



**American Legion Riders
Department of Vermont
By-Laws
Approved 9 September, 2012**

Article I—Name

Section 1. The Organization existing under these By-Laws is to be known as The American Legion Riders, Department of Vermont.

Section 2. The name and nature of this Organization are as set forth in the Constitution.

Article II—Management

Section 1. The Elected officers of the American Legion Riders, Department of Vermont shall be Director, Assistant Director, Secretary, Sergeant-at-Arms, Road Captain, Safety Officer, and, District Representatives, one from each of the 5 American Legion Districts. Appointed officers may be Chaplain, Web Master, and Public Relations/Historian.

Section 2. Between meetings, the administrative power of the Organization shall be vested in the Executive Committee, which shall consist of all elected and appointed officers for the current year and in addition the Past Department Directors.

Section 3. Officers of the Organization shall be elected annually at the February meeting and take office immediately following the election. All elections of officers shall be by ballot and the candidate or candidates receiving the highest number of votes shall be elected to the respective office or offices for which they are candidates. Ballots shall be by Chapter delegates attending the meeting only. Each chapter shall be entitled to one voting delegate. Nominations will be accepted at the beginning of the meeting with elections as the last order of business.

Section 4. All vacancies existing in any office of the Organization from any cause other than the expiration of the term shall be filled by a majority vote of the remaining members of the committee, and a person so appointed shall hold office for the unexpired term of the member of the committee or officer whose position was vacated.

Section 5. A vacancy shall exist when a member or officer is absent from the Organization due to resignation, loss of qualifications, incapacity from injury or illness, or for a continuous period of unexcused absences considered detrimental to the interest of the Organization by the remaining members of the Executive Committee.

Article III—Meetings

Section 1. The Annual winter meeting of the Organization shall be held at a Chapter location determined at the prior Summer Rally. Business to be discussed shall be Nominations and Election of Officers and all other business as may properly be brought up for action.

Section 2. The annual summer rally shall be held at a location determined at the prior Winter Meeting, following the voting guidelines. The summer rally shall be a meeting to discuss business of the state riders and a day of camaraderie for all state membership. In the interest of fairness the summer rally should be held at a different location each year.

Section 3. The Department Director or a majority of the Executive Committee shall have power to call a special meeting of the Organization at any time.

Section 4. Five Chapters present at a meeting shall constitute a quorum.

Article IV—State Executive Committee

Section 1. The Department Executive Committee shall meet for organizational or such other business as may come before it at the call of the Department Director immediately after the election of the new officers. Thereafter the Department Executive Committee shall meet as often as the Department Director may deem necessary. The Department Director shall call a meeting of the Department Executive Committee upon the joint written request of three or more members of said Department Executive Committee, and 5 members of the committee shall constitute a quorum thereof.

Section 2. Any potential American Legion Riders Chapter shall contact the Department Executive Committee prior to starting a chapter for guidance and direction.

Article V—Duties of Officers

Section 1. Duties of Director. It shall be the duty of the Department Director to preside at all meetings of the Organization and Executive Committee and to have general supervision over the business and affairs of the Organization, and such officer shall be the chief executive officer of the Organization. The Director shall perform such other duties as directed by the Constitution and By-laws of the Department of Vermont American Legion Riders.

Section 2. Duties of 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 Department Director.

Section 3. Duties of State Secretary. The Secretary shall have charge of and keep a full and correct record of all proceedings of all meetings, including executive committee meetings and keep such records as the Department organizations may require under direction of the Director.

Section 4. Duties of State Chaplain. The Department Chaplain shall be charged with the spiritual welfare of the Department comrades and will offer divine but nonsectarian service in the event of dedications, funerals, public functions, etc., adhere to such ceremonial rituals as are recommended by the National or Department headquarters from time to time.

Section 5. Duties of the Sergeant-at-arms. The Sergeant-at-arms will assist the Department director to ensure all rules that are set forth in the constitution and by laws are followed and adhered to. The Sergeant-at-arms shall maintain order at all state legion rider activities.

Section 6. Duties of the Department Road Captain. The Department Road Captain shall coordinate all Department tours, runs, activities, and events; lead the Department in formation riding or parades; arouse interest in activities; enforce all rules of safe motorcycle operation and group riding and perform such other duties or chair such committees as may be from time to time assigned by the Director or Department Executive Committee.

Section 7. Duties of Public Relations Officer/Historian. They are to relate to the public a positive image of the American Legion Rider Program. They are to inform, enlighten, and educate the public of our beliefs, events and goals as well as to provide reliable sources of information relating to veterans' issues. They are responsible for dissemination of information to External Media and shall maintain a historical record of such events.

Section 8. Duties of the Web Master. They are to relate to the public a positive image of the American Legion Rider Program. They are to inform, enlighten, and educate the public of our beliefs, events and goals as well as to provide reliable sources of information relating to veterans' issues. They are responsible for Internal Information notifying members through the web page of what is going on, events, fund raisers, rides etc. at a post and state level.

Section 9. Duties of the District Representative. Member of the Executive committee with a vote. They are to be submitted by the District within 30 days of the winter meeting annually in writing to the Department Director.

Section 10. Duties of the Safety Officer. The safety officer shall work closely with the road captain and sergeant-at-arms to maximize the safety of all participants at all events. The safety officer may also prepare and present safety training or present a safety tip to the membership at every regular meeting, and assist the road captain and treasurer with event planning and event insurance issues.

Article VI—Appointments

Section 1. The Department Director, immediately upon taking office each year, may appoint standing committees or commissions for the furtherance of State programs.

Section 2. Such standing committees shall consist of such persons, and the chair thereof, as designated by the Department Director.

Article VII—Notices

Section 1. Every Chapter shall furnish the Department Secretary with a valid email or postal mailing address of all members and current Officers.

Section 2. The Department Secretary shall cause notice to all Chapters of the annual election to be given at least two weeks prior thereto.

Article VIII—Rules of Order

Section 1. All proceedings of this Department Executive Committee shall be conducted under and pursuant to Roberts' Rules of Order (Newly Revised), except as herein otherwise provided.

Article IX—Limitations of Liabilities

Section 1. This Organization shall incur, or cause to be incurred, no liability nor obligation whatever which shall be subject to liability of any other State, subdivision, members of The American Legion, post, departments, or other individuals, corporations or organizations.

Article X—Amendments

Section 1. These By-Laws may be amended at the Winter State meeting by a vote of two-thirds of the Chapter delegates at said Winter State meeting, provided that the proposed amendment has been submitted in writing to the Executive Committee by the Chapter proposing the amendment 30 days prior to the meeting.