

**AMVETS RIDERS**  
**(POST NAME/NUMBER)**  
**(POST ADDRESS)**  
**CONSTITUTION**

**Article I: Name**

The name of this organization shall be THE AMVETS Riders, (Post Name/Number), and shall be hereinafter referred to as the Riders.

**Article II: Aims**

This is an organization formed to further the Aims and Purposes of the AMVETS. In addition this organization will:

- 1) Be a positive part of the AMVETS organization and the communities we serve.
- 2) Be an integral part of fundraising efforts for our Department and projects specific to our veterans and our community.

**Article III: Chapter Organization**

Section 1. The AMVETS Riders is a non-profit organization under IRS code 501(c)(19), and its members shall donate their time and energy to help promote our aims and objectives.

Section 2. The Riders shall be under the control of the Riders President, the Riders Executive Committee, the Post Commander, and the Post Executive Committee. Nothing contained in this section shall in any way remove the jurisdiction given to the national organization and to departments over corresponding chapters of the AMVETS Riders.

Section 3. The AMVETS Riders shall be under the jurisdiction of the Post(s) whose name it bears. AMVETS Riders shall be identical in geographical limits to its respective AMVETS Post(s) and be known and identified in the same name.

Section 4. Where no AMVETS Post exists, AMVETS Riders shall not be formed.

Section 5. The Riders shall be governed by the officers chosen in accordance with this Constitution and Bylaws and will annually revalidate its charter to the National and State Departments prior to July 15 each year. Such revalidation shall be evidenced by the issuance of a Revalidation Certificate issued by the National Department upon satisfactory completion of all requirements. Aside from any other requirements imposed by the Department or National Constitution and Bylaws, the Riders shall:

- (a) Furnish National and the Department of Florida with a certified list of its current Chapter officers not later than July 15 each year.
- (b) Furnish National and the Department with a current copy of the Riders Constitution and Bylaws.
- (c) Be fully paid up in all accounts with National and Department.
- (d) Comply with applicable liability insurance mandates.

Section 6. The Riders shall, within thirty (30) days of notice to surrender its charter, resulting from disciplinary or voluntary action, close all bank accounts and deliver to the Department of Florida all Riders records, property and assets.

#### **Article IV. Membership**

Section 1. Membership in the Riders shall be limited to members in good standing of AMVETS, AMVETS Ladies Auxiliary and Sons of AMVETS.

Section 2. Operating members must own a motorcycle capable of maintaining posted interstate speeds. Riders must show, prior to processing of their application for membership, a current valid AMVETS, AMVETS Ladies Auxiliary, or Sons of AMVETS membership card, a valid state driver's license for the vehicle used, a valid state registration, and proof of insurance as required by law.

Section 3. To maintain membership in the Riders, members must attend a minimum of three (3) meetings of their parent AMVETS Post per year.

Section 4. To maintain membership in the Riders, members must attend and participate in two events sponsored by the AMVETS Riders.

Section 5. Members will pay an annual membership fee as determined in the Bylaws.

Section 6. There shall be no Life Membership for AMVETS Riders.

Section 7. The Riders shall not have honorary members.

## **Article V: Officers**

Section 1. Elected officers of the Riders shall consist of a President, a 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, Chaplain, Parliamentarian, and Sgt. at Arms. The President will appoint a Run Captain and a Safety Officer.

Section 2. Nominations and elections of officers shall be held annually as prescribed in the Bylaws of the Riders.

## **Article VI: Executive Committee**

Section 1. The elected and appointed officers of the Riders and the immediate past President shall constitute the Riders Executive Committee.

- (a) This committee will be charged with the administrative affairs and property of the Riders.
- (b) This committee shall formulate the policies of the Riders and present them to members for approval.
- (c) Only elected officers shall vote, or make and second motions.
- (d) All members may attend Executive Committee meetings but without a vote.
- (e) The President will only vote in the case of a tie vote.

## **Article VII: Meetings**

Meetings shall be prescribed in the Bylaws.

## **Article VIII: Amendments**

This Constitution may be amended by resolution at the Riders Annual meeting. Proposed amendments shall be submitted in writing to the Executive committee for its review and presentation at the annual meeting. Copies of proposed amendments shall be available to all Rider members at least ten (10) days prior to the vote. A two-thirds (2/3) vote of the members present and voting shall be required to amend this constitution. Copies of all adopted amendments shall be forwarded to the Department Judge Advocate for his review within thirty (30) days after their adoption. The Department Judge Advocate shall forward the approved copies to National Headquarters for placement in the permanent Riders file. Roberts Rules of Order shall be the parliamentary authority for all matters not specifically covered in the Constitution and Bylaws of this organization.

**AMVETS RIDERS  
(Riders Post Number/Name)  
BYLAWS**

**ARTICLE I – MEETINGS**

Section 1. The Riders shall meet on \_\_\_\_\_. The meeting place will be decided on by the Executive committee with approval of membership.

Section 2. There shall be four (4) types of meetings: the general meeting, run/event meetings, annual, and special meetings.

Section 3. Any member who is obviously intoxicated prior to a meeting will not be permitted to attend said meeting and is subject to disciplinary action as outlined in ARTICLE VIII, Section 2, Sub-section (f).

Section 4. Members will be notified of special meetings 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 Riders.

Section 5. Nomination of officers will be made from the floor at the regularly scheduled general membership meeting prior to the annual meeting.

Section 6. Elections will be held at the annual meeting, at a location to be announced no later than the month prior. The voting will be done by ballot unless an office is unopposed.

Section 7. The President shall designate a member to be responsible for the securing of all ballots at the beginning of the election until the results are certified by an election committee that has been selected by the Executive committee the meeting prior to the election.

**ARTICLE II – QUORUMS**

Section 1. At all regular and special meetings, at least (3) officers, elected or appointed and 3 members will constitute a quorum.

Section 2. At the Executive Committee meeting, five voting members of the committee shall constitute a quorum.

**ARTICLE III – OFFICERS**

Section 1. A President, a 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, Chaplain, Parliamentarian, and Sgt. at Arms shall be elected annually from among the membership. The President shall appoint a Road Captain and Safety Officer.

Section 2. Only members in good standing, in person, shall be entitled to vote. Post, National and Department Headquarters shall be notified of the election of the new officers immediately after the election has been completed.

Section 3. The newly elected officers shall be sworn in and take office at the next regular meeting of the Chapter.

Section 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 unexpired term.

Section 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 unexpired term. If the 2<sup>nd</sup> Vice President declines succession, the President shall appoint the successor to 1<sup>st</sup> Vice President.

Section 6. In the event any other office is vacated, the President, with the approval of the Executive Committee shall appoint a member to complete the unexpired term.

Section 7. Any elected officer who misses three (3) meetings, without prior notice, or without good cause, to be determined by the president, with approval of 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.

#### **ARTICLE IV – DUTIES OF OFFICERS**

Section 1. President – To oversee all areas of the organization. To appoint officers and committees as designated in the Chapter Constitution and Bylaws. To chair all meetings of the general membership. To ensure that all committees, programs, and events are operated in accordance with the Riders Constitution and Bylaws and does not violate the Department of National Constitutions and Bylaws and regulations. To be a non-voting member ex-officio of each committee. The President will vote in case of a tie.

Section 2. 1<sup>st</sup> Vice President – Membership – To keep accurate membership records of the Chapter. To ensure that all monies collected through memberships or renewals is forwarded immediately to the Treasurer. To facilitate incentives and drives, to ensure continued growth throughout the Riders. 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 President.

Section 3. 2<sup>nd</sup> Vice President – Run/Event Coordinator – To arrange events and set needed committees in place to ensure that all events/runs are completed. To ensure that the Riders fulfill all requirements as set forth in Article VIII, Section 2. Plan the event/run with the help of a selected committee. To ensure credentials are checked prior to each event/run. To ensure all registration and/or waiver forms are completed, signed,

and secured in a safe place during each event/run. Coordinate with sponsors and suppliers for all needs. To report to regular membership, at each general membership meeting, plans, progress, and needs. To ensure that all event/run participants have copies of designated rules as applicable. To ensure that all participants are in compliance with the uniform as outlined in Article VII. Ensure that the Safety Officer provides a safety briefing to all event/run participants prior to commencement of the activity. Perform other duties as assigned by the President. These duties will be shared with the local Chapter Road Captain and Safety Officer.

Section 4. Secretary – Shall keep accurate records and minutes of all Riders meetings. To act as the official point of contact between the Riders and the Department Executive Director. To handle all correspondence received and set by the Riders. To pass communications promptly to the respective recipient as needed. To maintain files for the organization. Perform other duties as may be assigned by the President.

Section 5. Treasurer – Shall keep accurate records of all financial transactions and organization monies. To ensure that all monies are deposited as directed by the Riders 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. Perform other duties as may be assigned by the President.

Section 6. Chaplain – Shall offer comfort and solace to our members in their time of need. To offer opening and closing prayers at all Chapter meetings events and runs. 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. Perform other duties as may be assigned by the President.

Section 7. Parliamentarian - Shall advise the officers and members on parliamentary, and constitution and bylaws matters. Perform other duties as may be assigned by the President.

Section 8. Sgt at Arms – Shall maintain order at all meetings, events and runs. 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. Perform other duties as may be assigned by the President.

#### **ARTICLE V – COMMITTEES**

Section 1. The Audit committee shall be appointed by the Riders President. The President shall appoint such members from the Riders membership as deemed necessary to carry out the assignment.

- (a) The audit committee shall consist of the appointed chairman and two (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.
- (c) The audit committee shall do a complete audit of all financial records upon the request of the Chairman with the approval of the President.
- (d) The chapter Treasurer shall serve as a non-voting ex-officio member of the audit committee.

Section 2. Other committees shall be developed and organized as needed by the President.

## **ARTICLE VI – FINANCES**

Section 1. The total annual dues of this organization shall be \$\_\_\_\_\_ per member. All monies will be deposited in the Riders general fund account.

Section 2. All fund raising activities must be approved in advance by the Riders Executive Committee and the Post Commander. All fund raising activities must be in compliance with the Department and National Constitution and Bylaws, and rules and regulations.

Section 3. An annual budget shall be prepared by the Treasurer and submitted to the Riders Executive Committee for its approval. A copy of this budget shall be forwarded to the Post Finance Officer. Accurate books and records of account activities maintained by the treasurer shall be subject to inspection and regulation by the Riders Executive Committee at all reasonable times. Books and records will be made available to the Post Finance Officer on request.

Section 4. The Treasurer shall render a report of receipts and disbursements to each meeting of the Riders. The Treasurer is also responsible for filing all IRS forms as required by law. The Riders fiscal year shall be January 1<sup>st</sup> through December 31<sup>st</sup>.

Section 5. The Riders 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.

Section 6. Officers and/or members handling Riders funds shall be properly bonded with a good and solvent bonding company acceptable to the US Treasury, as surety to cover the average amount of funds handled by said individuals in a single year.

Section 7. The Riders must be incorporated in accordance with the laws of the state of Florida.

Section 8. The Riders shall provide either through its own policy, or as an additional insured on the Post insurance policy, a minimum of \$100,000 general liability insurance.

## **ARTICLE VII – UNIFORMS AND INSIGNIAS**

Section 1. Riders may purchase a jacket patch of not less than 8", nor more than 12" in diameter from the Rider 1<sup>st</sup> Vice President or other designated member. This patch is to be worn as prescribed in Article VII, Sections 2,3,4,5,6, and 7. The purchase price will be determined by the Executive Committee.

Section 2. At ALL Riders events/runs, members of the Riders directly involved in the run/event or who represent the riders in an official capacity shall not be permitted to wear/display colors from another rider organization. They agree to display only the approved AMVETS Riders logo or wear an unadorned garment. Wearing of colors affiliated with any other rider organization is automatic grounds for disqualification from participation in the Chapter sponsored event/run.

Section 3. At no time will any type of profanity, be it graphic or written, be displayed on any article of clothing bearing the AMVETS name.

Section 4. The AMVETS Riders logo/patch may not be altered or defaced in any manner.

Section 5. The AMVETS Riders name may be worn and displayed by worn by Riders members only.

Section 6. Other patches, pins, or other ornamentation that promotes a positive image for AMVETS, or veterans may be displayed on clothing as long as it does not cover, alter or deface the AMVETS or Rider log/patch.

Section 7. Appropriate attire will be worn during all Chapter sponsored event/runs.

Section 8. The purchase of vests, jackets, additional clothing, patches embroidery or accessories will be at the expense of the member.

## **ARTICLE VIII – EVENT/RUN GENERAL INFORMATION**

Section 1. The event/run shall be organized and coordinated through the 2<sup>nd</sup> Vice President and his/her appointed committee. The Riders Road Captain and Safety Officer shall assist in this effort.

Section 2. The Riders must organize a minimum of four (4) events or runs per year to fulfill the requirement of their charter.

Section 3. The following guidelines shall be in place prior to each event/run:

- (a) The purpose/goal for the event will be established and presented to the President and Executive committee for approval.
- (b) Registration or entry fees will be established as needed.

- (c) A credentials committee (1-2 people) will be established within the event committee. They will have in their possession all needed registration/entry forms, waivers, receipt books, maps and other instructions on site as needed.
- (d) ALL active participants will register and show required credentials at the designated area and sign all required waivers/forms. All active participants will attend the event/run safety meeting conducted by the Safety Officer.
  - (1) Required credentials for runs include: valid membership card (members only), valid motorcycle or vehicle registration for said vehicle, and properly signed waivers/forms.
  - (2) Upon approval of credentials and payment of any fees assessed for the event, participants will receive designated event identification as provided by the Riders.
- (e) Participants will receive any pins/patches or other event recognition as decided on by this committee once qualified and registered for a run/event if applicable.
- (f) All participants must comply with the ruling that no alcohol will be sold or distributed by any member of the Riders at any rider event, with the exception of such events as bull roasts, banquets and other events where alcoholic beverages are part of the activity as determined by the Executive committee. The Riders will not tolerate public intoxication by any member while wearing the AMVETS Rider logo or patch under any circumstances. Violation of this rule will constitute immediate termination of membership in the AMVETS Riders. Conduct will also be reported to the members' parent organization.
- (g) Post event/run, any completed cards/forms and funds will be turned in to the designated person who will be responsible for securing said documents and monies until the post event committee meeting.
- (h) At the post event/run meeting (to take place not later than the day following the event) the event is to be critiqued and all papers/monies turned over to the 2<sup>nd</sup> Vice President. The Vice President will then forward a report of the event along with funds collected to the Treasurer for disposition. A report will also be filed with the Department headquarters.

### **ARTICLE IX – DISCIPLINE**

Section 1. Members may be suspended or expelled for any one of the following reasons:

- (a) Failure to comply with obligations as imposed on the members under the Constitution and Bylaws.
- (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.

Section 2. Any Rider 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 will take place with no further hearing after the action by the parent organization has been decided.

### **ARTICLE X – AMENDMENTS**

Section 1. These bylaws may be amended by a majority vote at the annual membership meeting. Proposed amendments shall be submitted in writing to the Executive committee for its review and presentation at the annual meeting. Copies of proposed amendments shall be available to all Chapter members at least ten (10) days prior to the vote. Copies of all adopted amendments shall be forwarded to the Department Judge Advocate for his review within thirty (30) days after their adoption. The Department Judge Advocate shall forward the approved copies to National Headquarters for placement in the permanent Chapter file.