

**By-Laws of  
The American Legion Riders  
The American Legion, Department of Indiana**

**Article I -- Name**

**Section 1.** The Riders Organization existing under these By-Laws is to be known as The American Legion Riders, Department of Indiana. (Hereafter "IN ALR")

**Section 2.** The objects of the IN ALR are as set forth in the Constitution.

**Article II — Management**

**Section 1.** The government and management of the IN ALR are entrusted to a Board of Directors to be known as the "Executive Committee."

**Section 2.** The Executive Committee shall consist of all elected officers of the IN ALR and the past year State Director. They shall be nominated in July of each year, and elected at the annual October meeting. Elected officers shall be installed and take office at the January meeting next following the election. The candidate or candidates receiving the highest number of votes shall be elected to the respective office or offices for which they are candidates.

**Section 3.** Nominations will be accepted from any member in good standing of any Post level chapter in good standing.

**Section 4.** All vacancies existing in any elective office of the IN ALR from any cause other than the expiration of the term shall be appointed by the Director during the year of the vacancy, and a person so appointed shall hold office for the unexpired term. A vacancy shall exist when a member or officer is absent from three consecutive IN ALR meetings, unless excused by the Director of the IN ALR.

**Section 5.** All elections of officers shall be by delegates of each post chapter. Delegates consist of one delegate for every ten paid members, one delegate at large, and one delegate for the Director. Only the number of delegates present for each post chapter may vote. Number of delegates for each post chapter will be verified by the state Treasurer / Membership Chairman.

**Article III — IN ALR Executive Committee**

**Section 1.** The Chapter Executive Committee may meet for organization and such other business as may come before it at the call of the State Director after the installation of the new officers. Thereafter the Executive Committee shall meet at the call of the Director or at regularly scheduled meetings as determined by the State Director. The State Director shall call a meeting of the Executive Committee upon the joint written request of three or more members of said Executive Committee. Six members of the committee shall constitute a quorum thereof.

**Section 2.** State Director will be allowed two nights of lodging plus mileage (Federal Rate for Mileage) to attend state meetings. The State Director will be allowed up to \$250.00 for incidentals for IN ALR operation of IN ALR business per quarterly state meeting. Those expenses must be accompanied with receipts. Anything over that amount must be approved by the majority of membership in attendance. The current State Director must also be on the bank account signature card along with the Finance Officer.

**Article IV—Duties of Officers**

**Section 1. State Director.** Will serve as Chief Administrative Officer of the Association and will preside over all meetings. The director shall have general supervision over the affairs of the association and shall perform all other duties as directed by the membership. The State Director shall be responsible for appointing replacements for vacancies due to death, resignation or any

other reason in elected and appointed offices. The State Director shall approve all orders directing the disbursement of funds and shall make an annual report covering the business of the IN ALR for the year, and recommendations for the ensuing year, which shall be read at the annual meeting.

**Section 2. *Assistant State Director.*** Will assume the duties of the Director should the Director not be available. Will assist the Director in performance of all duties as called on by the Director.

**Section 3. *Secretary.*** Will keep a full and accurate record of all proceedings of IN ALR meetings and will provide copies of same to the membership for approval.

**Section 4. *Treasurer / Membership Chairman.*** The Treasurer / Membership Chairman shall have charge of all finances and see that they are safely deposited in a local bank or banks and shall report once a month to the State Director the condition of the finances of the IN ALR, with such recommendations as may deem expedient or necessary for raising funds with which to carry on the activities of the IN ALR. The Treasurer shall present a regular report at each regularly scheduled meeting for approval by the membership. The Treasurer / Membership Chairman shall sign all checks disbursing the monies of the IN ALR.

Treasurer / Membership Chairman shall have charge of all matters pertaining to the membership of the IN ALR, including the recruitment of new members, reinstatements and eligibility of members, and shall be responsible for maintaining all membership records. Will provide a written report at each regularly scheduled meeting and shall determine number of delegates for each Post Chapter for election purposes.

**Section 5. *Historian.*** Shall maintain the individual records and incidents of the IN ALR shall perform such other duties as may properly pertain to the office as may be determined by the IN ALR or the State Director.

**Section 6. *Chaplain.*** Shall be charged with the spiritual welfare of the members and will offer divine but nonsectarian service in the event of dedications, funerals, public functions, etc., and will adhere to such ceremonial rituals as are recommended by the IN ALR from time to time.

**Section 7. *Sergeant-at-Arms.*** Will preserve order at meetings, 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 IN ALR regalia; will perform such other duties as may be from time to time assigned by the State Director.

**Section 8. *Run Coordinator.*** Will be the logistics person in charge of organized runs of the IN ALR. The RC will determine dates, times, routes, and meeting places for those taking part in a run activity.

The RC may at any time appoint assistant road captains or take any other measures necessary to help insure the safety of group during the run. The RC shall have sole authority to cancel a scheduled run if circumstances warrant, and must report his reasons for so doing in writing to the State Director.

**Section 9. *Communications Director.*** Shall be charged with the promotion of public support of the Riders' program and activities by the establishment of proper contact with public media, and shall publish a regularly recurring newsletter of the IN ALR; Shall prepare and maintain the official website of the IN ALR.

**Section 10.** No officer shall enter into any verbal or written contracts without approval of the Executive Committee and the membership.

## **Article V — Appointments**

The State Director immediately upon taking office each year shall appoint any and all committees necessary for the operation and functioning of the IN ALR.

## **Article VI -- Regalia**

Members of the IN ALR shall conform to all rules governing the wearing and display of IN ALR regalia and American Legion name and emblem. Violations of any rule shall subject the violator to suspension and expulsion as provided for in the IN ALR Constitution and By-laws.

**Section 1.** The sleeveless vest is the approved minimum article of clothing on which IN ALR regalia may be displayed, provided that rules applying to displays on the vest apply equally to sleeved garments including but not limited to jackets, T-shirts, sweaters, sweatshirts, etc.

**Section 2.** The American Flag Patch shall be displayed on either side of the front of the vest providing that the stars on the patch are closest to the center of the chest and in the highest feasible position. No other patch or item shall be displayed above the American Flag.

**Section 3.** The emblem of The American Legion organization (TAL, SAL, and Auxiliary) that the IN ALR member is entitled to wear by virtue of membership therein shall be displayed on the left front breast of the vest.

**Section 4.** When displayed on the IN ALR vest, the IN ALR emblem back patch will be displayed in the center of the back.

**Section 5.** POW/MIA or POW/MIA/KIA patch will be worn on the right side of the vest in the highest possible position providing it does not go above the American Flag Patch.

**Section 6.** Vulgarity, scatology, profanity, and provocative verbiage and imagery (being verbiage and imagery intended to threaten, harass, insult or frighten non-members) shall not be displayed on any item simultaneously bearing the IN ALR emblem or an emblem of The American Legion; provided that questions concerning same shall be presented to and decided by The American Legion Department of Indiana's American Legion Riders Committee.

**Section 7.** Nothing in this Article is to be construed as requiring an alteration, revision, replacement, re-design, or prohibition of methods or placement of regalia displayed by members in good standing prior to the adoption of this Constitution and By-laws, dated October 7, 2007.

**Section 8.** Regalia added to existing articles of clothing protected under Section 7 above shall conform to the provision of all other Sections of Article. VI.

**Section 9.** All regalia displayed in violation of Art. VI, Sections 1-7, shall be deemed a violation of this Constitution and By-Laws and subject the offending member to all suspension or expulsion at the discretion of the IN ALR Executive Committee.

## **Article VII —Resolutions**

All decisions affecting the conduct and activities of the IN ALR beyond those items deemed routine by the Executive Committee shall be made by resolution originating at a post-level Chapter of the Riders, or at an official committee duly appointed. Resolutions approved shall be approved by a simple majority of those voting and a record of the resolution shall be maintained by the secretary. Resolutions approved shall embody the opinion of the IN ALR on the subject and copy of same shall be forwarded to the American Legion Riders Committee of The American Legion, Department of Indiana for its approval before any publicity is given or action other than mere passage is taken.

## **Article VIII — Meetings**

Regular meetings shall be held in conjunction with the Department Conferences and Conventions.

**Section 1.** Official American Legion, American Legion Auxiliary, or Sons of The American Legion covers, Caps displaying the IN ALR logo, or the IN ALR Beret will be the official cover worn at all official department IN ALR committee meetings.

**Section 2.** The State Director or a majority of the Executive Committee shall have power to call a special meeting of the IN ALR at any time, provided that advance notice of at least ten days is provided to all post-level chapters.

**Section 3.** Upon the written request of one-third of the post level chapters, the Executive Committee shall call a special meeting.

**Section 4.** For the conduct of regular and special meetings of the IN ALR, a quorum shall exist when two-thirds of the elected officers, exclusive of elected members of the Executive Committee, and representatives from 25 percent of those Post level chapters in good standing are present.

**Section 5.** IN ALR hospitality rooms shall be closed during all IN ALR meetings and Legion functions I.E. General Assembly and Commander's Ball.

**Section 6.** No alcoholic beverages permitted at Department Conference or Committee Meetings.

### **Article IX — Elections**

**Paragraph 1** Officers shall be elected by a majority of delegates present at the election meeting.

**Section 2** Nomination of officers will take place at the Summer IN ALR Meeting and all nominations will be closed at the end of the call for nominations. Officers shall be nominated from the floor. The candidate must be present to accept the nomination.

**Section 3** Those nominated for office may submit 1 paragraph about their qualifications to be printed in the quarterly newsletter. Those qualifications must be submitted to the State Secretary within a 4 week period of the nomination.

**Section 4** Voting of officers for the following year shall take place at the Autumn IN ALR Meeting.

**Section 5** Elections shall be tabulated using printed ballots

**Section 6** Ballots will be counted by 3 committee representatives by random draw at the committee meeting and 1 representative appointed by the Committee Chairman.

**Section 7** All ballot counting will be overseen by the State Sgt-At-Arms and the results reported to the State Director prior to the end of the meeting for announcement under "Good of the Order".

### **Article X ----- Notices**

Every Post level chapter shall furnish the State Director with a current address conforming to U.S. Postal Service regulations, and the name and contact information for the chapter director.

**Section 1.** The list of chapters and their officers shall not be released in any form for any purposes other than to authorized officers and employees of the Chapter and Department of The American

Legion, and may be used by said organizations only for purposes approved by the governing bodies of same.

**Section 2.** The State Director shall cause notice of the annual election to be given at least 45 days prior to the post-level chapter directors.

APPROVED AND EFFECTIVE AS OF JULY, 2013