



Mountain Home Chapter  
Department of Idaho  
Mountain Home, ID

## **Chapter By-Laws**

# American Legion Riders of Mountain Home Chapter By-Laws

## Article I Name

### *Section 1*

The Chapter existing under these By-Laws is to be known as American Legion Riders of Mountain Home, Department of Idaho (American Legion Riders of Mountain Home). American Legion Post 101 is the host post so any Chapter business requiring Post oversight shall be the responsibility of the Post 101 Commander with Post 26 Commander performing in an advisory role.

### *Section 2*

The name and nature of this Chapter are as set forth in the Constitution.

## Article II Management

### Section 1. [See Department requirements]

The officers of the Chapter shall be Director, Assistant Director, Secretary, Treasurer, Sergeant-at-Arms, Road Captain, Historian, Chaplain, and Membership Chairman.

### Section 2.

Between Chapter meetings, the administrative power of the Chapter shall be vested in the Chapter Executive Committee, which shall consist of all elected officers for the current year, and in addition the immediate Past Director.

### Section 3.

Officers of this Chapter shall be elected annually. Nominations in October, voting in November and take office 1 January the following year. 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.

### Section 4.

All vacancies existing in any 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 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 Chapter 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 Chapter by the remaining members of the Executive Committee.

## American Legion Riders of Mountain Home Chapter By-Laws

### Section 6.

The immediate past Chapter Director shall be a member of the Executive Committee with voice but without voting privileges.

### Section 7.

In the event of a change in the Treasurer, an audit of the books will be performed by a committee of three (3) members appointed by the Director. The outgoing treasurer should be present for all audits for purpose of clarification of any questions the audit committee might have.

#### Section 7.1

Following the annual election, the Director may, at their discretion, direct an audit of the books be performed by a committee of three (3) members appointed by the Director. The Treasurer will be present for all audits for purpose of clarification of any questions the audit committee might have.

## Article III Meetings

### Section 1.

The regular meeting of the Chapter shall be held on rotation at which may be transacted such business as may properly be brought up for action; such meetings may be converted into entertainment meetings, as may be deemed agreeable by the officers of the Chapter.

#### Section 1.1

The meetings shall be held on the second Thursday of every month and alternate between Post 26 for odd months and 101 for even months unless there is a scheduling conflict at either post. If this occurs, the meeting will be held at the opposite post for that meeting only or at an alternate location.

#### Section 1.2

The Sgt-at-Arms will maintain a sign-in sheet for all meetings where all meeting attendees will sign in, with guests indicating their guest status. The sign-in sheet will be provided to the secretary following the adjournment of the meeting and made part of the permanent record with the meeting minutes.

### Section 2

The chapter director or a majority of the executive committee shall have power to call a special meeting of the chapter at any time. Refer to Article III, Section 4 for quorum requirements.

## American Legion Riders of Mountain Home Chapter By-Laws

### Section 3

Upon written request of seven (7) members, the executive committee shall call a special meeting of the chapter. Refer to Article III, Section 4 for quorum requirements.

### Section 4.

Seven (7) members consisting of three (3) elected officers and four (4) general members shall constitute a quorum for regular or special meetings.

If there is not a quorum, any and all business being addressed by the general membership may continue unless someone asks for a quorum vote. If a quorum request is made, then the motion shall be tabled until the next regularly scheduled business meeting until such time when a quorum is present, and motion can be addressed.

## Article IV Duties of Officers

### Section 1 Duties of Director.

It shall be the duty of the Chapter Director to preside at all meetings of the Chapter and to have general supervision over the business and affairs of the Chapter, and such officer shall be the chief executive officer of the Chapter. The Director shall approve any and all orders directing the disbursement of funds prior to the expense. The Director shall make an annual report covering the business of the Chapter for the year, and recommendations for the ensuing year, which shall be read at the annual meeting and a copy thereof immediately forwarded to the Department adjutant. The Director shall perform such other duties as directed by the chapter membership.

### Section 2 Duties of Assistant Director.

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

### Section 3 Duties of Secretary.

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. The secretary will be responsible for providing the approved minutes and monthly financial report to the host and advisory posts within five (5) days of the approval of the minutes.

#### Section 3.1

The Secretary shall provide a draft copy of the minutes to the membership via email as soon as reasonably possible, but no later than ten (10) days prior to the following monthly business meeting. The minutes shall be comprised of motions, actions, and decisions. The minutes will contain the full name of those making and seconding motions and to whom action items are assigned.

## American Legion Riders of Mountain Home Chapter By-Laws

### Section 4 Duties of the Treasurer.

The Treasurer shall have charge of all finances and ensure that they are safely deposited in some local bank or banks 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. The Treasurer shall be a signer for disbursing the monies of the Chapter. This disbursement maybe be completed via written check, electronic funds transfer, cash, or credit card, whichever is most expedient. No disbursement shall occur without the written approval of the Director, or approval vote by the general membership. He/she shall be provided such surety bonds in such amounts as shall be fixed by the Chapter Executive Committee and obtained by the Chapter.

#### Section 4.1

Bookkeeping can be by any electronic means possible, and reports approved by the general membership provided to any member when a reasonable request is made.

### Section 5 Duties of Chapter Historian.

The Chapter Historian shall be charged with maintaining the individual event records and activities of the Chapter excluding meeting minutes and finance reports, and Chapter members, and shall perform such other duties as may properly pertain to the office as may be determined by the Chapter or the Executive Committee.

### Section 6 Duties of Chapter 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., adhere to such ceremonial rituals as are recommended by the National or Department headquarters from time to time.

### Section 7 Duties of Road Captain.

The Road Captain shall plan or be included in the planning of all Chapter scheduled ride events; designate the leader of the ride events and provide a safety briefing prior to the departure of every ride event. The Road Captain shall also provide a safety topic talk at every business meeting. Additionally, the Road Captain may select assistants to aid in special tasks and may chair appropriate activity committees as directed by the chapter Director or Executive Committee.

## American Legion Riders of Mountain Home Chapter By-Laws

### Section 8 Duties of the Sergeant-at-Arms.

The Sergeant-at-Arms shall preserve order at meetings and gatherings and perform such other duties or chair such committees as may be from time to time assigned by the Director or Chapter Executive Committee. At Chapter meetings, the Sergeant-at-Arms will perform the duties as outlined in Article III, Section 1.2

### Section 9 Duties of Membership Chairman.

The Membership Chairman is responsible for maintenance of membership records. The Membership Chairman shall collect membership dues as determined by the Chapter bylaws and provide same to Treasurer on a regular basis. Section 9.1 -The Membership Chairman is charged with the review and/or collection of eligibility documentation as required to demonstrate compliance with National membership requirements, and to demonstrate any additional requirements as may be defined by the sponsoring Post Executive Board, applicable Department rules, or State and Local laws. The Membership Chairman shall render detailed membership reports annually or when called upon to do so at regular meetings of the Chapter. 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.

### Section 10 Additional Roles.

The Chapter may define additional roles, either elected or appointed. Any such addition to the by-laws must definitively state whether the position is elected or appointed. If an additional role is filled by appointment, any such addition to the by-laws must define who has the right of appointment (usually Director, or Chapter Executive Committee by majority). Finally, any such additions to the bylaws must define which, if any, of the additional positions constitute membership on the Chapter Executive Committee.

## Article V Delegates

Delegates and alternates to a Department American Legion Riders meeting, convention, regional gathering or other activity shall be elected by ballot by the Chapter at a regular meeting of the Chapter to be held prior to the date of such event.

## Article VI Appointments

### Section 1

The Chapter Director, immediately upon taking office each year, may appoint standing committees or commissions for the furtherance of chapter programs.

# American Legion Riders of Mountain Home Chapter By-Laws

## Section 2

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

## Article VII 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.

## Article VIII Notices

### Section 1.

Every member shall furnish the Chapter Secretary with a valid email or postal mailing address.

### Section 2.

The Chapter Secretary shall cause notice of the annual election to be given at minimum two weeks prior thereto.

## Article IX Rules of Order

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

## Article X Limitations of Liabilities

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

## Article XI Amendments

### Section 1.

These By-Laws may be amended at any regular Chapter meeting by a vote of two-thirds of the members of said Chapter attending such regular meeting, provided that the proposed amendment shall have been submitted in writing and read at the next preceding regular meeting. Any changes will be reported to the sponsoring department or post for approval.

# American Legion Riders of Mountain Home Chapter By-Laws

## Section 2.

Written notice to the addresses of record indicated in Article IX, Section 1, shall have been given to all members at least 5 days in advance of the date when such amendment is to be voted upon, notifying said members that at such meeting there will be presented a proposal to amend the By-Laws.

## Article XII Expenditures

### Section 1.

Expenditures from the General Fund requires an approval vote from the general membership, either during the regular monthly business meeting, or at a special meeting called for this purpose, per 'Article III Meetings'.

### Section 2.

In an emergency, the Director may authorize expenditures up to \$100, with notification to the membership at the next monthly business meeting.

### Section 3.

In a situation of urgency, the Director may authorize expenditures greater than \$100, up to \$300 with written approval from a majority of the Chapter officers and must include the Chapter Treasurer to verify funds availability. The written approval may be in the form of email, text, or signed paper. The Director is required to notify the general membership of this expenditure at the next monthly business meeting.

## Article XIII Uniform

The uniform for members of the American Legion Mountain Home for parades, funerals, and other events when indicated by the Director, will consist of:

- Dark pants, preferably black
- ALR vest
- Collared white shirt
- ALR or other American Legion Family cover, as is appropriate for the event, or as indicated by the Director

## Article XIV Expulsion

### Section 1.

Any member may be expelled or suspended (hereafter 'expelled or expulsion) from the Chapter, by a majority vote at a regular membership meeting, for cause. Following are

## American Legion Riders of Mountain Home Chapter By-Laws

reasons for expulsion:

- Violations of the By-Laws of the American Legion Riders of Mountain Home.
- Improper conduct that is prejudicial to the welfare of the chapter or its membership.
- Improper conduct in violation of rules and By-Laws of the American Legion, American Legion Auxiliary, or Sons of the American Legion.
- Other means to address the issue caused by the individual(s) have failed.

### Section 1.1.

Expulsions shall follow any regulations, requirements, and guidelines from the American Legion at the National, Department, and Post levels.

### Section 2.

Prior to any expulsion from the ALR a full investigation shall take place, and notification to the host post Commander, as well as to the Commander of the Post from which the individual is a member, is required.

### Section 3.

Anyone that has been approved for expulsion from the ALR Mountain Home, their name shall be presented to the host post Commander, as well as to the Commander of the Post from which the individual is a member, for any sanctions or other actions as is deemed appropriate.

### Section 4.

Anyone that has been expelled shall be required to remove any and all patch(es), badge(s) and/or other insignia that associates membership to ALR Mountain Home.

### Section 5.

An expelled member may be reinstated following any guidelines or regulations from the American Legion, Sons of the American Legion, or Auxiliary of the American Legion for such reinstatement in addition to a positive vote to reinstate by the chapter general membership.

# American Legion Riders of Mountain Home Chapter By-Laws

## Article XVI Repealing Clause

By adoption of the forgoing By-Laws by the membership of this Chapter, all previous By-Laws of the Chapter, and all amendments thereto, are hereby revoked and annulled.

## Certification

We the undersigned hereby certify that the Constitution is properly presented to and accepted by the membership of the American Legion Riders of Mountain Home, Mountain Home, Idaho at the regular meeting on October 10, 2024. Furthermore, this document has been shared with the Commander of Post 26, in their advisory role.

Director ALR Mountain Home

\_\_\_\_\_  
(John Crossno)

Secretary ALR Mountain Home

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(Sandi Crossno)

As the undersigned Director for the American Legion Riders Mountain Home Chapter, I hereby certify that the By-Laws were properly presented to and accepted by the general membership of the David "Hawk" Howard Post 101, Mountain Home, Idaho at the regular meeting held on 6 Nov 2024

Director ALR Mountain Home

\_\_\_\_\_  
(John Crossno)

Commander, David "Hawk" Howard Post 101

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(Charlene Kelly)