request, and determine to either approve or disapprove the request as originally presented; or due to new or additional information or committee members’ responses during the review process, provide an alternate value for the request. In either case, a majority Donation Committee vote determines approval or disapproval.
- 3.4** Donations up to the standard donation of \$250 shall be voted on by the Donation Committee. If approved, the Chairperson forwards to the Chapter President a request to pay the donation by notifying the Chapter Treasurer to issue payment. No Chapter Executive Committee or membership vote is required.
- 3.5** Donations greater than \$250 up to \$1000 shall be voted on by the Donation Committee. If approved, the Chairperson forwards to the Chapter President who distributes to the Chapter Executive Committee for review and approval. If approved, the President makes a request to pay the donation by notifying the Chapter Treasurer.

Article XVI - Committees (Cont.)

- 3.6** Donations of greater than \$1,000 and up to a capped maximum of \$2,500.00 shall be voted on by the Donation Committee. If approved, the Chairperson forwards to the Chapter President who distributes to the Chapter Executive Committee for their vote and, if approved, then to the general membership for a majority voice vote for a final approval or disapproval of the request. If approved by the membership vote, the Chapter President shall authorize the Chapter Treasurer to issue payment.
- 3.7** In the event that a donation request is disapproved by the Donation Committee, Chapter Executive Committee or from a members vote; the request cannot be resubmitted for a period of sixty (60) days from the date of disapproval. The resubmittal is treated as a new request and must show additional information to substantially strengthen the need of the organization, group, individual, Veteran or their family.
- 3.8** Donation requests that have been approved and paid, shall not be eligible for additional donations until a period of thirty (30) days has expired from the date of the first approval. This request is treated as a new donation request as per Section 3.2.
- 3.9** Should a request for a donation be “disapproved”, the Donation Committee Chairperson, once notified, shall inform the requestor and the President as to the cause of the disapproval.
- 3.10** The time requirements for resubmittal or additional donations may be waived by the Chapter Executive Committee only if presented before the Chapter Executive Committee, by the requestor or their representative, in person or in writing with sufficient new information to allow the Chapter Executive Committee to properly decide and vote if the waiver is warranted. The decision of the Chapter Executive Committee is final and conclusive.

Section 4.

Scholarship Committee: The Scholarship Committee has the responsibility for the administration and furtherance of the ALR Post 352 Scholarship Program as approved by the Executive Board of ALR Post 352 and the Executive Board of the sponsoring Legion post.

- 4.1** The Scholarship Committee is comprised of five (5) members in good standing of ALR Post 352.
- 4.1.1** The members of the Scholarship Committee shall not be comprised of any ALR Executive Board members.
- 4.1.2** The Scholarship Committee will appoint a Chairman and Vice Chairman/Secretary at their first monthly meeting each year.

Article XVI - Committees (Cont.)

4.1.3 Appointment to the position of Chairman and Vice Chairman/Secretary shall not constitute membership on the Chapter's Executive Board.

4.3 The Scholarship Committee shall meet as often as deemed necessary by the President of the Executive Board and the Committee Chairman. A quorum shall consist of three (3) members.

4.4 Any change to the Scholarship Program, as approved by the Executive Boards of ALR Post 352 and the sponsoring Legion post, must first be approved by the Executive Board of ALR Post 352 and subsequently approved by the sponsoring Legion post.

4.5 The "ALR Post 352 Scholarship Program"; Program changes or amendments shall be under the control of the ALR Post 352 Secretary when received by the Scholarship Committee and Executive Board. ALR By-Laws Article XIV does not apply to the Scholarship Program.

4.6 All forms and instructions necessary to operate the ALR Post 352 Scholarship Program shall be controlled within the Scholarship Program.

4.7 The President of ALR Post 352 has authority to remove any Scholarship Committee member for cause and appoint another member in his/her stead.

Article XVII – Discipline

Section 1.

Nothing contained herein shall prohibit the Chapter President or any other elected Officer from taking immediate action against a member of the American Legion Riders Post 352 or a guest in order to maintain order and decorum regarding the use of Post facilities, Post property or at any venue representing American Legion Riders Post 352.

Section 2.

The Chapter Executive Committee shall act as a Disciplinary Committee in cases concerning Chapter members. All complaints are to be presented in writing, signed and dated, approximate time frame and specific details within fifteen (15) days of the infraction. The individual or group submitting the complaint shall present it to the Chapter President or directly to the Chapter Executive Committee. Once presented, the Chapter Executive Committee has thirty (30) days to conduct an impartial hearing of the case and shall either substantiate or dismiss such charges as are brought before it. No member shall be disciplined until given a fair hearing and complete review of the facts.

Section 3.

Should any member of the Chapter Executive Committee be involved or have a Conflict of Interest in the action being heard by the Chapter Executive Committee, they shall immediately be disqualified as a member of the Disciplinary Committee and a substitute shall be appointed by the remaining Executive Committee members from among the Chapter Members.

Article XVII – Discipline (Cont.)

Section 4.

The Chapter Executive Committee shall have the power to suspend a member or members for any period up to, but not exceeding, ninety (90) days.

Section 5.

The Chapter Executive Committee shall not have the power of expulsion, but may make such recommendation to the Chapter membership who, after being presented the facts in the case, shall have a secret ballot vote at a Special or Regular Chapter meeting to decide the outcome.

Section 6.

Chapter Members, who have been disciplined under Section 5 to be expelled from the Chapter, have the right to appeal the decision within ten (10) days of being advised of said suspension. The appeal must be in writing, and submitted to the Sponsoring Post Commander. The Sponsoring Post Commander shall present the request to the Sponsoring Post Executive Committee within thirty (30) days after receiving the individuals appeal documents. The Sponsoring Post Executive Committee shall notify the Legion Rider Chapter President of the results of their decision. The Sponsoring Post Executive Committee decision on the appeal shall be final and conclusive.

Section 7.

The Chapter Executive Committee or the Sponsoring Post Executive Committee is empowered to take necessary action to recover any damages to American Legion Post 352 or American Legion Riders Post 352 property, including prosecution by civil authorities.

Section 8.

Elected Officers may be removed from office at the preference of the membership as permitted under Article II, Section 3. The remaining members of the Chapter Executive Committee have the right to then appoint a replacement for that position under Article II, Section 6.

END

CHAPTER CERTIFICATION

We, the following Officers of American Legion Riders, Department of New Jersey, Post 352, hereby certify that the foregoing Chapter By-Laws, after due notice was given to all members, was revised, reviewed and approved at a regular meeting of this Chapter held on the **4th day of November, 2019**

Chapter President:

ATTEST:

Secretary:

