

## Starting an Indiana ALR Chapter at your post

- Step 1.** Seek out fellow riders who belong to your post. You will need 7 members to start, plus you will need enough who are willing to step up and be the officers of your Chapter.
- Step 2.** Talk to the Post Commander about your desire to start a Chapter, seeking his support and ask that he add you to his next executive meeting agenda.
- Step 3.** Attend said meeting and ask for the Legion Board of Directors blessing to start an ALR Chapter (see talking points, below).
- Step 4.** Go on line to [www.indianalegionriders.org](http://www.indianalegionriders.org) and on the left side of the home page you will find the Navigation Bar (menu). Click *RESOURCES*. On that page click on
  - a. *SAMPLE MEETING AGENDA* and print it out.
  - b. *INDIANA STATE CONSTITUTION and BYLAWS* and print them out.
  - c. *MEMBERSHIP FORMS* edit it with your Chapter information and print out a dozen or so. You may wish to download that file into you documents for future use.
- Step 5.** Now look at the Nav Bar to the left, click on *OFFICERS*, look for your District Chairperson and jot down their contact information. Review the Officers of the IN ALR Executive Committee and contact information.
- Step 6.** Contact your District Chairperson and ask for help to get started. Most members of the IN ALR Executive Committee can also provide guidance and support.
- Step 7.** Set-up a preliminary meeting with your prospective members, the District Chair, and invite the Post Commander to set in.
  - a. If the Commander opts out of the meeting, report back to him the actions and decisions that were made, i.e. next meeting time and date, your officers and confirm you have enough embers to get started.
  - b. Make up a simple poster to put up on the Post Bulletin Board to announce the start up of an ALR Chapter at your Post. Announce the Date, Time and Location (must be at the Post) of the next meeting. If timing works, submit for Post Newsletter.
- Step 8.** Read over the IN ALR Constitution and Bylaws a couple times and be acquainted with them. Keep a copy in your Meeting Notebook. Obtain the *CONSTITUTION AND BYLAWS TEMPLATE* from the resources page on [www.indianalegionriders.org](http://www.indianalegionriders.org). Edit the name, address and related details for your new chapter. Submit documents to your Post Exec Board for approval and use these until you can form a committee to tailor them to your chapter if needed.
- Step 9.** Go on line to [www.indianalegionriders.org](http://www.indianalegionriders.org) and click *CHAPTER DATA FORMS* on the Nav Bar. Fill out the form with your officers information and send it through the web-site. (Be aware! Registration on the NALRIC does not constitute an INALR *Forms* submission)
- Step 10.** Have your Membership person work with your Treasurer to make copies of your start-up membership forms and write a check to the Indiana State Membership Chairperson a total of \$3.00 x Membership total. Mail them to the State Membership person listed under State Officers on the website.
- Step 11.** Once the Data forms have been received by the State Secretary, the Membership person will be notified. Then, after receipt of dues, your Chapter Membership cards will be sent to you and your Chapter Charter will be prepared and will be ready to present to you at the next State meeting.

**Congratulations and welcome to the Indiana American Legion Riders!**

## **Talking Points**

1. An ALR Chapter will encourage more to be involved in the Legion Post activities
2. Will draw in new members to the Post.
3. Increases activities being held at the Post.
4. Increase public attendance at the Post.
5. Increase Clubroom/Canteen sales.
6. Allow a segment of your membership/potential members to feel more welcome at the Legion activities.
- 7 Add an energetic populous to the Post who loves the country, Military members, family, parades and Veterans.

If the governing board or commander is still reluctant, ask him/them to talk to a couple other commanders at the District meetings who have a Chapter at their Post.