

American Legion

Department of Florida



American Legion Riders

Standard Operating Procedures



This document supersedes all previous documents – October 2014

The American Legion Riders (ALR) are members of The American Legion, The American Legion Auxiliary, and Sons of The American Legion 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. The American Legion Riders were formed...

- To promote motorcycle safety programs and to provide a social atmosphere for members who share the same interest.
- To participate in parades and other ceremonies which are in keeping with the aims and purposes of The American Legion.
- To organize and participate in charity events helping our veterans, their families, and the local community.
- To use our association to promote and support the programs of The American Legion

The ALR is not a motorcycle club (M/C) and does not practice M/C rules or regulations. The ALR is family-oriented just as its parent organization: The American Legion.

DEPARTMENT ALR COMMITTEE

Purpose: To ensure The American Legion Riders (ALR) operate in accordance with the Department of Florida rules and procedures and operate within these guidelines.

A. Members

1. The Committee shall consist of the following members: Department Chairman, Department Vice Chairman, Adjutant, and one District Chairman for each district.

B. Qualifications

1. Must be a member of The American Legion, the American Legion Auxiliary, or the Sons of The American Legion in good standing.
2. Must have a minimum of three (3) years as an American Legion Rider, minimum of five (5) years motorcycle riding experience, and be a current ALR Chapter Director or past Director

C. Selection

1. Members are appointed as follows:
 - a. The Department Commander appoints the Department Chairman.
 - b. The Department Chairman appoints the Department Vice-Chairmen.
 - c. The District Chairmen are appointed by the District Commanders and the ALR Area Chairmen are appointed by the Area Commanders.
 - d. The seated committee will give the Department Chairman three (3) nominations outside the committee from which to choose an ALR Committee Adjutant.
 - e. All ALR Riders who meet the qualifications and would like to be considered for the calendar year.
 - f. All ALR Riders who meet the qualifications and would like to be considered for the Department Chairman shall turn in their request/resume to the Department Vice-Commander by March 15th of each calendar year.
 - g. ALR Vice Chairmans, ALR Area Chairmans, ALR District Chairmans, ALR Department Committees Chairmans and ALR Chapters Directors will maintain communications and forward written reports to the ALR Department Chairman as requested.

D. Meetings

1. There shall be two (2) official Committee meetings as scheduled by the Department Adjutant. These meetings are at the Department Fall Conference and the Department Convention. Additional meetings may be called by the Committee Chairman at this/her discretion. Minutes of additional meetings must be prepared by the Committee Adjutant and submitted to the Department Adjutant.

E. Committees

1. The following committees are to be established as directed by the Chairman and approved by the ALR Committee:
 - a. Training and Safety
 - b. Retention

COMMITTEE ADJUTANT

A. Duties

1. Minutes and reports of all Committee activities.
2. Handles all administrative functions and correspondence of the Committee at the direction of the Chairman.

DISTRICT ALR CHAIRMAN

A. Qualifications

1. Must be a member of The American Legion, the American Legion Auxiliary, or the Sons of The American Legion in good standing.
 - a. Must be an American Legion Rider
 - b. Director or past Director of an ALR Chapter. In the event one is not available, a Chapter Assistant Director may be chosen.
 - c. Must have a minimum of five (5) years motorcycle riding experience.

B. Duties

1. Represents the committee as a whole having the responsibility to be part of the Committee to resolve Department issues. If needed, Department issues will be resolved by, at least, a two-thirds vote. Reports of such issues will be made directly to the Department Chairman who will forward reports to the Department Commander and Department Adjutant for administrative review.
2. Represent your District at all state functions.
3. Reports to The American Legion District Commander on ALR chapters within the district; membership and activities of the ALR chapters.
4. Maintain communication with ALR chapters within his/her District.
5. Assist Posts requesting to start an ALR chapter
6. Ensures ALR chapter's reports required by the ALR Chairmen are submitted.
7. Will provide an overall review of the District Chapters.
8. Attend district meetings & functions.
9. Will support Internal Affairs on all ALR issues.

AMERICAN LEGION RIDER CHAPTER

Purpose:

- To promote motorcycle safety programs and to provide a social atmosphere for The American Legion, The American Legion Auxiliary, and the Sons of The American Legion members who share the same interest.
- To participate in parades and other ceremonies which are in keeping with the aims and purposes of The American Legion.
- To organize and participate in charity events helping our Veterans, their families, and the local community.
- To use our association to promote and support the programs of The American Legion Family.

A. Establishment of Chapters

1. Chapters must have a sponsoring Post.
2. Chapters must have a minimum of five (5) Riders.
3. Chapters must take the name and/or Post number of the sponsoring Posts. Other names are not permissible.
4. Chapters must be registered and approved by the Department before it is considered as officially chartered.

B. Qualifications

1. Must be a member in good standing of The American Legion, The American Legion Auxiliary, or the Sons of The American Legion.
2. Riders who is the owner/operator of a motorcycle must have a valid Florida or their Home States Operator license with a motorcycle endorsement, and insured as required by their state laws, or the spouse of the registered owner of the Motorcycle.

C. Organization

1. ALR Chapter is a Post level program of The American Legion.
2. ALR Chapter exists at the discretion of the sponsoring Post.

3. Members may not at any time hold membership in more than one Post-level Chapter of the ALR.
 - a. Does not preclude a member from holding office in any governing District, Department, or National office.

D. Officers

1. Required officers: Director, Assistant Director, Secretary, Treasurer, Sergeant-at-Arms.
2. Optional Officers: Membership Chair Person, Chaplain, Historian, Road Captain

E. Duties

1. Director
 - a. Serves as Chief Administrative Officer of the Chapter and presides over all meetings
 - b. Serves as liaison to the Executive Committee of the sponsoring Post
 - c. Supervise all affairs of the Chapter
 - d. Coordinates with other ALR officers at the Chapter, District and Department level.
 - e. Submits reports as required by the sponsoring Post, District, and the ALR Sub-Committee.
2. Assistant Director
 - a. Perform such duties as directed by the Chapter Director
 - b. Executes the duties of the Chapter Director during his/her absence or disability
3. Secretary
 - a. Shall maintain membership records sufficient to establish:
 - i. Members in good standing
 - ii. Members contact information
 - b. Maintains a log of all events and group rides
 - i. List of riders and passengers
 - ii. Length of event and ride in hours and miles
 - c. Maintains a full and accurate record of all proceedings at meetings.
 - d. Responsible for maintaining Chapter Constitution, bylaws and Amendments.
4. Treasurer
 - a. Maintains accurate records of all financial transactions **in accordance with the sponsoring Post's financial requirements.**
 - b. Deposits funds in assigned bank account and disburses funds approved for Chapter operations
 - c. Is signer of all Chapter bank accounts along with one Post member
 - d. Responsible for maintaining the financial records of the ALR Chapter
5. Sergeant-at-Arms
 - a. Preserve order at meetings and gatherings
 - b. Assist the road Captain in enforcing all rules of safe riding during rides and runs
 - c. Perform such other duties or chair such committee as may be, from time to time, assigned by the ALR Director

PATCHES AND APPAREL

A. ALR vest

1. ALR back patch
 - a. Back Patch as authorized by National Emblem Sales and centered, left to right, and attached to the back of the vest
2. ALR shoulder patch
 - a. As authorized by National Emblem Sales.
3. Rockers
 - a. Rockers as authorized by National Emblem Sales with one (1) of four (4) words: Veteran, Legionnaire, Auxiliary, SAL

B. If worn these are the standards:

1. U.S. Flag patch
 - a. Attached to the left upper side of the front of the vest with nothing above
2. National Approve Shoulder Patch
 - a. Attached to the right lower side of the front of the vest
3. Individual Patches
 - a. when placed on the vest will present a positive image of the ALR
 - b. the director can restrict patches not appropriate
4. Pins
 - a. When placed on the vest will present a positive image of the ALR
 - b. The Director can restrict pins not appropriate

C. Dress for Funerals and Special Events (Veterans Day, Memorial Day, etc)

1. Members will wear dark pants, long sleeved white shirt, ALR vest and ALR beret or appropriate Legion family headgear authorized by National Emblem Sales.

SUSPENSION/REVOCAION OF A CHAPTER

A. The suspension or revocation of ALR Charters rests with the Department Executive Committee (DEC) or the Department Finance Committee when the DEC is not in session. Said decisions of the Department are final.

FINANCIAL

The following Financial Procedure outlines the handling of all funds collected, donated and/or maintained on behalf of, or in conjunction with, any American Legion Riders, Department of Florida (also known as State ALR) event or general account.

A. All funds, money, currency, financial proceeds and/or bonds will be deposited maintained and held by the American Legion, Department of Florida.

B. The American Legion Riders Department Chairman and ALR Committee Chairman of Finances shall receive a statement of all funds received, maintained or expended no less than 30 days prior to the Fall Conference and Department Convention.

C. No financial money, currency or funds will be held kept or deposited in any private, Post or Chapter account. Exception, when conducting an event, Poker Run, Legacy Run or the receipt of Cash it shall be deposited with a Post with an exchange for a Check made out to the American Legion Dept. of Florida and transported or via U.S. mail within 24 hours of a working weekday, accompanied by any and all personal or private checks made out to the ALR or American Legion. No chapter, Post, member or person will hold funds in any way on behalf of the American Legion Riders or American Legion in any manner. All funds, money and checks will be counted and verified by (2) independent parties, and a statement signed and dated to that effect.

D. Receipt. A three part receipt bearing the name of the American Legion Riders assigned by the department will be issued on ALL funds, Currency money and Check received. The top receipt will be turned over to the American Legion Dept. of Florida. The middle receipt will be maintained by the committee conducting the event and turned over to the ALR Committee financial Chairman within 30 days of the event. The third and bottom receipt will be turned over to the person, party or establishment providing the currency, check or funds received, NO EXCEPTION.

E. No funds, money, currency or checks will be held in a slush fund, NO EXCEPTION.

F. No funds, money will be used by any committee, member person Post or Chapter for food, lodging, fuel or any other expenditure unless the expenditure has been approved by the American Legion Department Adjutant, ALR Department Chairman and ALR Committee Chairman of Finances with the permission of the American Legion Department Commander, NO EXCEPTIONS.

G. All expenditures will be conducted by the American Legion Department of Florida by Check when approved by the ALR Dept. Chairman and American Legion Department Adjutant.

H. TRANSPARENCY WILL ALWAYS BE MAINTAINED.

I. Any member, person, or persons violating the above Financial Procedure may be disciplined by the American Legion Dept. of Florida and or the American Legion Riders Dept. of Florida.

J. Raffle tickets, ALR Dept. level, will be two parts with consecutive numbers with the price of the ticket, the item being raffled and the drawing date.

FORMS

General use of American Legion Riders Department of Florida forms, applications, registrations, waivers, records, reports, minutes etc., are the property of the American Legion Department of Florida. All will be turned over to the Department in Orlando, FL for records or storage within 30 days of an event or sooner if requested by the Departments Adjutant or ALR Chairman. No records will be destroyed unless the Department Adjutant advises the ALR Chairman to destroy a document. All Department of Florida American Legion Riders Waivers will be stored by the Department for no less the SEVEN (7) years or longer if needed.

LIMITATION OF LIABILITIES

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

B. American legion riders operating a motorcycle will maintain individual motorcycle insurance in accordance with the laws of the State of Florida. Failure to do so will result in expulsion from the respective ALR chapter.

C. Organized rides and trips will be insured accordingly. It will be the responsibility of the ALR Director and Post Commander to secure group event or ride insurance prior to the start of the activity through their sponsoring Legion Post.

D. The organizing ALR Chapter will insure that all riders prior to all sanctioned rides fill out the "The American Legion Department of Florida American Legion Riders Waiver and Release from Liability Form".

E. The ALR Chapter is a program of the Posts 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).

The names American Legion Riders, The American Legion, American Legion Auxiliary, Sons of The American Legion and their associated logos are registered trademarks and protected by Federal Laws.

Signed:

Department Commander
Jay Conti, Sr.

Department Legion Riders Chairman
George Gasparini



**THE AMERICAN LEGION - DEPARTMENT OF FLORIDA
AMERICAN LEGION RIDERS**

**WAIVER, RELEASE FROM LIABILITY,
AND COVENANT NOT TO SUE**

I, _____ **HEREBY WAIVE AND RELEASE**, indemnify, hold harmless and forever discharge The American Legion Department of Florida (Department), The American Legion Riders Chapter (Chapter) and any and all sponsoring American Legion Posts (Posts), as well as employees, officers, volunteers, and agents, of Department, Chapter, and Posts (The Department, Chapter, and Posts, including all employees, officers, volunteers, and agents of the Department, Chapter, and Posts are hereby known as the "Released Parties") from any and all claims, demands, debts, contracts, expenses, causes of action, lawsuits, damages and liabilities, of every kind or nature, whether known or unknown, in law or equity, that I ever had or may have, arising from or in any way related to my participation in any of the events or activities conducted by or on the premises of, or for the benefit of Department, Chapter, or Posts, **even if such damages arise out of the negligence or fault of the Released Parties.** Specifically, the scope of this Waiver, Release from Liability, and Covenant Not to Sue shall include the 2015 American Legion Riders Legacy Run, an event centered on the use and operation of motorcycles.

I understand that the activities that I will participate in, such as the use and operation of motorcycles, as well as any participation near others using and operating motorcycles, is inherently dangerous and may cause harm or grievous injuries, including bodily injury, damage to personal property and/or death.

By my signature on this document I assume all responsibility for personal injury, death, or damaged property that may occur while I am participating in any activity associated with an affiliated club or organization of Department, Chapter, or Posts. On behalf of myself and my legal heirs, minor children, assigns, and next of kin, I waive all claims for damages, injuries, or death sustained by me or my property that I may have against the aforementioned Released Parties. I sign this document on my own accord and not under any duress or threat of duress, without inducement, or harassment.

I certify that I am at least 18 years of age and am legally authorized to sign this waiver on my own behalf. I understand and agree that I have had sufficient time to review this document and to ask questions regarding this document. I also understand that by signing this waiver I relinquish any right or future right to seek damages, either direct or consequential, against Department, Chapter, and/or Posts for my participation in the activity herein described.

I agree that this Waiver and Release shall be construed pursuant to the laws of the State of Florida and that the venue for any legal proceedings shall be in Orange County, Florida. Furthermore, as I, the undersigned, am not required to participate in the event and am doing so voluntarily, I agree that I am signing this document from an equal bargaining position with the Released Parties.

***** READ WAIVER AND RELEASE BEFORE SIGNING *****

Signature of Participant

Printed Name of Participant

Date

Signature of Witness

Printed Name of Witness

Date

For Official Use Only

Waiver Received By: _____

Date Received: _____



Check

Copy or Picture of
Participant's Driver's
License