

DEPARTMENT OF \_\_\_\_\_  
AMVETS RIDERS  
BY-LAWS

ARTICLE I – NAME AND PURPOSES

- 1.1 NAME – The name of the organization is The AMVETS Riders.
- 1.2 PURPOSE - We the AMVETS RIDERS are a dedicated and patriotic group of motorcycle riders who hold true to an unwavering respect for our Nation, our Flag, and our Military... past, present and future.

We are committed to the freedom of this Nation, to provide community service and fellowship, and to preserve and support the aims and goals of the AMVETS National Organization.

ARTICLE II – INCORPORATION

- 2.1 The Department Organization shall be incorporated as: \_\_\_ AMVETS Riders Inc.
- 2.2 The Department Organization shall provide through its own policy, or as an additional insured a minimum of \$100,000 general liability.
- 2.3 The Riders Headquarters will be located at a location determined by the Department President and the Executive Committee.

ARTICLE III – DEPARTMENT AND CHAPTER  
FORMATION

- 3.1 The Department and Chapters will be formed in accordance with the National AMVETS Riders Constitution and these By-Laws.
  - A.) Posts where Chapters are located that have a clubroom must be incorporated.
  - B.) Chapters shall not hold the Department Organization liable for Failure of the Chapter to comply with Federal, State, and Local laws or any other liabilities.
- 3.2 In addition, each proposed Riders Chapter making application for admission to The National AMVETS Riders must first receive in writing permission of the

local sponsoring AMVETS Post Commander. Second, approval must be received in writing from the President of the AMVETS Riders of that Department (if one exists). Third, approval in writing from the AMVETS Department Executive committee of that Department. Lastly, all paperwork with written approvals will be submitted by the Department to the AMVETS National Headquarters for approval.

- 3.3 The required Items to form a Chapter are:
1. Riders Charter Application,
  2. Riders Officer Revalidation Form,
  3. Federal EIN- cannot use Posts,
  4. Liability Insurance,
  5. At least 5 members, three of which must be riding members.
- 3.4 Chapters must revalidate each year no later than the 1<sup>st</sup> of June, and with no less than 10 members, to maintain their Charter.

#### ARTICLE IV – MEMBERS

- 4.1 CLASSES OF MEMBERSHIP- There shall be one class of members: Riders.
- 4.2 QUALIFICATIONS- both classes of membership must be a member in good standing of AMVETS, AMVETS Ladies Aux., or Sons of AMVETS.
- A.) Riding members will be admitted upon proof of ownership of a motorcycle with a current registration, valid state drivers' license with a motorcycle endorsement, and insurance.
- 4.3 Only members of the organization shall hold an elected office at Department or Chapter level.
- 4.5 The total annual dues of the Department Organization shall be \_\_\_\_\_per year. All monies will be deposited in the general fund account.
- 4.6 The Membership year shall be from June 1 to May 31.
- A.) Dues for the coming year will be accepted starting March 1.
- 4.7 ONLY members in good standing with a current valid membership may hold an office, continue in office, is seated as a delegate, be entitled to vote, represent themselves as an AMVETS Rider, or wear the Riders uniform and insignia.

#### ARTICLE V – DELEGATES AND ELECTIONS

- 5.1 DELEGATES- will be based on the number of members at the chapter, not the

department. 1-50 members get 2 delegates and 2 alternates. After that add one delegate and one alternate for each additional 50 members. The chapters will elect the delegates and alternates.

In addition, each Riders Chapter President or his elected representative will constitute an SEC Delegate - each of whom also has one vote.

- 5.2 ELECTIONS - Elections will be held at the annual convention, at a location to be announced no later than the month prior. The voting will be done by roll call of delegates.
- 5.3 Nominations of officers will be made from the floor at the regularly scheduled general membership meeting prior to the annual convention.

## ARTICLE VI- MEETINGS

- 6.1 The meeting place for each meeting will be announced at the previous meeting. The meeting place will be decided on by members in attendance, unless a schedule has previously been generated by the Executive committee with approval of membership.
- 6.2 There shall be four (4) types of meetings: the General meeting, Event meeting, Annual convention and Special meetings.
- 6.3 There will be no alcoholic beverages allowed at any meeting. Any member who is obviously intoxicated prior to a meeting will not be permitted to attend said meeting and will be subject to disciplinary action.
- 6.4 Members will be notified of special meetings at least thirty (30) days in advance of the meeting date. It is the responsibility of each member to be sure that current contact information is on file with the Department.
- 6.5 At all regular and special meetings, at least three (3) elected officers, and three (3) members will constitute a quorum.
- 6.6 At the Executive Committee meetings, five (5) voting members of the committee shall constitute a quorum.
- 6.7 The Riders Department Delegates will be the Presidents of each Chapter or his elected Representative.

## ARTICLE VII –OFFICERS

- 7.1 A President, a 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Treasurer, Judge Advocate, and Sgt. at Arms shall be elected annually.

- A.) A Secretary, Public Relations Officer, and a Liaisons Officer, and Chaplin will be appointed by the President. These Officers will have no vote at a Executive Committee Meeting.
  - B.) No member shall be eligible for any office unless proof of eligibility of membership has been presented to the Credentials Committee of that convention.
- 7.2 National Headquarters and Rider Chapters shall be notified of the election of new officers within thirty (30) days after elections have been completed.
- 7.3 The newly elected officers shall be sworn in and take office within 24 hours of elections.
- 7.4 In the event that the office of President is vacated, the 1<sup>st</sup> Vice-President shall succeed to the office of President for the un-expired term.
- 7.5 In the event that the office of 1<sup>st</sup> Vice-President is vacated, the 2<sup>nd</sup> Vice-President shall succeed to the office of 1<sup>st</sup> Vice-President for the un-expired term.
- 7.6 In the event that any other elected office is vacated, the Executive Board, shall appoint a member to complete the un-expired term.
- 7.7 Any elected officer who misses two (2) meetings, without prior notice, and without good cause, to be determined by the Executive Committee, shall be removed from office without any further action, notification or hearing. The vacated position shall be filled in accordance with the guidelines prescribed herein.
- 7.8 No elected Department President shall serve consecutive terms in office unless filling such office by succession or election to a vacancy occurring between Department Conventions. The elected Department Vice-President may succeed themselves once in each respective office.
- 7.9 Past Department Officers will use the R designator in front of the office they held.

## ARTICLE VIII- DUTIES OF OFFICERS

- 8.1 PRESIDENT – To oversee all areas of the organization. To appoint officers and committees as designated in the National and Department Constitution and By-laws. To chair all meetings; to ensure that all committees, programs, and events are operated in accordance with the National Constitution and By-laws. To be a non-voting member ex-officio of each committee.

- 8.2 1<sup>ST</sup> VICE-PRESIDENT – MEMBERSHIP – To keep accurate membership records of the Department. To ensure that all monies collected through memberships or renewals are forwarded immediately to the Treasurer. To facilitate incentives and drives, to ensure continued growth throughout the Departments. To make a report at each general membership meeting of the current, up to date, standings and to forward this report to the Secretary for inclusion in the meeting minutes, as well as Department reports. Perform other duties as assigned by the Executive Committee or the President.
- 8.3 2<sup>ND</sup> VICE-PRESIDENT – PROGRAMS COORDINATOR – To monitor the Department Programs and coordinate with the National AMVETS Programs Director to ensure the National AMVETS Riders Organization Programs are supported. To assist the President and 1<sup>ST</sup> Vice-President as needed.
- 8.4 SECRETARY – Shall keep accurate records and minutes of all Department Meetings. To act as the official point of contact between the National, Chapters, and the Department. To handle all correspondence. To pass communications promptly to the respective recipient as needed. To maintain files for the organization. To perform other duties as may be assigned by the Executive Committee or the President.
- 8.5 TREASURER – Shall keep accurate records of all financial transactions and organization monies. To ensure that all monies are deposited as directed by the Executive Committee. All receipts, transaction slips, and checks will be kept on file and turned over to the appointed audit committee when requested. Copies of all transactions will be maintained by the Treasurer. To perform other duties as may be assigned by the Executive Committee or the President.
- 8.6 CHAPLAIN – Shall offer comfort and solace to our members in their time of need. To offer opening and closing prayers at all meetings. To notify the Secretary of the need to send a card of sympathy or get well wishes to those members or their families as needed. To perform other duties as may be assigned by the Executive Committee or the President.
- 8.7 SGT-AT-ARMS – Shall maintain order at all meetings. To post and retire the Colors when called upon to do so. To lead the membership in the Pledge of Allegiance at each meeting as prescribed. To perform other duties as may be assigned by the Executive Committee or the President.
- 8.8 JUDGE ADVOCATE – The Judge Advocate shall advise the President and other Officers on Legal Matters Pertaining to the activities of the AMVETS Riders. He will review and approve all By-Laws submitted by Chapters for approval. To perform other duties as may be assigned by the Executive Committee or the President.
- 8.9 LAISON OFFICER- Shall coordinate with the Executive Committee all riders'

activities. Shall coordinate with and keep the AMVETS, Auxiliary, and Sons informed of all riders activities. Will work with the AMVETS Family to insure timely responses on Riders activities or questions. Shall coordinate with any and all motorcycle clubs/groups to further the interest of the AMVETS Riders. To perform other duties as may be assigned by the Executive Committee or the President.

- 8.10 PUBLIC RELATIONS OFFICER- Shall be responsible for the planning, formulation, and development of a communications program, including: publicity, organizational publications and other promotional material. The Public Relations Officer shall be responsible for efficient and proper liaison with all communications media-press, radio, motion pictures, periodicals, and television- and all forms of advertising. In addition, he shall compile from year to year all records of historical value and interest for AMVETS Riders and shall assist Chapter Historians so as to coordinate and unify the work of such officials. To perform other duties as may be assigned by the Executive Committee or the President.

## ARTICLE IX - EXECUTIVE COMMITTEE

- 9.1 The Executive Committee will consist of members in accordance with the Department Constitution.
- 9.2 The Executive Committee will have the Duties and Responsibilities as defined in the Department Constitution and the Department By-Laws.

## ARTICLE X- COMMITTEES

- 10.1 The Audit Committee shall be appointed by the Department President. The President shall appoint such members from the membership as deemed necessary to carry out their assignment.
- A.) The Audit Committee shall consist of the appointed chairman and (2) voting members
- B.) The Audit Committee shall do a complete audit of all Rider accounts and financial records each year prior to the annual meeting.
- 10.2 Other committees shall be developed and organized as needed by the President or the Executive Committee.

## ARTICLE XI– FINANCES

- 11.1 All Department fund raising activities must be approved in advance by the Executive Committee.
- 11.2 An annual budget shall be prepared by the Treasurer and submitted to the Executive Committee for its approval. Accurate books and records of account activities maintained by the Treasurer shall be subject to inspection and regulation by the Executive Committee at all reasonable times. Books and records will be made available upon request of said committee.
- 11.3 The treasurer shall render a report of receipts and disbursements at each Department meeting. The Treasurer is also responsible for filing all IRS forms as required by law. The fiscal year shall be January 1<sup>st</sup> through December 31<sup>st</sup>.
- 11.4 The Executive Committee shall have discretionary spending authorization of up to \$100 (one hundred dollars) without prior approval from membership. Disbursement of funds shall be in a manner that is in keeping with all local, state and federal laws regarding non-profit organizations.
- 11.5 Officers and/or members handling funds shall be properly bonded with a good and solvent bonding company acceptable to the US Treasury, as surety to covert the average amount of funds handled by said individuals in a single year.

## ARTICLE XII – BOOKS AND RECORDS

- 12.1 Correct books of account of the activities and transactions of the Corporation shall be kept at the office of the Corporation. These shall include a minute book, this shall contain a copy of the Certificate of Incorporation, a copy of these By-laws, a copy of the Constitution, and all minutes of meetings of the Executive Committee.

## ARTICLE XIII– UNIFORMS AND INSIGNIAS

- 13.1 Riders patches and insignias will be purchased by the Chapter Presidents, and or an Officer designated by the Riders Chapter President. These patches will only be sold to Riders.
- 13.2 Riders shall only be permitted to wear and display AMVETS Riders patches and Riders Insignias, while remaining a member in good standing.
- 13.3 Riders may purchase 8” or 12” Riders Logo patch for the back of vest, or jacket. The vests and jackets shall be “black” in color.

- A.) Rocker design for the Department of \_\_\_\_\_ shall be  
Rocker shall be 1 1/2 inches wide with \_\_\_\_\_ background,  
\_\_\_\_\_ lettering, & \_\_\_\_\_ border.
- B.) All Chapters in the Department will maintain “uniformity” with  
Rocker design and placement. The wording and colors used for making  
Rockers and placement of Rockers around the 8”or 12” Riders Logo  
patch on back of black vest or black jacket shall be uniform to all  
Chapters of Riders in their State.
- C.) Top Rocker shall be for Post or Chapter number. The bottom Rocker shall  
be for City and State of the Chapter.
- D.) All members in good standing prior to August 9, 2008 with approved  
Department or chapter designated patches and patch placements shall be  
"GRANDFATHERED".
- E.) All new Department and Chapter Members shall conform to the C/BL as  
of August 10, 2008. All existing Departments and Chapters will revise  
their C/BL to reflect this change. (THIS DOES NOT PERTAIN TO  
RIDERS WHO FALL UNDER THE GRANDFATHER CLAUSE).
- 13.4 These 5 patches shall be designated as required patches for unity among all  
Departments and all Chapters for Riders. This description for placement of  
patches shall be based on member wearing their vest.

A.) TOP LEFT SIDE:

1. American Flag.
2. State Flag or State Shield or Appropriate AMVETS Riders Department  
Banner.
3. MILITARY RIBBONS OR MILITARY AWARDS MAY BE  
PLACED BELOW STATE FLAG.

TOP RIGHT SIDE:

- 1.) POW/MIA not to be higher than American Flag on Left side
- 2.) 2" or 3" Hat patch for (AMVETS, Auxiliary, or Sons). Will  
be placed below the POW/MIA patch.

BACK OF VEST:

- A.) 8" or 12" Riders Logo patch with top and bottom Rockers (middle of  
back side)
- B.) Qualified Riders shall place their Chapter and Department patches  
below bottom Rocker.

- C.) Riders would wear Chapter Charter patch below bottom Rocker, then Department Charter member patch below Chapter Charter patch.
- D.) If a Rider or Supporter does not want to purchase the 5 designated patches listed in Sec. 4, they shall wear a plain black vest without patches.

### 13.5 RIDERS JACKET

Shall be a Long Sleeved BLACK JACKET. Patch Placement shall be as follows:

- A.) American Flag on left shoulder of sleeve.
- B.) POW/MIA Patch on right shoulder of sleeve.
- C.) State flag or Shield or appropriate AMVETS Riders Department Banner on top left front of Jacket.
- D.) AMVETS Organizational, 2" or 3" patch on top right front of Jacket.
- E.) The Back of the Jacket will be consistent with the Placement of Patches on the wearers Vest as stated in Article 13 Section 13.4.
- F.) A Plain Jacket without Patches may be worn. There shall be NO RESTRICTION on the Type or Color of a Plain Jacket.

### 13.6 ADITIONAL PATCHES

- A.) At no time will any type of profanity, be it graphic, or written, be displayed on any article of clothing bearing the AMVETS name.
- B.) No patches with the number 1% or 13 or the letters MC, nor any Patch denoting or insinuating a motorcycle club will be worn on any article of clothing.
- C.) No organizational patches for other organizations shall be worn. With the following exceptions only:
  - 1.) Honorary Veterans groups further authorized by Convention by means as a Bylaws change to this section.

13.7 The AMVETS Riders logo / patch shall not be altered or defaced in any manner.

13.8 Other patches and pins and insignias that promote a positive image for AMVETS and AMVETS Riders or Veterans, may be displayed only on front of Patched black vest or Patched black jackets.

13.9 The Black Beret with 2" Riders hat patch shall be our approved headwear / cover for all Riders. This can be purchased from National AMVETS Quartermasters.

- A.) Chapter Officers shall wear a Black Beret.
- B.) Department Officers shall wear a Tan Beret.

C.) Past Chapter and Past Department Officers shall be entitled to wear Gold Crossed Sabers one inch to the left of their AMVETS Riders Patch on their Berets.

13.10 The purchase of vests, jackets additional clothing, patch's, insignias, pins, etc., will be at the expense of the members.

13.11 DRESS CODE FOR ATTENDING DEPARTMENT AMVETS & AMVETS RIDERS MEETINGS:

A.) Riders Unadulterated Beret and in the Proper Color.

B.) Black Boots or Black Shoes

C.) Department Riders Patched Vest / or a plain unadulterated Black Vest.

D.) AMVETS Organizational or AMVETS Riders Shirt / Long sleeve or Short sleeve ( uncut )

E.) Black or Blue colored Jeans, slacks or Black skirts in Good condition.

F.) A Riders Patched Jacket or a plain Jacket as stated in Article 13.5F may be worn.

#### ARTICLE XIV – FLAGS and BANNERS

14.1 The AMVETS Riders Department Flag will be 2-sided and configured in the following manner.

A.) A solid scarlet red background 3' X 5', 4'x 6' or 5 x 7' feet in size.

B.) An AMVETS Rider Logo in proportion to the flag size and centered length wise, and centered top to bottom with double fold banner in proportion to the flag size on the bottom. Each space shall be equal in size top, middle, and bottom.

C.) A double fold banner gold in color with the word \_\_\_\_\_ in block letters, black in color.

14.2 Motorcycle flags shall be 2-sided and bear only the AMVETS Riders Logo.

14.3 Nothing shall be sewn or hung on the flag or its staff.

14.4 The American and Department Riders flag shall be flown at all official Riders Department meetings or conventions.

- 14.5 The sergeant at arms will have sole responsibility to insure the safe guarding and display of the American and Riders Flag.
- 14.6 Chapters will replace the word \_\_\_\_\_ on their official flag with either their chapter number, city name, state name, or the 2-digit state abbreviation. A combination of these may be used.
- 14.7 Department and Chapters may design their own banner (one-sided). All banner designs must be approved by the Executive Committee before being adopted.

## ARTICLE XV– RUNS AND EVENTS

- 15.1 All runs and Events conducted by the Department will be planned and coordinated by a committee appointed by the President.
- 15.2 The Riders Department will hold a minimum of (1) one Run or Event per year. Riders Chapters will hold a minimum of two (2) Runs or Events per year.
- 15.3 All Runs and Events conducted by the Department and Chapters will be conducted according to the By-laws of the Department or Chapter.
- 15.4 All runs and events will comply with all Federal, State and Local Laws and Regulations.

## ARTICLE XVI– DISCIPLINE

- 16.1 Members and supporters may be suspended or expelled for any one of the following reasons:
  - A.) Failure to comply with obligations as imposed on the members under this Constitution and By-laws.
  - B.) Any conduct unbecoming an AMVETS Rider that reflects unfavorably on AMVETS or the AMVETS Riders.
  - C.) Membership received by means of fraud or misrepresentation.
- 16.2 Disciplinary action shall be identical to the guidelines of The AMVETS National and Department Constitution and By-laws.
- 16.3 Any member who receives disciplinary action by their parent Organization shall be subject to the same action under the AMVETS Riders up to and including expulsion. These measures may be taken upon the findings of a

Hearing conducted by the Riders' Organization.

## ARTICLE XVII--AMENDMENTS

- 17.1 These Bylaws may be amended at any AMVETS Riders Department Convention by a majority vote of the delegates present at any AMVETS Riders Department Convention. Proposed amendment for action of the Department Convention must be submitted by a Chapter, a Department Executive Committee, , or a Standing Department Committee to the Departments Chapters by mail, postmarked at least 30 days prior to the opening date of the next Department Convention.
- 17.2 These Bylaws however, may be amended by any Department Convention without notice by a two-thirds vote.
- 17.3 No amendment, however, may be adopted unless the same is referred to the Constitution and Bylaws Committee, considered by it and reported on at the Department Convention.
- 17.4 Amendments to these Bylaws shall take effect immediately upon adoption, unless otherwise specified by the adopted resolution.

The above Bylaws were approved by the membership of the Department on the \_\_\_\_\_ day of \_\_\_\_\_, 2008.

Signed: Riders Department President \_\_\_\_\_

Riders Department Secretary \_\_\_\_\_