

AMERICAN LEGION RIDERS

POST 60

LAUREL, MARYLAND

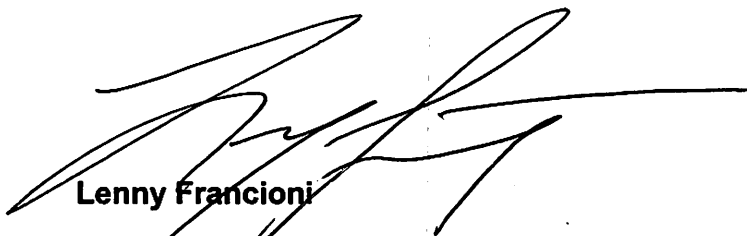


**STANDARD OPERATING
PROCEDURES (SOP)**

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This Standard Operating Procedure was voted on and passed by the membership of American Legion Riders, Laurel MD Post 60, 12 March 2025. This document supersedes all previous existing ALR Laurel MD Post 60 governing documents, which are hereby cancelled.

SUBMITTED BY

A large, stylized handwritten signature in black ink, appearing to read 'Lenny Francioni'.

**Lenny Francioni
Director, American Legion Riders
Post 60, Department of Maryland**

APPROVED BY

A smaller, more compact handwritten signature in black ink, appearing to read 'Josephine Lohman'.

**Josephine Lohman
Commander
Post 60, Department of Maryland
The American Legion**

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Herein is the Standard Operating Procedure for THE AMERICAN LEGION RIDERS (ALR) of MARYLAND, LAUREL POST 60 (Hereafter referred to as "The Chapter").

1. Purpose: This Chapter of the ALR is formed to promote the aims and purposes of The American Legion as a family-oriented motorcycling activity for members of The American Legion, The American Legion Auxiliary, and The Sons of The American Legion.

2. Background and Founding Principles:

- 2.1 The ALR is a program for members of The American Legion (TAL), The American Legion Auxiliary (ALA), and The Sons of The American Legion (SAL) members, collectively "The Legion Family," who share an interest in motorcycling.
- 2.2 As a program of American Legion Post 60, the Post Commander has final say over all Chapter affairs and may override this SOP.
- 2.3 The Chapter upholds the declared principles of The American Legion as well as conforms to and abides by the regulations and decisions of The American Legion Post 60, Laurel MD.
- 2.4 The Chapter shall maintain and protect the image of The American Legion at all times through appropriate wearing of the emblems of the TAL, ALA and SAL, and the ALR as specified by National instructions and regulations.
- 2.5 Members of The Chapter shall avoid any perception of being a motorcycle or "biker" club or gang. Rather, the focus of membership is for the enjoyment of motorcycles and comradeship and furthering Legion programs in the community.
- 2.6 The Chapter will improve the public's perception of the motorcycling community by promoting the honorable nature of service to one's community, state and nation through the sport of motorcycling.

3. Membership

- 3.1 Eligibility: To be eligible for Chapter membership, an individual must be a current member in good standing of the TAL, ALA or SAL. The member may belong to any Legion Post, Auxiliary Unit or SAL Squadron. This membership must be maintained in order to remain a member of the Chapter. The member must also be:
 - 3.1.1 the legally registered owner of a motorcycle with an engine size of 500cc or greater. Autocycles are **NOT** considered motorcycles by this chapter for consideration of membership. *"Autocycles are defined as: "An*

autocycle is a three-wheeled vehicle that combines the agility of a motorcycle with the comfort and safety of a car. It has a steering wheel, seat belts, and an enclosed or partially enclosed cabin." (Dairyland Insurance Company) *"Autocycles are a unique class of vehicle that blend elements of motorcycles and cars. Unlike motorcycles, autocycles come equipped with seat belts, a steering wheel, and a fully enclosed cabin—offering enhanced safety and comfort. These vehicles typically have two wheels in the front and one in the back, providing ease of use and greater stability than motorcycles."* Polaris – 07/08/2024: [What is an Autocycle? | Polaris Slingshot](#)

- 3.1.2 a properly licensed and insured motorcyclist by the laws of the individual's state issuing the license. As an alternative to para 3.1, be the spouse of a current ALR member.
- 3.2 All US military personnel (Active Duty, Reserve, and National Guard) placed on orders under Title 10 U.S.C. will have their membership fees waived until such time as they are demobilized. If upon demobilization there is less than 6 (six) months remaining in the American Legion fiscal year, their membership fees for the remainder of the year shall also be waived.
- 3.3 Members in good standing who can no longer ride due to physical infirmity may continue to hold membership in the Chapter, even if no longer a motorcycle owner. If there has been a break in membership, the member may only rejoin if approved by the Executive Committee.
- 3.4 Members in good standing whose membership was granted based on a spouse's motorcycle license and motorcycle ownership may continue to hold membership in the Chapter if their spouse can no longer ride due to physical infirmity and sells their motorcycle, their spouse dies, or if they become divorced. If there has been a break in membership, the member may only rejoin if approved by the Executive Committee.
- 3.5 **Support Members.** As an exception to the normal eligibility rules, the Chapter may accept current members in good standing of the TAL, ALA and SAL who do not meet the other eligibility requirements, but who wish to participate in and support the Chapter.
 - 3.5.1 Support Member classification does not constitute full membership in the Chapter, but is intended to provide recognition to those who show strong support to the ALR Chapter
 - 3.5.2 Support Members do not immediately have voting privileges in the Chapter but can provide input as to decisions affecting the Chapter.

- 3.5.3 Support Members may not initially hold an Officer position in the Chapter but can serve on and chair special committees within the Chapter.
- 3.5.4 Support members shall be held to the same standards of order, discipline, and conduct as full members.
- 3.5.5 Support members must serve a probationary year, during which time they do not pay dues, cannot vote, do not have and cannot wear American Legion Rider's insignia.
- 3.5.6 After initial service of one year, a Chapter Support member membership will be reviewed by the Chapter Executive Committee. The Committee will vote whether to grant full membership privileges. If privileges are granted, the support member will immediately complete the application procedures listed below, including payment of dues, and then be treated as a normal member.

3.6 Application Procedures.

- 3.6.1 Membership applications for the next ALR membership year can be accepted as soon as the member has renewed his/her TAL/ALA/SAL for that new legion year. All memberships should be renewed no later than 1 July (with the change to the Legion year). After 1 July, a non-renewed member must be treated as a non-member/guest until membership is renewed.
- 3.6.2 A prospective or renewing member must fully fill in and digitally or physically sign a membership application (see Appendix), and attach payment for dues, then present it to the Membership chairman (or the Director or Assistant Director) along with proof of motorcycle ownership, registration, insurance and license, and TAL/ALA/SAL membership.
- 3.6.3 The Membership Chairman will review the application for completeness and ensure all membership requirements are met.
 - 3.6.3.1 If the packet is incomplete, the Membership Chairman will return it packet to the prospective/renewing member for correction.
 - 3.6.3.2 If the application is complete, and all requirements are met, the Membership Chairman will complete the Officer's Certification on the application form, update the contact roster, forward the dues to the Treasurer, forward the application form to the Secretary and, affix an ALR decal to the member's TAL, ALA or SAL membership card.

- 3.6.3.3 The Director and Assistant Director may accept, review and complete application forms in the absence of the Membership Chairman, and then turn those forms over to the Membership Chairman for processing.
- 3.7 Membership Renewal Procedures. Procedures are identical to initial application procedures.
- 3.8 Membership Termination Procedures. See Paragraph 14 (Disciplinary Action).
- 3.9 As of the SOP effective date, the ALR is changing the current membership year from a calendar basis and will align with the Legion year. This change necessitates allowing all existing 2025 memberships to remain in effect until the next full Legion year commences in 2026.

4. Officers

- 4.1 The Elected Post officers are the Director, Assistant Director, Treasurer and Secretary. These officers, plus the outgoing Director, form the voting portion of the Executive Committee. In a situation where the previous Director will not fill their seat on the Committee (for example, if the previous director is elected to a different officer position, or leaves the area), the ALR will also then hold a special election for a new Sergeant-at-Arms to ensure the Executive Committee has five voting members until the next general election.
- 4.2 The Director will appoint the following officers: Sergeant-at-Arms (unless elected), Road Captain, Public Affairs Officer, Chaplain, Safety Officer, and Membership Chairman. The Director may appoint the same person to more than one position, including appointing an elected officer to one or more of these appointed officer positions.
- 4.3 All Officers must be approved by the American Legion Post 60 Commander. If not approved, the Chapter will hold another election to fill those positions not approved, and submit the new names to the Post 60 Commander for approval.
- 4.4 A vacancy shall exist when a member or officer is absent from the Chapter due to resignation, loss of qualifications, incapacity from injury or illness, or for a continuous period of three unexcused absences considered detrimental to the interest of the Chapter by the remaining members of the Executive Committee. A majority vote of the Executive Committee is required to remove a person from office or committee chair, regardless of whether the person was elected or appointed to the position.

- 4.5 All vacancies existing in any elected office of the Chapter from any cause other than the expiration of the term shall be filled by a majority vote of the remaining members of the Executive Committee. All vacancies in any appointed office from any cause other than the expiration of the term shall be filled by the Chapter Director. In either case a person so appointed shall hold office for the remainder of the term of the member of the committee or officer whose position was vacated.
- 4.6 The offices of Director and Assistant Director may only be filled by members who meet all requirements of a motorcycle owner/operator (license, motorcycle ownership, insurance) or who met the requirements at one time but are now exempt in accordance with para 3.3 and 3.4.

5. Organization and Meetings

- 5.1 All members of the chapter may participate in the General Meeting.
- 5.2 The General Meeting will be held monthly on a date determined by the Executive Committee and advertised in the Post newsletter.
- 5.2.1 The director will set the agenda for the General Meeting. At the decision of the Executive Committee, some General Meetings may be used solely as social events.
- 5.2.2 Five Members, one of which must be the Chapter Director or Assistant Director and a second must be another member of the Executive Committee, shall constitute a quorum of the General Meeting.
- 5.2.3 The primary purpose of the General Meeting is to coordinate activities, inform members, and conduct any business required by this SOP (for example, elections).
- 5.2.4 The administrative power of the Chapter is vested in the Chapter Executive Committee. The voting members of the Executive Committee shall consist of all elected officers for the current year and the outgoing Chapter Director. All other Past Chapter Directors and current year appointed officers and committee chairs shall be members of the Executive Committee with voice but no vote.
- 5.2.5 The Chapter Executive Committee, based on a majority vote, shall hire such employees as may be necessary; shall authorize and approve all expenditures; shall hear the reports of chapter committee chairs; and generally, shall have charge of and be responsible for the management of the affairs of this chapter.

5.2.6 The Executive Committee shall meet for organizational matters within one month of the installation of new officers. After that, the committee meets at the discretion of the Director. Upon the written request of three members of the Executive Committee, a special meeting of the committee shall be held. Three members shall constitute a quorum of the Executive Committee, one of which must be the Director or Assistant Director. The Committee can conduct business by email. All members of the Executive Committee must be included in the email discussion. The results of any email business must be recorded in the minutes by the Secretary.

5.3 **Committees.** The Executive Committee may appoint and dissolve standing committees or commissions for the furtherance of chapter programs.

5.3.1 Such standing committees shall consist of such persons, and the chair thereof, as designated by the Executive Committee.

5.3.2 Committees shall meet and operate as determined by the Committee chairperson.

5.4 All proceedings of this Chapter shall be conducted under and pursuant to Roberts' Rules of Order (Newly Revised), except as herein otherwise provided.

6. Officer Duties

6.1 Elected Officers.

6.1.1 **Director.** It shall be the duty of the Chapter Director to preside at all affairs of the Chapter, and such officer shall be the chief executive officer of the Chapter. The Director shall perform such other duties as directed by the Chapter or the American Legion Post 60 Commander.

6.1.2 **Assistant Director.** The Assistant Director shall assume and discharge the duties of the office of Director in the absence or disability of, or when called upon by the Chapter Director.

6.1.3 **Secretary.**

6.1.3.1 The Secretary shall have charge of and keep a full and correct record of all proceedings of all meetings, keep such records as the Post and Department organizations may require, and under direction of the Director handle all correspondence of the Chapter.

6.1.3.2 The Secretary shall ensure that all financial decisions are documented in appropriate meeting proceedings.

- 6.1.3.3 The Secretary will maintain the Chapter records in accordance with paragraph 11 of this SOP (Records Management).

6.1.4 Treasurer.

- 6.1.4.1 The Treasurer shall have charge of all finances and see that they are safely deposited in the Chapter's Bank account and shall report once a month to the Chapter Executive Committee the condition of the finances of the Chapter, with such recommendations as he or she may deem expedient or necessary to carry on the financial activities of the Chapter.
- 6.1.4.2 The Treasurer shall disburse funds as approved by vote of the Executive Committee or General Membership, or in sustainment of preapproved treasurer activities and prepare the Chapter's monthly finance report for both the Chapter and the American Legion Post 60 Executive Committees.
- 6.1.4.3 The Treasurer shall coordinate with the Secretary for the maintenance of Chapter financial records, including bank statements, reports, receipts, and record of disbursement decisions.
- 6.1.4.4 The Treasurer shall account for all Chapter property, and run the Chapter insignia store, ordering and selling patches and other insignia to members as directed by the Chapter Executive Committee.

6.2 Appointed Officers Positions and Duties

- 6.2.1 **Public Affairs Officer.** The Chapter Public Affairs Officer document the Chapter's activities, both in writing and with photographs, post photographs and event summaries on Chapter social media sites, and shall perform such other duties as may properly pertain to the office as may be determined by the Chapter or the Executive Committee.
- 6.2.2 **Chaplain.** The Chapter Chaplain shall be charged with the spiritual welfare of the Chapter comrades and will offer divine but nonsectarian service in the event of dedications, funerals, public functions, etc., and adhere to such ceremonial rituals as are recommended by the National or Department headquarters from time to time. The Chaplain will coordinate activities with the American Legion Post 60 Chaplain.
- 6.2.3 **Road Captain.** The Road Captain organizes a safe and active riding program for the Chapter. The Road Captain shall plan all tours, runs, activities and events lead the chapter in formation riding or parades,

advertise riding activities, and enforce all rules of safe motorcycle operation and group riding. Additionally, the Road Captain may select assistants to aid in special tasks (such as planning and leading individual rides) and may chair appropriate activities committees as directed by the chapter Director or Executive Committee.

6.2.4 Sergeant-at-Arms. The Sergeant-at-Arms shall preserve order at meetings and gatherings, assist the Road Captain in enforcing all rules of safe riding during rides and runs, support the Treasurer by maintaining accountability and physical control of all Chapter property other than insignia, and perform such other duties or chair such committees as may be from time to time assigned by the Director or Chapter Executive Committee.

6.2.5 Safety Officer. The Safety Officer supports the Road Captain and Executive Committee by presenting motorcycle safety briefings at all normal General Meetings, advises members on safe operations on and off the motorcycles, and provides recommendations to the Executive Committee on how to improve Chapter safety.

6.2.6 Membership Chairman.

6.2.6.1 The Membership Chairman supports the Secretary by maintaining membership records and a current membership list/contact roster.

6.2.6.2 The Membership Chairman shall collect membership dues, and provide same to Treasurer on a regular basis.

6.2.6.3 The Membership Chairman is charged with the review of eligibility documentation as required to demonstrate compliance with National membership requirements, and the processing of membership applications and renewals as specified in paragraph 3.5., and any additional requirements as may be defined by the sponsoring Post Executive Board, applicable Department rules, or State and Local laws.

6.2.6.4 The Membership Chairman will render detailed membership reports to the ALR Secretary, including a contact roster quarterly, or when called upon to do so at regular meetings of the Chapter. The Membership Chairman will provide a mailing roster to the ALR Chaplin

6.2.6.5 Additionally, the Membership Chairman shall send renewal notification to members of record upon availability of TAL, ALA, and SAL membership cards for the following membership year and process renewals.

7. Finance

- 7.1 Membership dues are currently \$20 a year. Future yearly dues are waived for members joining after January of the current Legion year.
- 7.2 The Executive Committee may authorize an increase in ALR Chapter dues after an increase in Post home dues, and may authorize other fundraising efforts.
- 7.3 The Executive Committee shall approve all fund expenditures (checks, cash, use of a debit card, or fund transfers) and document those decisions in meeting minutes. Under normal operations, the Treasurer shall disburse the funds. In his absence, the Director may appoint another Executive Committee member to conduct the disbursement. A receipt must be obtained submitted the Treasurer for all disbursements.
- 7.4 The Chapter will provide a monthly financial report to the American Legion Post 60 executive committee.
- 7.5 As part of the monthly Treasurer's Finance Report, the Treasurer shall provide an itemized list of all disbursements, the recipient(s), and the purpose.
- 7.6 The American Legion Post 60 Treasurer shall have full access to the Chapter Bank account, with the authority to review, disburse, and transfer funds as directed by the American Legion Post 60 Executive Committee.

8. Clothing and Insignia

- 8.1 All full members are encouraged to wear a vest during all Chapter activities, upon which will be attached the following items (all of which will be sold by the Treasurer):
 - 8.1.1 The "1 Line Legion Rider's Back Patch", as copyrighted and sold by The American Legion's Emblem Sales division. The back patch must have the word "MARYLAND" embroidered in gold below the ALR emblem. No other words will be added to the back patch. (Exception – any ALR back patches with additional words purchased by Chapter Riders prior to 1 October 2016 may continue to be worn). No rocker or patch will physically touch The ALR back patch, due to trademark laws.
 - 8.1.2 A separate Top Rocker embroidered in gold lettering with the words "LAUREL POST 60" shall be affixed above the ALR back patch.

- 8.1.3 A separate bottom rocker is optional. If worn, it will be embroidered with gold lettering as listed below:
- 8.1.4 "VETERAN" – for all members of the American Legion, or for SAL members whose service would otherwise qualify them for TAL membership except that the dates of service do not cover a qualifying wartime period.
- 8.1.5 "SQUADRON" – for all members of the Sons of the American Legion.
- 8.1.6 "AUXILIARY" – for all members of the American Legion Auxiliar.
- 8.1.7 "SUPPORT" – for all support members. (THIS ROCKER IS MANDATORY, AND MUST BE WORN BY ALL SUPPORT MEMBERS).
- 8.1.8 A second top rocker embroidered in gold lettering with the words "CHARTER MEMBER" may be worn by any members who were Chapter members on or before September 7th, 2010. This rocker shall be worn above the "Laurel Post 60" Top Rocker.
- 8.1.9 An American Flag patch, worn high on the left breast with no patches above it.
- 8.1.10 Members will NOT sew any patches on the right breast side that will appear above the American Flag patch.
- 8.1.11 As an alternative to para 8.1 through 8.3 above, the single "Three Line Legion Rider's Back Patch", 12 inches high, as copyrighted and sold by The American Legion's Emblem Sales division. This is not sold by the Treasurer, but must be purchased by the member. If this option is chosen, the member will ensure that the following information is embroidered on the patch: Line 1 (above emblem) – "LAUREL POST 60", Line 2 (below emblem) – "MARYLAND", Line 3 (below emblem) – "VETERAN", "SQUADRON", "AUXILIARY" or "SUPPORT" as outlined in (3) above.
- 8.1.12 Other recommended, but not required patches include the official ALR name tag (worn on the right chest), Maryland state flag, the POW/MIA patch, a breast patch designating the member's unit (TAL, ALA or SAL), and patches designating officer positions.
- 8.1.13 No patch or item of clothing containing sexually explicit, vulgar or incendiary language, or anything that would bring discredit to the American Legion's public image and reputation should be worn whenever a member could be identified as an American Legion Rider.

9. Activities

- 9.1 During Chapter activities, members will comply at all times with the motor vehicle safety, licensing, and insurance laws/regulations of the state in which operating. Members will wear a DOT or SNELL rated motorcycle helmet during all Chapter rides.
- 9.2 No alcohol will be consumed before or during Chapter organized rides. If a member chooses to consume alcohol during such a ride, they cannot continue to ride in formation with the group on that ride. This rule applies only to rides, and not to non-riding activities, or activities after the conclusion of a day's ride.
- 9.3 For each Chapter Activity, the Director (for all activities) or Road Captain (for riding activities) will designate a leader. The leader shall plan, organize and advertise the activity. After the activity, the leader shall submit a short report to the executive committee listing who attended and what occurred. This will be used by the Director for monthly newsletter articles and the Public Affairs Officer for social media posts and the unit history.
- 9.4 All activities will begin with the Pledge of Allegiance, and, if the Chaplain is present, a prayer.
- 9.5 The ride leader will ensure all non-Chapter members sign the Event Registration/Release form (see Appendix). The leader will inspect each non-Chapter member's license and insurance information and fill out the bottom of the form. After the event, the ride leader will submit the form to the Secretary for filing
- 9.6 The leader of any riding activity will conduct a pre-ride safety brief, covering:
 - 9.6.1 Designation of ride lead and tail
 - 9.6.2 No Alcohol. If they drink, they cannot continue with the group.
 - 9.6.3 Motorcycle Helmets must be worn.
 - 9.6.4 Full tank...or enough gas for the ride
 - 9.6.5 Brief description of destination / route / any potential trouble spots
 - 9.6.6 Formation Explanation (i.e. staggered, single file, two abreast)
 - 9.6.7 Following Distance (e.g. 1 Second / 2 Second Minimum)
 - 9.6.8 No large gaps in group
 - 9.6.9 Cornering – every rider has the whole lane for corners

- 9.6.10 Basic Hand Signals: Left / Right Turns, Slow, Stop, Single File, Resume Stagger, point out Road Hazards
 - 9.6.11 Follow all traffic laws. No lane blocking/splitting. No riding on the shoulder or between cars. Obey stop signs; traffic lights. Do not take off from a stop sign just because the rider in front of you went. Make sure the road is clear.
 - 9.6.12 Buddy system - Bread-crumbs method. Should the group get separated, the last rider of the group able to continue, needs to pull over if there is a decision point at a safe point (traffic circle, the road forks, the group turns off the road being traveled, etc.). When the group catches up to the rider who stopped to wait, all riders will follow that rider to the next rider who is waiting at the next decision point.
 - 9.6.13 Cars are bigger – always expect them to enter into the formation
 - 9.6.14 Stay with the group even if a Rider drops out. The designated Tail will stay w/the Rider who dropped out.
 - 9.6.15 Changing Lanes – Group moves over from Rear...wait for Tail to secure the lane.
 - 9.6.16 Running lights off except for Rear Road Captain, when necessary (Lead RC decision)
10. **Notices.** All critical announcements to the membership required by this SOP will be sent via email. Every member shall furnish the Chapter Secretary with a valid email address. The Executive Committee may waive this requirement. If waived, the Secretary will send critical announcements to the waived member through the postal system.
11. **Records Management.** The Secretary is responsible for the Chapter files, which will be maintained at the Post. Membership Applications and Event Registration/Release forms will be given to the Post Adjutant. Financial documents will be stored for three years. All other records will be stored for 7 years. The Secretary will destroy records in the Chapter's possession at the end of these time periods, using a method that ensures the safety of any personal or financial information (shredding, burning, etc.).
12. **Amendments**
- 12.1. This SOP is subject to the provisions of the National American Legion, Maryland Department, and Laurel Post 60 Constitution and Bylaws. Any

amendment to the National, Department, or Post Constitution in conflict with any part of this SOP, shall take precedence.

- 12.2. This SOP may be amended at any regular Chapter meeting by a vote of two-thirds of the membership attending a regular meeting, provided the proposed amendment shall have been submitted in writing, and read at the immediate preceding Chapter meeting. Further, either traditional mail or electronic mail notice shall have been sent to all members at least five (5) days in advance, notifying all members of the impending proposal to amend the SOP at the next meeting.
13. **Resolutions.** All resolutions of state or national scope presented to this Chapter by a member or reported to this Chapter by a committee shall merely embody the opinion of this Chapter on the subject, and copy of same shall be forwarded to the Post/Department headquarters for its approval before any publicity is given or action other than mere passage by the Chapter is taken.
14. **Elections:** Elected Officers of this Chapter shall be nominated at the March meeting, elected at the April meeting, and will take office at the first meeting after the Post installs all new officers in June. The current Chapter Secretary shall run the nomination and election.
 - 14.1 The Chapter Secretary shall notify all chapter members (using their provided contact data) at least two weeks before the March meeting as to the dates and times of the nomination and election.
 - 14.2 At the nomination meeting, members must be nominated and seconded by the members present to be considered candidates. An exception will be made if a member provides prior written notice to the Secretary to be considered for a specific position but are unable to attend the meeting, their candidacy will be considered.
 - 14.3 Proxy voting by ALR members is a last resort effort to ensure members are not disenfranchised by work or personal circumstance. Except under emergency circumstances, proxy voting requires advance coordination and delivering their proxy to the ALR Secretary, as these ballots are cast prior to the official election. Proxy voting **is authorized** for members away on official business, business travel, infirmity or other medical necessity. A valid proxy is one that is: executed in writing, dated, names the proxy holder, and names the supported candidate.
 - 14.4 At the election meeting, floor nominations are permitted provided the nomination receives a second, and the nominee **IS PRESENT TO ACCEPT** the nomination. Advance coordination with the ALR Secretary **IS REQUIRED** for any instance of a floor nomination for an absent member. This nominee must accept said nomination in advance, and in writing.

- 14.5 Only those present at the election meeting can vote or run for office, except as stated in paragraphs 14.2. & 14.3.
- 14.6 The Election shall be by ballot, and the candidate receiving the highest number of votes for any particular office shall be elected to that respective office. If there is only one candidate for an office, no votes need be cast, but there must be a "second" to the nomination. If there are no candidates for an office, that office will be considered vacant and will filled by the executive committee using the vacancy rules.
- 14.7 The election of the Sergeant-at-Arms, if required as described in paragraph 5, "Officers," may be held along with the other elections or at the following General Meeting, as determined by the Secretary. If held, both nomination and election for the Sergeant-at-Arms can be held at the same meeting.
15. **Disciplinary Action:** All disciplinary actions will be handled by the Executive Committee upon receipt of a written complaint by a member of the Chapter or the American Legion 60 Post Commander. The complaint must allege violation of some aspect of this SOP or have been any action that could be considered detrimental to the good order and discipline of the Chapter.
- 15.1 The accused member will be made aware of the content of the complaint by the Director, who will invite the member to a special executive committee session. The accused member may bring any written statements, witnesses or other evidence to present their side of the incident.
- 15.2 The Director may appoint one or more Executive Committee members conduct an investigation and report any results to the Executive Committee.
- 15.3 The Executive Committee will hear all evidence from both sides, and then render a decision.
- 15.4 Penalties may include restriction from Chapter Activities for a period of time (or until restitution is made), removal from elected or appointed officer position, revocation of the individual's Chapter membership, or forwarding of charges to the American Legion Post 60 Commander for adjudication in accordance with the Post Constitution and Bylaws.
- 15.5 If an individual's Chapter membership is revoked, the Treasurer will return a partial year, pro-rated share of the individual's dues to that person.

APPENDIX:

**CHAPTER
FORMS**



THE AMERICAN LEGION RIDERS POST 60, LAUREL, MARYLAND

Membership Application/Annual Renewal Form

Last Name: _____ First Name: _____
Home Address: _____ Apt: _____
City: _____ State: _____ Zip: _____
Home Phone: () _____ - _____ Cell Phone: () _____ - _____
Spouse/Partner: _____
Birth Date: _____ Email address: _____
Emergency Contact Name: _____ Phone: () _____ - _____

This is who we will contact should something happen to you.

Check One:

Member of: ☐ Legion ☐ SAL ☐ Auxiliary At Post # _____ Member#: _____

Motorcycle Information: Make: _____ Model: _____

FOR THE LAWYERS: Check the box alongside the appropriate statement below, sign and date below.

☐ "I, the undersigned, certify that the motorcycle listed above is registered in my name and in accordance with state, city, and/or local licensing and registration requirements. I further certify that I carry property and liability insurance for myself, my passengers, and my motorcycle which meets at least the minimum state, city, and/or local insurance requirements. I also certify that I carry a valid driver's license with either a cycle endorsement or a valid Motorcyclist Temporary Instruction Permit in accordance with state, city, and/or local laws. If my status changes, I will request, complete, and submit a new Member Information Form."

☐ "I am joining as a passenger of the following Rider: _____ or as a Support Member who has been voted in by the Chapter membership. I will not be operating a motorcycle as an American Legion Rider, but may be participating in American Legion Rider events as a passenger. If my status changes, I will request, complete, and submit a new Member Information Form."

Signed: _____ Date: _____

All members must signify their understanding and certification of the relative section above by signing and dating here.

"I, the undersigned, agree that the American Legion, and the American Legion Motorcycle Association (henceforth referred to as 'The American Legion Riders' or simply as 'Riders'), shall not be liable or responsible for damage to property or injury to persons including myself during any Riders activities, even where the damage or injury is caused by negligence (except willful neglect). I understand and agree that all Riders members and their guests participate voluntarily, and at their own risk in all Riders activities. I release and hold the Riders officers and the American Legion harmless for any injury loss to my person or property that may result through my participation in the Riders and/or their activities. I understand that this means that I agree not to sue the Riders officers, whether local, state or national, nor the American Legion for any injury resulting to myself or my property in connection with and Riders activities."

"Furthermore, I agree to abide by the Bylaws set forth by the American Legion Riders (National Organization) and any additional rules set forth by the local Chapter Laurel Post 60."

Signed: _____ Date: _____

All members must signify their understanding of and agreement with the above by signing and dating here.

SUBMIT THIS FORM ANNUALLY, and present for review:

- | | |
|-------------------------------------|--|
| 1. Current Legion/SAL/ALA ID card | 3. Proof of insurance on motorcycle owned |
| 2. Registration of motorcycle owned | 4. Driver's license (showing motorcycle endorsement) |

CERTIFICATION OF DOCUMENTATION (Signature of Membership Chair, Director or Asst. Director):



American Legion Laurel Post 60

2 Main Street, Laurel, MD 20707



EVENT REGISTRATION/RELEASE FORM
MOTORCYCLE ACCIDENT WAIVER, RELEASE OF ALL LIABILITY AND ASSIGNMENT OF CLAIMS

Full Title of Event: _____ **Date(s) of Event:** _____

As consideration for being allowed to participate in the event(s) described within this document I agree:

1) I acknowledge that motorcycle activity is a potentially hazardous activity which can be a test of a person's physical and mental limits and carries with it the potential for death, serious injury and property loss. The risks include, but are not limited to, those caused by terrain, facilities, temperature, weather, condition of riders equipment, vehicular traffic, actions of other people including, but not limited to organizers, participants, volunteers, spectators, agents, The American Legion, Department of Maryland, Laurel Post 60 and its officers, directors and employees. These risks are not only inherent to riders, but are also present for passengers, spectators and volunteers. I hereby assume all of the risks of participating, viewing and/or volunteering in this event. I realize that liability may arise from negligence or carelessness on the part of the persons or entities organizing or conducting this event and hereby release them of all possible liability. I certify I am at least 18 years old. I promise not to sue and agree to pay all court costs and all attorney fees that result from my action, civil or otherwise.

2) I certify that I am physically fit with no known physical or mental impairment that would affect my ability to safely participate in the ride/event, and have prepared for participation in the event(s). I acknowledge that this Accident Waiver and Release of Liability form will be used by the event holders, sponsors and organizers of the event(s), in which I may participate and that it will govern my actions and responsibilities at said events. I certify that I am not under the influence of any narcotic, alcohol or other drug that may impair my understanding or judgment and that I will not at any time during the event(s) operate my motorcycle under the influence of any narcotic, alcohol or drug. I certify that I have fully adequate insurance to cover all medical claims, the motorcycle and any other equipment and any damage or liability I may ultimately be found responsible for, during all travel to the point of my entry into the Ride, the Ride, the period between the end of the Ride and my return to my final destination. I further certify that I have all the insurance required by law and I am licensed and competent to operate a motorcycle in a safe manner and my license has all motorcycle endorsements or certificates required by my state of residence.

3) In consideration of my being permitted to participate in this event, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

a. Waive, Release and Discharge from any and all liability for my death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter accrue to me during the event or during my traveling to and from this event, THE FOLLOWING ENTITIES OR PERSONS: The American Legion, Department of Maryland, Laurel Post 60, and its officers, directors, employees, ride organizers, sponsors, representatives, agents, volunteers and

b. indemnify and Hold Harmless the entities or persons mentioned in this paragraph from any and all liabilities or claims made by other individuals or entities as a result of any of my actions during this event. Accordingly, I do hereby release and discharge The American Legion, Department of Maryland, Laurel Post 60, and its officers, directors, employees, ride organizers, sponsors, representatives and agents, from all claims, demands,

and causes of action of every kind whatsoever for any death, damages and /or injuries which may result from my participation in this event. This shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

4) I hereby consent to receive medical treatment, which may be deemed advisable in the event of injury, accident and or illnesses during the event(s). I agree to pay for any and all costs related to medical response, treatment and transport on my behalf.

5) I certify I will wear the personal protective equipment while operating my motorcycle at this event that is or may be required by the United States and/or any state in which my participation occurs and that my motorcycle and all required personal protective equipment are in safe operational condition. I agree to abide by the directions/rules given by the organizers of this event and understand that my privilege to ride may be removed without refund if I am in violation of the rules set forth or acting/performing in an unsafe manner, or any manner disruptive to the operation of the event(s).

6) I agree to pay for all expenses (including, but not limited to lodging, food, beverages, gasoline, oil, repairs and maintenance and any other costs or expense I may incur) intending that The American Legion, Department of Maryland, Laurel Post 60 shall be totally free of such costs and expense.

7) As additional consideration for being allowed to participate in the event(s) described within this document, I hereby assign to The American Legion, Department of Maryland, Laurel Post 60 any claim I have or might have, in contract or in tort in any way, shape, form or fashion arising out of its action, the actions of other riders or anyone that participates in or comes in contact with participants in the event(s). This assignment is intended by all parties to be a full and complete assignment of any claim I have against The American Legion, Department of Maryland, Laurel Post 60, and its, officers, directors, employees, ride organizers, sponsors, volunteers, representatives and agents, or may have against entities and individuals listed in this paragraph whether directly or through third parties. The intent of the parties is that The American Legion, Department of Maryland, Laurel Post 60, and its officers, directors, employees, ride organizers, sponsors, volunteers, representatives and agents shall be liability free with regard to anything in any way connected with the event.

8) I hereby release The American Legion, Department of Maryland, Laurel Post 60 from any and all claims based upon or arising out of the use, reproduction, distribution, display or performance of all or any part of the photographs or recording, or any derivative thereof, including any claim of invasion of privacy or right of publicity. I hereby certify that I have read both pages of this Waiver, Release and Assignment of Claims in its entirety. My signature below indicates that I fully understand it and agree to its contents.

Full Signature

(Signature indicates agreement to terms and conditions)

Full Printed Name: _____ **Date:** _____

Full Address: _____

Phone Number: _____ **Email:** _____

Emergency Contact Name: _____ **Phone:** _____

Driver's License State: _____ **Number:** _____ **Expiration Date:** _____

Motorcycle Insurance Company: _____ **Policy#:** _____

American Legion Rider Program verification: Officer's Last name: _____ **Initials:** _____