

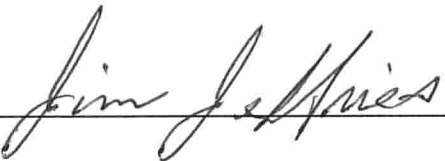
CONSTITUTION and BY-LAWS

of

The American Legion Riders, Department of Alabama

Adopted by the Department Executive Committee on June 19th, 2016

When used in this Constitution and By Laws, the words "he, him and men" represent both the masculine and feminine genders. The term "ALR" represents "The American Legion Rider"



Jim Jeffries
Commander
The American Legion
Department of Alabama



John F. Burke
Director
The American Legion Riders
Department of Alabama

PREAMBLE

The American Legion

For God and Country we associate ourselves together for the following purposes: To uphold and defend the constitution of the United States of America; to foster and perpetuate a one hundred percent Americanism; to preserve the memories and incidents of our association in the Great Wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to guard and transmit to posterity the principles of justice, freedom and democracy; to consecrate and sanctify our comradeship by our devotions to mutual helpfulness.

PURPOSE

The American Legion Riders (ALR) will be members of The American Legion Department of Alabama who are also motorcycle enthusiasts. They can be found participating in parades, partaking in motorcycling events, and supporting the communities in which they live, work, and play. Members of The American Legion Riders come from the ranks of The American Legion Department of Alabama, American Legion Auxiliary, and the Sons of The American Legion. The American Legion Riders are now and will always be a program of each individual post throughout Alabama. The American Legion Riders were formed; To participate in parades and other ceremonies that is in keeping with the aims and purposes of The American Legion Department of Alabama, To promote motorcycle safety programs and to provide a social atmosphere for American Legion members who share the same interest, To use our association to promote and support programs of The American Legion. The American Legion Riders is not a motorcycle club, and does not practice motorcycle club rules or regulations. The American Legion Riders is family-oriented, just as is its parent organization: The American Legion Department of Alabama.

AUTHORITY TO ORGANIZE

American Legion Riders is recognized by the National organization and by the Department of Alabama as a program of The American Legion through National Executive Committee Resolution 35 in 2007, amended in 2011 by Resolution 32; and by the Department of Alabama Executive Committee in 2003; and reauthorized by the Department Executive Committee at the Summer Convention on 19 June 2016.

The original by-laws of the American Legion Riders Motorcycle Association of the State of Alabama were voted on and adopted on June 13, 2003, at a State Officers Meeting Held at American Legion Post 155, in Bynum, Alabama. The original by-laws were modified and amended in January 2005 and in June 2011. This complete rewrite establishes The American Legion Riders Department of Alabama Constitution and rewritten By-Laws, June 19th, 2016.

ARTICLE I -Name

The American Legion Riders Department of Alabama

ARTICLE II - Principles

Section 1. The American Legion Riders is a Legion run program for members of The American Legion, The American Legion Auxiliary, and the Sons of The American Legion (SAL), collectively "The Legion Family" who share an interest in motorcycling.

Section 2. The American Legion Riders uphold the declared principles of The American Legion as well as conforms to and abides by the regulations and decisions of the Department.

Section 3. The ALR maintains and protects the image of The American Legion at all times through appropriate wearing of The American Legion Emblem.

Section 4. The ALR strives to improve the public's perception of the motorcycling community by promoting the honorable nature of service to ones community, state and nation through the sport of motorcycling.

Section 5. Members of the ALR shall comply at all times with the motor vehicle safety, licensing, insurance laws and regulations of the state of Alabama.

ARTICLE III - Organization and Operation

Section 1. The American Legion Riders will be organized at The American Legion Post level. Each ALR Chapter exists at the discretion of the sponsoring American Legion Post. Posts desiring to charter a new ALR Chapter will submit an application for a Legion Rider Charter to the Department Legion Riders Director who will submit a notice of sponsorship and the application to the Department Commander and Department Adjutant for final approval.

Section 2. The minimum number of paid current American Legion, American Legion Auxiliary and SAL members is five (5) whose membership dues must be paid current at all times in accordance with their respective Department or Detachment Constitution and By Laws. These are the elected officers of the ALR Chapter (see ARTICLE VI). Approved Charter Applicants will receive a "Legion Rider Charter" from the Department. Issued charters will be signed by the Department Commander, Department Adjutant and the Department ALR Director.

Section 3. Each ALR Chapter is encouraged to participate in a Legion Riders State function, either by participation of the ALR Chapter members or monetary donation, each year. A "State Function" is defined as a function, event, ride, rally or fundraiser approved by the ALR General Membership and is managed by committee appointed by the ALR Department Executive Committee.

Section 4. Each ALR Chapter shall make reports to their membership at least once per month, concerning the status of all financial activities of the ALR Chapter. Such report shall include, but is not limited to: total income, cost of sales, expenses, accounts receivable, accounts payable, inventory, a profit and loss statement and any other information necessary to provide the membership with sufficient information to make decisions

concerning these activities. This report will be provided to the sponsoring American Legion Post Executive Committee on a monthly basis.

Section 5. A quorum for a regular Department meeting of the membership requires a minimum of five (5) ALR Department officers and 10 ALR non-officer members (Department level) to be present on the floor. A quorum for an ALR Department Executive Committee meeting requires 9 voting members of the Executive Committee. (Article VI, Section 1.)

Section 6. Accepting an ALR Charter subjects the ALR Chapter to be governed by the Constitution and By Laws of the ALR Chapter, the sponsoring Post and the Department. The Post and the Chapter are, and always will be, the primary focus, operating units, and face of the ALR. It remains a bottom-up organization.

Section 7. If a Post chooses to revoke or suspend a sponsored American Legion Riders Charter, the membership of the Post must be notified of the request and vote upon the decision at the next regularly scheduled meeting. The majority of those voting carry the decision. The decision of the Post to revoke or suspend their sponsored American Legion Riders Charter will be forwarded to the Department Legion Riders Director who will submit a notice to the Department Commander and Department Adjutant for review. The letter will include the reason for revoking or suspending the Charter, alternatives explored and the results of the vote to include meeting minutes. Final action for the revocation or suspension of a Legion Rider Chapter rests with the Department Executive Committee. All decisions of the DEC are final.

Section 8. Upon revocation or suspension of an ALR Chapter's Charter, the sponsoring Post Commander will send notice to all current Chapter Members to confirm the Charter has been revoked or suspended and that all American Legion Riders patches, pins, shirts and other items identifying the ALR Chapter shall not be worn or displayed. The dissolved American Legion Riders Charter shall be returned to the Department ALR Director.

Section 9. Upon revocation of an ALR Chapter's Charter, the funds remaining in the ALR Chapter's accounts will be disbursed in accordance with the guidelines set forth in Article VII Finance, Section 2.

ARTICLE IV -Membership Eligibility

Section 1. Eligibility for basic membership in The American Legion Riders shall be prescribed by the respective Department and Detachment Constitution and By Laws of The American Legion, the American Legion Auxiliary and the Sons of The American Legion.

Section 2. All members of The American Legion Riders must further demonstrate current individual membership, in good standing, in The American Legion, the American Legion Auxiliary or the Sons of The American Legion; i.e. "The American Legion Family," of ANY POST.

Section 3. Each ALR member shall establish and maintain membership by owning, individually, through marriage, or through a significant-other, a motorcycle licensed and insured as required under local laws.

Section 4. Members of an American Legion Rider Chapter will not at any time hold membership in more than one ALR Chapter. Only ALR members in good standing may transfer between Chapters. The ALR Department Adjutant shall be notified of all transfers.

Section 5. Chartering of an ALR Chapter is based upon total sponsorship and legal liability of one American Legion Post and/or associated Auxiliary and SAL.

Section 6. All members of an ALR Chapter must sign the Department of Alabama Waiver and Release from Liability Form (which is located at the bottom of the recommended ALR Application Form), for the member's ALR Chapter membership to be valid.

Section 7. Accepting membership in an ALR Chapter subjects the member to be governed by the Constitution and By Laws of the ALR Chapter, the Post and the Department. The Post and the Chapter are, and always will be, the primary focus, operating units, and face of the ALR. It remains a bottom-up organization.

Section 8. A full ALR member or the significant-other of an ALR member may continue ALR membership as a special class member (with full membership privileges) if the member or significant-other no longer, or fails to meet the membership requirements of Article IV, Section 3, pursuant to the following, and subject to the approval of the general membership:

a. Death of the significant-other who was the owner of the motorcycle as defined in Article IV, Section 3.

b. Disability, which prevents the member from physically being able to operate a motorcycle, and ownership of the motorcycle was relinquished, due to this disability (this would also allow the significant-other to continue membership under these conditions for a special class membership.)

Section 9. Any ALR Chapter, at their discretion, may elect by majority vote at a regular membership meeting to authorize an honorary membership to an individual or individuals under the following guidelines:

a. The individual(s) must meet all requirements of Article IV, Sections 1 and 2.

b. These memberships are to be an honorary nature and do not constitute full membership. Honorary memberships should only be granted to those persons who have demonstrated themselves to be assets to The American Legion, The American Legion Auxiliary, or the Sons of The American Legion, and who have excelled in promoting the aims and purposes of The American Legion Riders. Honorary members may serve on committees, etc., but are not eligible to vote. Those approved for honorary membership are granted privileges to attend meetings and limited participation in meetings regardless of other offices held within The American Legion family organizations.

c. If American Legion Rider patches are granted to honorary members, they must contain the designation HONORARY, as set forth in Article V, Section 2. Shirts or other apparel, which contain the ALR emblem or logo must also contain the word HONORARY.

Section 10. Any member may be expelled or suspended from the Association for good cause, including, but not limited to, failure to meet the membership requirements; violation of these by-laws or any other governing document or directive of the ALR, violation of any provision of the constitution or by-laws of The American Legion National Headquarters or the Department of Alabama. Expulsion or suspension of a member shall be by a two-thirds vote of a quorum of the general membership at a regular Chapter meeting. The ALR Department Executive Committee will handle all appeals.

a. If a patch was purchased by any expelled or suspended member, a nominal buy-back may be offered if the patch is in a serviceable condition. The patch must not be worn by expelled or suspended members, and must be returned to the Association upon request. Expulsion or suspension of a member from the ALR shall not affect or impact the expelled or suspended member's membership in The American Legion, The American Legion Auxiliary or the Sons of The American Legion.

b. The Commander of the sponsoring Post shall be notified of the member's expulsion.

ARTICLE V -Wearing of American Legion Emblem (Patches and Legion Caps)

Section 1. Only The American Legion Riders shoulder and back patch, as copyrighted and sold by The American Legion's Emblem Sales division or nationally approved vendor, is authorized for wear by members of the ALR. This pertains only to the primary ALR unit back and shoulder patches.

Section 2. Department standards for patches and rockers are on file with Emblem Sales. Shoulder and back patches will be as follows: Shoulder patch (4"x5.5"); back patch (8.5"x12"). Both will be the "3 Line Patch" type, with one top line and two bottom lines. The first line is optional, and may designate one of only the following statuses: Legionnaire, Auxiliary, Sons of, Veteran, Retired, Charter, or Honorary. The second line will designate the sponsoring Post Name and Post Number (Example: GENERAL A. SMITH, POST 123) and the third line (very bottom) will designate the location city and ALABAMA (Example: GENERIC CITY, ALABAMA). Capital letters and gold stitching will be used on all three lines.

Section 3. Legion Riders who currently wear a vest and/or shoulder patch that was previously approved by the Department and Emblem Sales, are grandfathered and may continue to wear the older style patch as long as it remains serviceable. When the patch is no longer serviceable, as deemed by a reasonable person, it must be replaced with the newly authorized style. If there is a disagreement as to the patch's serviceability, the sponsoring Post Commander will make the decision.

Section 4. Legion Riders belonging to an officially chartered Legion Rider Chapter are permitted to wear the Legion Rider vest.

ARTICLE VI -Officers

Section 1. Elected ALR Department Officers will be the following:

1) ALR Director

- 2) ALR Assistant Director
- 3) ALR Treasurer
- 4) ALR Sergeant-at-Arms
- 5) The Chapter Director from each chartered ALR Chapter in the state of Alabama

These elected officers make up the voting members of the Executive Council.

Section 2. Other ALR Department Officers will be as follows.

a. ALR officers appointed at the discretion of the Director, with the approval of the ALR Executive Committee:

- 1) ALR Adjutant
- 2) ALR Road Captain
- 3) ALR Public Relations / Historian
- 4) ALR Chaplain

b. ALR officers appointed by other means:

- 1) Immediate Past Director (the most recent in good standing and willing)
- 2) ALR Adviser

The ALR Department Adviser shall be appointed by the current Department Commander and serve for a one year term.

Section 3. Between State ALR meetings, the administrative power of the ALR shall be vested in the ALR Executive Committee whose voting members shall consist of the elected officers for the current year, and the current ALR Chapter Directors. Other officers, and past ALR State Directors shall be members of the ALR Executive Committee with voice, but no vote. The current ALR Chapter Directors will cast their Chapter's vote during ALR Executive Committee meetings. The ALR Chapter Director or designated representative must be on the floor to cast their vote.

Section 4. The delegate system for voting at the ALR Department level shall be as follows:

- a.) each ALR Chapter will have two (2) votes automatically based on their Charter.
- b.) each ALR Chapter will be granted One (1) additional vote for every 30 members and any additional fraction thereof.

c.) The ALR Director, or designee, will cast his Chapter's votes as directed by the members of his Chapter. The votes may be cast in any fraction up to the total allotted to the respective Chapter. The ALR Director, or his designee, must be present on the floor for any vote.

Section 5. The Department ALR Director and Assistant Director can serve no more than two consecutive elected terms. In the event that the Immediate Past Commander holds another elected position he/she may only cast one vote.

ARTICLE VII -Finance

Section 1. The revenue of the ALR Chapter shall be derived from such membership dues and from such other sources as may be approved by the ALR Chapter Executive Committee. ALR dues at the Department level are set at \$5.00 per year per member and will be forwarded to the Department annually and upon a new member initiation.

Section 2. The amount of such ALR membership fees and the amount of such annual dues shall be fixed and determined by the ALR Chapter Executive Committee.

Section 3. The Department ALR Director or Department ALR Treasurer will provide financial reports to the ALR Department Executive Committee and the membership at The American Legion Department Convention and the Mid-Winter Conference.

Section 4. The Chapter ALR Director or Chapter ALR Treasurer will provide an annual financial report to the sponsoring American Legion Post Executive Committee, and to the Chapter membership on a monthly basis.

Section 5. The ALR Chapter is a program of the Post and, as such, all funds received and/or dispersed by the ALR Chapter must fall within the guidelines of IRS law. (See publication 557 of the IRS)

Section 6. As there is currently no management of the American Legion Riders Program at the national level, no funds will be sent to National.

Section 7. The ALR Department funds will be managed by a two (2) signature system. Individual signatories will include two of the following: the Department ALR Director, the Department ALR Treasurer, and another Department ALR officer to be designated by the ALR Department Executive Committee.

Section 8. A budget will be established and approved by the ALR Department Executive Committee annually.

a. The Treasurer will recommend a budget, the ALR Department Executive Committee will discuss, and then vote on said budget at The American Legion Mid-Winter Conference.

b. Funds will be managed on a yearly basis. Funds remaining at the conclusion of the fiscal year will be distributed as follows; a percentage will be retained in anticipation of pending expenses. The remainder will be donated to a chosen Veterans charity on a rotating yearly basis. The chosen Veterans charities will be selected by the general membership at the Department Convention, and will number no more than four (4).

Section 9. The Expenditures will be requested and approved on a voucher. Then the check will be cut by the Treasurer using the approved two (2) signature system after submission of receipts.

Section 10. Upon the dissolution of an ALR Chapter Charter, whether through suspension, expulsion, or voluntary forfeiture, the funds and/or remaining assets of the ALR Chapter become property of the sponsoring Legion Post.

ARTICLE VIII -Amendments

Section 1. This Constitution is adopted subject to the provisions of the National Constitution and the Department Constitution of The American Legion. Any amendment to the National or Department Constitution of The American Legion that is in conflict with any provisions hereof shall be regarded as automatically repealing or modifying the provisions of this Constitution and By Laws to the extent of such conflict.

Section 2. This Constitution may be amended at the annual American Legion Department Executive Meetings (DEC). The American Legion Department Executive Committee's regular Called meetings are conducted during The American Legion Department Convention and Mid-Winter Conference. Amendment approval or disapproval requires a vote of two-thirds of the Department Executive Committee.

Section 3. A proposed amendment shall originate at the Chapter level and must be presented after making it through the Chapter's Post. The proposed amendment shall be submitted in writing, and have approval signatures of the sponsoring American Legion Post Commander, the ALR Chapter Director and the Department ALR Director. All proposed amendments shall be submitted through the Department Adjutant to the Department Constitution and By Laws Committee at least forty (40) days prior to the annual Department Convention and the Mid-Winter Conference. The recommendation from the Department Constitution and By Laws Committee will be made to the Department Executive Committee for final approval or denial.

Section 4. Further, that the proposed amendment be sent via traditional mail or electronic mail notice shall have been sent to all ALR members' address of record at least thirty (30) days prior, in advance of the date which such amendment is to be voted on at an ALR meeting by the ALR Chapters. The dissemination of this notice is the responsibility of the Department ALR Director. The Adjutant will ensure that the ALR Director has an up to date membership roster, at least monthly.

Section 5. Proposed Amendments will be reviewed and voted upon at the next regularly scheduled meetings of the ALR at the Department Convention or Mid-Winter Conference. The ALR Department Director will provide the results of the vote for consideration at the next regularly scheduled Department Executive Committee meeting.

Section 6. Upon approval of constitutional amendments it will be the responsibility of the ALR Department Director to disseminate the amendment to all ALR Chapter Directors of record in the Department of Alabama within thirty (30) days of the DEC approval.

BY-LAWS - ALABAMA LEGION RIDERS

ARTICLE 1 - Name

Section 1. The ALR existing under these By Laws is to be known as The American Legion Riders Department of Alabama.

Section 2. The name and nature of The American Legion Riders are as set forth in the Constitution.

ARTICE II -Management

Section 1. Elected ALR Department Officers will be the following:

- 1) ALR Department Director
- 2) ALR Department Assistant Director
- 3) ALR Department Treasurer
- 4) ALR Department Sergeant-at-Arms
- 5) The Chapter Director from each chartered ALR Chapter in the state of Alabama

These elected officers make up the voting members of the Department Executive Council.

Section 2. Other ALR Department Officers will be as follows.

a. ALR officers appointed at the discretion of the Department Director, with the approval of the ALR Department Executive Committee:

- 1) ALR Department Chaplain
- 2) ALR Department Road Captain
- 3) ALR Department Public Relations / Historian
- 4) ALR Department Adjutant

b. ALR Department officers appointed by other means:

- 1) Immediate Past Department ALR Director (the most recent in good standing and willing)
- 2) ALR Department Adviser

The ALR Department Adviser shall be appointed by the current Department Commander and serve for a one year term.

Section 3. Between ALR meetings, the administrative power shall be vested in the ALR Department Executive Committee, which shall consist of all elected officers.

Section 4. Officers of the ALR Chapters shall be elected annually, during the same time period as the Post elections; not more than ninety (90) days, nor less than ten (10) days prior to the Annual Department Convention. Certification to be made on forms furnished or prescribed by the Department ALR Director. All elections of ALR Chapter officers will be by personal vote by members in good standing in attendance at a scheduled ALR Chapter meeting. Nominations and seconds can be received from the floor on three consecutive meetings and voted on after discussion at the third. The nominee/candidate receiving the highest number of votes from current ALR Chapter members shall be elected the respective office or offices for which he/she is a candidate. Elected officers shall all take office at the Post installation of officers.

Section 5. Vacancies existing in any office of the ALR (Department or Chapter) from any cause other than the expiration of the term shall be filled by a majority vote of the members of the ALR Executive committee (Department or Chapter), and a person so appointed shall hold office for the unexpired term of the member of the committee, or officer whose position was vacated.

Section 6. A Chapter-level vacancy shall exist when a member or officer from the ALR Chapter is absent due to resignation, loss of qualifications, or for a continuous period of three (3) monthly unexcused absences, and/or is considered detrimental to the interest of the ALR Chapter by the remaining members of the ALR Chapter Executive Committee.

Section 7. A Department-level vacancy shall exist when an officer from the ALR Department Executive Committee is absent due to resignation, loss of qualifications, or for a continuous period of two (2) unexcused absences, and/or is considered detrimental to the interest of the Department ALR by the remaining members of the ALR Department Executive Committee.

Section 8. All Past ALR Directors (Department or Chapter, respectively) shall be members of the ALR Executive Committee (Department or Chapter, respectively) with voice, but without voting privileges. However, the Immediate Past Department ALR Director is a voting member of the ALR Department Executive Committee.

ARTICLE III -Meetings

Section 1. The regular meetings of the ALR Chapters are recommended to be held monthly. Meetings shall transact such business as may be properly brought up for action; such meetings may be afterward converted into entertainment meetings, as may be deemed agreeable with the sponsoring Post Executive Committee and by the officers of the ALR Chapter. At no time shall local, state or federal civil laws be violated, nor the ARTICLES of the National and Department American Legion Constitution and By Laws.

Section 2. The Chapter ALR Director or a majority of the ALR Chapter Executive Committee shall have the power to call a special meeting of the ALR members at any time, provided the meeting is coordinated with the Commander of the sponsoring American Legion Post. Names of the majority members voting to approve the special meeting of the ALR members will be recorded and maintained in the ALR minutes.

Section 3. The American Legion Riders shall have an ALR General meeting at both the Department Convention and the Department Mid-Winter Conference. Said meeting shall be coordinated by the Department Director of The American Legion Riders. At said meeting, for purposes of voting, each ALR Chapter in good standing will cast its approved delegate allotment in accordance with Article VI, Section 3 of the Department of Alabama ALR Constitution, by the ALR Chapter Director or an identified representative who is on the floor. All American Legion Riders are encouraged to attend said meeting and the subsequent Department Convention and Mid-Winter Conference.

Section 4. The Department ALR Director or a majority of the ALR Department Executive Committee shall have the power to call a special meeting of the ALR members at any time, provided a minimum of thirty (30) days notice is provided to all ALR Chapter Directors. Names of the majority members voting to approve the special meeting of the ALR members will be recorded and maintained in the ALR minutes.

Section 5. The American Legion Riders Department Director shall make a report to the attendees at The American Legion Department Convention and Mid-Winter Conference.

Section 6. All members of The American Legion Riders are encouraged to attend the annual National Convention of The American Legion as a delegate or guest of their respective parent organization (Legion, Auxiliary or SAL).

ARTICLE IV - ALR Executive Committee

Section 1. The ALR Department Executive Committee shall meet for organizational purposes, or such other business as may come before it, at the call of the ALR Department Director within 10 (ten) days after installation of the new officers; and thereafter, as needed or as directed and/or coordinated by the ALR Department Director.

Section 2. The ALR Department Executive Committee, based on a majority vote, shall hire such temporary employees, contractors and/or services as may be necessary; shall authorize and approve all expenditures; shall provide or require adequate bonds from all persons having custody of ALR Department funds; shall hear the reports of ALR Department Committee Chairs; shall have charge of and be responsible for the management of the affairs of the Department ALR.

Section 3. The ALR Chapter Executive Committee shall provide the sponsoring American Legion Post Commander with a copy of the minutes of the ALR Chapter Executive Meetings.

ARTICLE V - Duties of the Department ALR Officers

Section 1. Duties of the ALR Department Director -It shall be the duty of the ALR Department Director to preside at all meetings of the Department ALR and to have general supervision over the business and affairs of the Department ALR. For the purpose of reporting, the ALR Department Director shall oversee all orders directing the disbursement of funds and shall make an annual report covering the business of the Department ALR for the year and recommendations for the ensuing year. Subject report shall be provided to the Department Executive Committee in writing by the Department Summer Convention. The Department Director shall perform other duties as directed by legally constituted authority.

The Department Director will coordinate all American Legion Rider Department activity with any hosting American Legion Post Commanders and/or ALR Chapter Directors.

Section 2. Duties of the ALR Department Assistant Director / Membership Chairman -The ALR Department Assistant Director shall assume and discharge the duties of the office of the ALR Department Director in the absence of, or when called upon by the ALR Department Director. Shall have charge of all matters pertaining to the membership of the ALR Department of Alabama, including the coordination of recruitment for new members. Shall adjudicate all reinstatements and eligibility questions pertaining to members, if they can not be settled at the Chapter level. Responsible for maintaining all membership records, and as such, will be the primary maintainer of the Department General Membership Database, with assistance from the Department Treasurer and the Department Adjutant. Will provide a written report at each regularly scheduled Department meeting and shall determine number of delegates for each Chapter for Department elections.

Section 3. Duties of the ALR Department Adjutant -The Department Adjutant shall keep a full and accurate record/minutes of all proceedings of the ALR Department of Alabama meetings and will provide copies of same to the membership for approval. Shall keep such records as the Chapter and Department organizations may require. Under direction of the Department Director, will handle all correspondence of the Department ALR. The Department Adjutant shall collect from every member a valid email, postal address, phone number and chapter & post membership. This information is to be retained on file by the Department Adjutant and used only for official ALR correspondence. The Department Adjutant will assist with the maintenance of the Department General Membership Database.

Section 4. Duties of the ALR Department Treasurer -The Department Treasurer shall have charge of all finances and see that they are safely deposited in some local bank or banks approved by the Department Executive Committee. The Department Treasurer shall report once a month to the ALR Department Executive Committee and to the General Membership at Department Convention, the condition of the finances of the Department ALR, the financial conditions of the respective ALR, with recommendations as he/she may deem expedient or necessary to carry on the financial activities of the Department ALR. Shall keep an accurate record of the dues status of each member, and as such will have access to the Department General Membership Database. The Department Treasurer, and at least one member of the ALR Department Executive Committee, shall be the primary signers for all checks disbursing the monies of the Department ALR.

Section 5. Duties of the ALR Department Public Relations Officer / Historian - The Department PRO/Historian shall be charged with the promotion of public support for the Riders' program and activities by the establishment of proper contact with public media, social media and other sharing of information. Shall oversee the official website of the ALR Department of Alabama and will develop and maintain a consistent and reliable method of sharing event and activity information between the Chapters of the ALR of Alabama. The primary goal of said sharing will be to foster greater coordination between Chapters. Shall be charged with collecting and keeping the historical records and incidents of the Department ALR and ALR members through photographic, electronic, and written means and shall perform such other duties as may properly pertain to the office as may be determined by the ALR Department Executive Committee.

Section 6. Duties of the ALR Department Chaplain -The ALR Department Chaplain shall be charged with the spiritual welfare of ALR comrades and will offer divine but nonsectarian service in the event of dedications, funerals, public functions, etc., adhere to such ceremonial rituals as are recommended by the Department Commander or Department Adjutant from time to time.

Section 7. Duties of the ALR Department Road Captain -The Department Road Captain shall plan all State/Department level tours, runs, rallies, riding activities and events; arouse interest in activities; enforce all rules of safe motorcycle operation and group riding. Additionally the Department Road Captain may select assistants to aid in special tasks and may chair appropriate activity committees as directed by the ALR Department Director or ALR Department Executive Committee. The Department Road Captain will insure all operators of motorcycles have a signed Release from Liability form prior to any Department organized tour, run or motorcycle activity. The Department Road Captain makes himself available as an adviser to all state Chapters when needed.

Section 8. Duties of ALR Department Sergeant-at-Arms - shall preserve order at Department meetings and gatherings; assist with the set-up of meetings and other activities, verify membership eligibility of those attending the meetings and voting in election; shall be the keeper of the flag and other official Department ALR material. Shall assist the Department Road Captain in enforcing all rules of safe riding during rides and runs; and perform such other duties, or chair such committees, as may be, from time to time, assigned by the ALR Department Director or ALR Department Executive Committee.

Section 9. Individual ALR Chapter Executive Committees are highly recommended to follow the Department structure in regard to the Chapter Officers' duties and descriptions.

ARTICLE VI -Appointments

Section 1. The ALR Department Director, immediately upon taking office each year may appoint Standing committees or commissions for the furtherance of American Legion programs, as the Department Committee sees fit.

Section 2. Such standing committees shall consist of such persons, and the Chair thereof, as designated by the Department ALR Director.

ARTICLE VII -Resolutions

Section 1. All resolutions of local, state or national scope presented to the Chapter and/or Department ALR by a member of the ALR or reported to the ALR by a committee shall merely embody the opinion or recommendation of the ALR on the subject and copy of same shall be forwarded to the respective American Legion Post Executive Committee for consideration.

ARTICLE VIII -Rules of Order

Section 1. All proceedings of the ALR shall be conducted under and pursuant to Roberts' Rules of Order (Newly Revised), except as herein otherwise provided.

ARTICLE IX -Limitation of Liabilities

Section 1. The American Legion Riders shall incur, or cause to be incurred, no liability nor obligation whatsoever which shall subject to liability any other ALR Chapter, subdivision, members of the American Legion, Post, Department or other individuals, corporations or organizations.

Section 2. American Legion Riders operating a motorcycle will maintain individual motorcycle insurance in accordance with the laws of the State of Alabama. Failure to do so will result in suspension from the ALR until member is in compliance.

Section 3. Organized rides and trips will be insured accordingly. It will be the responsibility of the Department Road Captain and the ALR Department Director to secure group event, trip, or ride insurance prior to the start of the activity, if insurance is required.

ARTICLE X -Amendments

Section 1. This By Law is adopted subject to the provisions of the National Constitution and By Laws and the Department Constitution and By Laws of The American Legion. Any amendment to the National or Department constitution and By Laws of The American Legion that is in conflict with any provisions hereof shall be regarded as automatically repealing or modifying the provisions of this Constitution and By Laws to the extent of such conflict.

Sections 2. This By Law may be amended at the annual American Legion Department Executive Meeting. The American Legion Department Executive Committee's regular Called meeting is conducted during the Department Convention or Mid-Winter Conference. Amendment approval or disapproval requires a vote of two-thirds of the Department Executive Committee.

Section 3. The proposed amendment to the By Laws shall be submitted in writing and have approval signatures of the sponsoring American Legion Post Commander, the ALR Chapter Director and the Department ALR Director. All proposed amendments shall be submitted through the Department Adjutant to the Department Constitution and By Laws Committee at least forty (40) days prior to the annual Department Convention or Mid-Winter Conference. The recommendation of the Department Constitution and By Laws Committee will be made to the Department Executive Committee for final approval or denial.

Section 4. Further, that traditional mail or electronic mail notice shall have been sent to ALR Chapter Directors of record at least thirty (30) days in advance of the date which such amendment is to be reviewed by the Department Constitution and By Laws Committee. Dissemination of this notice is the responsibility of the current ALR Department Director.

Section 5. Proposed Amendments will be reviewed and voted upon by the ALR General Membership at the next regularly scheduled meetings of the ALR at the Department Convention or Mid-Winter Conference. The ALR Department Director will provide the results of the vote for consideration at the next regularly scheduled Department Executive Committee.

Section 6. Upon approval of By Law amendments it will be the responsibility of the ALR Department Director to disseminate the amendment change to all ALR Chapter Directors of record in the Department of Alabama within thirty (30) days of DEC approval.

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James W. Snow
Judge Advocate
The American Legion
Department of Alabama