

AMVETS RIDERS
DEPARTMENT OF OHIO CHAPTER (Post #)
UNIFORM CONSTITUTION

Article I: Name

The name of this organization shall be THE AMVETS Riders Department of Ohio Chapter (Post #), and shall be hereinafter referred to as The Chapter (Post #).

MISSION STATEMENT

We the AMVETS RIDERS are a dedicated and patriotic group of motorcycle riders who hold true to an unwavering respect for our Nation, our Flag, and our Military ... past, present and future. We are committed to the freedom of this Nation, to provide community service and fellowship, and to preserve and support the aims and goals of the AMVETS National Organization.

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 fund raising efforts for our Department and for 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 Chapter shall be under the control of the National Commander, the National Executive Committee, the Department Commander, and the Department Executive Committee. Nothing contained in this section shall in any way remove the jurisdiction given to the national organization and to departments over corresponding local chapters of the AMVETS Riders.

Section 3. Each AMVETS Riders Local Chapter shall be under the jurisdiction of the Department Chapter whose name it bears. Each AMVETS Riders Department Chapter shall be identical in geographical limits to its respective AMVETS department and be known and identified by the same name.

Section 4. The Chapter shall be governed by the officers chosen in accordance with this Constitution and Bylaws and will annually revalidate its charter to the Ohio Department Chapter prior to Feb. 1st of each year. Such revalidation shall be evidenced by the issuance of a Revalidation Certificate issued by the Ohio Department upon satisfactory completion of all requirements. Aside from any other requirements imposed by the Department, National Constitution and Bylaws, or Ohio Chapter, the Post Chapter shall furnish the Department Chapter with the following:

- (a) A list of its current Chapter Officers no later than February 1st of each year.
- (b) Verification that the Chapter is paid up in all accounts.
- (c) Proof of liability insurance.
- (d) File a minimum of two (2) event forms per year.

Section 5. The Chapter 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 Ohio Chapter records, property and assets.

Article IV: Membership

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

Section 2. To maintain membership in the Riders, members must attend or participate in two events sponsored by the AMVETS Riders.

Section 3. Riders will pay an annual membership fee as determined by each Chapter and Department

Section 4. There shall be no Life Membership for AMVETS Riders.

Section 5. The Chapter shall not have honorary members.

Section 6. If a Post member wishes to join an AMVETS Riders Chapter and one does not exist at their home Post, he or she may join another Chapter. Should the home Post start a Chapter, it is not necessary for that member to transfer to that Chapter unless the member wishes to do so. If the member does transfer to their home Post Chapter, the member must remain there unless the Chapter dissolves.

Article V: Officers

Section 1. Elected officers of the Chapter shall consist of a President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Chaplain, Parliamentarian, and Sgt at Arms.

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

Section 3. Necessary officers may be appointed by the President, with the approval of the membership. Example: Quartermaster, Public Relations, etc.

Article VI: Executive Committee

Section 1. The elected and appointed officers of the Chapter, and the immediate past President, shall constitute the Chapter 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 Chapter and present them to members for approval.

(c) Only elected officers shall vote, make and/or second motions

(d) All members may attend Executive Committee meetings but without a vote.

Article VII: Meetings

Section 1. Department Chapter Meetings:

- (a) The Riders will meet annually in February to hold elections, propose activities, fundraisers, committees, etc., for the coming year.
- (b) The Riders will also meet during the year at the same time and location as the AMVETS Department of OH State Convention and Fall Conference.
- (c) The Executive Committee will meet as necessary. All other meetings will be prescribed in the Bylaws.

Section2. Post Chapter Meetings:

- (a) The Riders will meet annually in January to hold elections, propose activities, fundraisers, committees, etc., for the coming year
- (b) . The Riders will also meet during the year at a time and location as prescribed in the Bylaws.
- (c) The Executive Committee will meet as necessary. All other meetings will be prescribed in the Bylaws

Article VIII: Amendments

This Constitution may be amended by resolution at the Department's Chapter Annual Meeting. Proposed amendments shall be submitted in writing to the Department 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 Headquarters for placement in the permanent Riders file after their adoption. Roberts Rules of Order shall be the parliamentary authority for all matters not specifically covered in the Constitution and Bylaws for this organization.

AMVETS RIDERS
DEPARTMENT OF OHIO CHAPTER (Post #)
UNIFORM BYLAWS

ARTICLE I – MEETINGS

Section 1. The Chapter shall meet on _____. The meeting place for each meeting will be announced at the previous meeting. Members in attendance will decide on the meeting place, unless the Executive committee, with approval of membership, has previously generated a schedule.

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

Section 3. There will be no alcoholic beverages allowed at any Chapter meeting. 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 X.

Section 4. Members will be notified of special Chapter meetings by bulletin board postings. It is the responsibility of each member to be sure that current contact information is on file with the Chapter.

ARTICLE II – QUORUMS

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

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

ARTICLE III – ELECTIONS

Section 1. Nominations of officers will be made from the floor at the regularly scheduled general membership meeting prior to the annual meeting.

Section 2. Second round nominations and 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 3. The President shall designate a member to be responsible for the securing of all ballots at the beginning of the election until an election committee that has been selected by the Executive committee prior to elections certifies the results.

Section 4. Only members in good standing, in person, shall be entitled to vote. National and Department Headquarters shall be notified of the election of the new officers within thirty (30) days after the election has been completed.

ARTICLE IV- OFFICERS

Section 1. A President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Chaplain, Parliamentarian, and Sgt. At Arms shall be elected annually from among the membership.

Section 2. The newly elected officers shall be sworn in immediately following elections and shall take office at the next regular meeting of the Chapter.

Section 3. In the event that the office of President is vacated, the 1st Vice President shall succeed to the office of President for the unexpired term.

Section 4. In the event the office of 1st Vice President is vacated, the 2nd Vice President shall succeed to the office of 1st Vice President for the unexpired term.

Section 5. In the event that any other elected office is vacated, the Executive Board, with the approval of the general membership, shall appoint a member to complete the unexpired term.

Section 6. Any elected officer who misses three (3) meetings, without prior notice, or without good cause, to be determined by 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 V - 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 Chapter Constitution and Bylaws and does not violate the Department or National Constitutions and Bylaws, and regulations. To be a non-voting member ex-officio of each committee.

Section 2. 1st Vice President - Membership - To keep accurate membership records of the Chapter and its support members. 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 Department. 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 Executive Committee or the President.

Section 3. 2nd 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 Chapter fulfills all requirements as set forth in ARTICLE III, 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 participants are in compliance with the uniform as outlined in ARTICLE VIII. Perform other duties as may be assigned by the Executive Committee or the President.

Section 4. Secretary - Shall keep accurate records and minutes of all Chapter meetings. The Department Secretary shall act as the official point of contact between the Post Chapter and the Department President and Executive Director.

The Post Chapter Secretary shall forward all membership rosters and current officers list to the Department Secretary. To handle all correspondence received and sent by the Chapter. To pass communications properly to the respective recipient as needed. To maintain files for the organization. Perform other duties as may be assigned by the Executive Committee or 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 Chapter Executive Committee. All receipts, transaction slips and checks will be kept on file and turned over 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 Executive Committee or 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 Executive Committee or 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 Executive Committee or 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 Executive Committee or the President.

ARTICLE VI – COMMITTEES

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

(a) The audit committee shall consist of the appointed chairman and two (2) members.

(b) The audit committee shall do a complete audit of all Rider accounts and financial records each year prior to the annual meeting.

© The audit committee shall do an audit of all financial records upon the request of the Chairman with the approval of the Executive Committee.

(d) The Chapter Treasurer shall be available to answer questions during an audit.

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

ARTICLE VII – FINANCES

Section 1. The total annual dues of this organization shall be \$ _____ per member, with \$ _____ retained by the local chapter and \$5.00 forwarded to the Department of OH AMVETS Riders.

Section 2. All fund raising activities must be approved in advance by the Post Executive Committee. 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 Finance Committee and submitted to the Chapter Executive Committee for its approval. A copy of this budget shall be

forwarded to the Department Finance Committee. Accurate books and records of account activities maintained by the Treasurer shall be subject to inspection and regulation by the Chapter Executive Committee at all reasonable times. Books and records will be made available to the Department Finance Committee on request by said committee and/or the Department President.

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

Section 5. The Chapter 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 Chapter 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 Chapter must be incorporated in accordance with the laws of the state in which they are chartered.

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

ARTICLE VIII - 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 1st Vice President or other designated member. Placement for all patches on official vests and jackets shall be in accordance with the National AMVETS Riders Bylaws, ARTICLE XIII, Sections 13.1 – 13.6. The purchase price will be determined by the Executive Committee.

Section 2. At ALL Chapter events/runs, members of the Chapter 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. 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 logo/patch.

Section 6. Appropriate attire will be worn during all Chapter sponsored events/runs.

Section 7 The purchase of vests, jackets, additional clothing, patches embroidery or accessories will be at the expense of the member.

Section 8 Any and all AMVETS Riders Logo must be purchased through the National Quartermaster unless written permission has been given by the National Quartermaster.

ARTICLE IX - EVENT/RUN GENERAL INFORMATION

Section 1. The event/run shall be organized and coordinated through the 2nd Vice President and his/her appointed committee.

Section 2. The Chapter must organize a minimum of two (2) events or runs per year to fulfill the requirements 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 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, when necessary, will register and show required credentials at the designated area and sign all required waivers/forms.

(1) Required credentials for runs include: valid membership card, valid motorcycle or Vehicle registration, proof of insurance 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 Chapter 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 Chapter will not tolerate public intoxication by any member while wearing the AMVETS Rider logo or patch under any circumstance. 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 2nd 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 X – 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. Disciplinary action shall be in accordance with the guidelines of Appendix B of the AMVETS National Constitution and Bylaws.

Section 3. Any Rider who receives disciplinary action by their parent organization could 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 XI – 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 AMVETS Department of OH Judge Advocate for his/her review within thirty (30) days after their adoption. The Department Judge Advocate shall forward the approved copies to AMVETS National Headquarters and to the AMVETS Riders National Secretary for placement in the permanent Chapter file.