



BY - LAWS

American Legion Riders Tum Tum Chapter #168

The American Legion
Department of Washington

ARTICLE I — NAME

Section 1. The chapter existing under these by - laws is to be known as American Legion Riders, Tum Tum Chapter #168, The American Legion, Amboy Tum Tum Post 168.

Section 2. The name and nature of this chapter are as set forth in the constitution.

ARTICLE II — MANAGEMENT

Section 1. The officers of the chapter shall be Director, Assistant Director, Secretary/Treasurer, Sergeant - at - Arms/Safety Officer, Historian, and Chaplain.

Section 2. Between chapter meetings, the administrative power of the chapter shall be vested in the chapter executive committee, which shall consist of all elective officers for the current year, and in addition the immediate past director.

Section 3. Officers of this chapter shall be elected annually in December and take office at the meeting next following that of 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. All such officers shall be confirmed by vote at a regular post meeting or installed by the host post or department at a suitable installation ceremony. To align with Tum Tum Post 168 officer elections the following calendar will be used:

1. Nominations of officers at regular Chapter meeting in March,
2. Election of officers at regular Chapter meeting in April,
3. Installation of officers at regular Chapter meeting in May.

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. Any person so appointed or elected to fill a vacancy shall be confirmed or installed by the hosting post or department.

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

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period of unexcused absences considered detrimental to the interest of the chapter by the remaining members of the chapter executive committee.

Section 6. All past chapter directors shall be members of the chapter executive committee with voice but without voting privileges.

ARTICLE III — MEETINGS

Section 1. The regular meeting of the chapter shall be held on a monthly basis, date and time to be determined by the director. The director shall attempt to schedule the monthly meetings for maximum attendance of members.

At the regular meetings such business may be transacted 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 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.

Section 3. Upon the written request of 2/3rds majority members, the executive committee shall call a special meeting of the chapter.

Section 4. A quorum will be achieved when ~~2/3rds~~ 3 or more duly elected and installed officers are present.

ARTICLE IV — CHAPTER EXECUTIVE COMMITTEE

Section 1. The chapter executive committee shall meet for organizational or such other business as may come before it at the call of the chapter director within 10 days after the installation of the new officers. Thereafter the chapter executive committee shall meet as often as chapter director may deem necessary.

The chapter director shall call a meeting of the chapter executive committee upon the joint written request of three or more members of said chapter executive committee, and 2/3rds majority members of the committee shall constitute a quorum thereof.

Section 2. The chapter executive committee, based on a majority vote, shall hire such employees as may be necessary; shall authorize and approve all expenditures; shall provide or require adequate bonds from all persons having custody of chapter funds; 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.

ARTICLE V — 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. The chapter director shall be the chief executive officer of the chapter. The director shall approve all orders directing the disbursement of funds and shall provide a monthly report covering the business and finances of the chapter at each regular meeting of the hosting American Legion post, with a copy thereof immediately forwarded to the post or department adjutant. The director shall perform such other duties as directed by the chapter membership.

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Section 2. Duties of Assistant Director.

The assistant director shall assume and discharge the duties of the office of commander in the absence or disability of, or when called upon by the chapter director.

Section 3. Duties of Chapter 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 hosting post and department organizations may require, render reports of membership annually or when called upon at a meeting, and under direction of the chapter director handle all correspondence of the chapter.

Section 4. Duties of the Treasurer.

The treasurer shall have charge of all finances and see that they are safely deposited in some local bank or banks and shall report once a month to both the chapter executive committee and the hosting post the condition of the finances of the chapter, with such recommendations as he or she may deem expedient or necessary. The treasurer and director, and at least one member of the chapter executive committee and one officer of the host post or department, shall be signatory on any and all accounts of the chapter. The treasurer shall be provided such surety bonds in such amounts as shall be fixed by the chapter executive committee and obtained by the chapter. The treasurer prepares the chapter's monthly financial report rendered to the sponsoring department/post at a regular meeting.

Section 5. Duties of Chapter Historian.

The chapter Historian shall be charged with the individual records and incidents of the chapter 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 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 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 shall 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.

Section 8. Duties of the Sergeant - at - arms.

The sergeant - at - arms shall preserve order at meetings and gatherings, assist the road captain and safety officer in enforcing all rules of safe riding during rides and runs; and perform such other duties or chair such committees as may be from time to time assigned by the director or chapter executive committee.

Section 9. Duties of Road Captains.

The road captains shall plan tours, runs, activities, and events; lead the chapter in formation riding or parades; arouse interest in activities; enforce all rules of safe motorcycle operation and group riding. Additionally, the road captain may select assistants to aid in special tasks and may chair appropriate activities committee as directed by the chapter director or executive committee. Road Captains must complete training requirements deemed necessary by the director and safety officer prior to permanent appointment.

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Section 10. Duties of the Ride Coordinatorⁱ

The ride coordinator is to assist the Road Captain (if elected) as directed. The primary responsibility of the ride coordinator are to plan tours, runs, activities, and events. Assist in leading the chapter in formation riding or parades; arouse interest in activities, enforce all rules of safe motorcycle operation and group riding.

ARTICLE VI — DELEGATES

Section 1. 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 VII — APPOINTMENTS

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

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

ARTICLE VIII — RESOLUTIONS

Section 1. 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 IX — 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 least two weeks prior thereto.

ARTICLE X — RULES OF ORDER

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

ARTICLE XI — LIMITATIONS OF LIABILITIES

Section 1. 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.

Section 2. This chapter shall take such steps necessary to secure appropriate event insurance for all organized rides, events, celebrations and functions undertaken under the name of the hosting post or department.

ARTICLE XII — AMENDMENTS

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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.

Section 2. Written or electronically transmitted 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.

Section 3. Any amendments will be reported to the sponsoring department or post, and such amendments will not be effective until approved by the sponsoring department or post.

Presented for first reading to the Chapter at regular meeting on _____, ____, 20____.

Second reading to the Chapter at a regular meeting had on _____, ____, 20____.

Adopted by the Chapter on _____, ____, 20____.

Director Signature

Secretary Signature

(SEAL)

Attested:

Adjutant

Tum Tum Post 168

Filed to Department Headquarter: _____, ____, 20____.

Reference Record of Revision and Addendum's next page(s)ⁱⁱ

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Record of Revisions and Addendum's

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Addendum 1 Adopted January 7, 2021 – *Record of change:*

Addendum 1 established the duties of the ride coordinator. It was first read to the membership on November 5, 2020, at a regularly scheduled American Legion Riders meeting as recorded in meeting minutes. The second read to the membership was made on December 3, 2020, at a regularly scheduled American Legion Riders meeting as recorded in meeting minutes. It was adopted by the chapter membership by voice vote as recorded in the meeting minutes on January 7, 2021, and accepted by the Department of Washington on March 15, 2021, by Thomas Jarrard Department Judge Advocate and counter signed on March 17, 2021, by Jessie Horton Department Adjutant. It is hereby incorporated into this revision of the By-laws during this revision cycle.

ii

Revisions made other than as covered by the above addendum were typographical in nature only and is tracked with change bars throughout.

iii Addendum 3 Modifies the quorum requirements due to fluctuations in the number of officers to better insure meetings can be held each month.