

American Legion Riders Chapter Startup Errata Sheet

You have decided to form a Chapter. The American Legion Riders is a program of The American Legion. Although they are self-sustaining in many ways. We (the Legion) cannot forget them or why we formed them. Listed below are the steps necessary to charter a Chapter and a few tidbits to help you along the way.

1 - Appoint an advisor for the Post. They should be energetic and enthusiastic about the opportunity.

2 - Contact as many potential members as possible. A minimum of five is required for a charter application. Membership eligibility to form a charter in a nutshell - the member must be a member of The American Legion, Auxiliary or Sons of The American Legion and have a street licensed and legally registered motorcycle. Your initial members should have "bikes" a little larger to support activities.

3 - Hold a meeting with the Advisor and discuss dues. Currently the per capita is \$4.00 to be sent to Department. Adjust your dues accordingly. A few thoughts, they will eventually need a gavel, bell, POW/MIA flag, and a set of colors. Are you willing to purchase them, or do they need to have fundraisers? For your officers, they will need to be in uniform for business meetings. That simply means they should have a vest and cover.

4 - Have your Advisor review the Riders of Missouri Constitution and ByLaws. If you like contact an officer from the Riders or Department for assistance. Now that you're better informed discuss the possibility with the legion membership, and have the body approve the action.

5 - Hold a membership drive, your Advisor prepares membership applications, collects dues, prepares the charter application and appoints a Director and a Secretary for the Chapter. Monies should be kept in a separate account from the legion, with at least two signatures for disbursement of funds. Have others on signature cards; would recommend minimum of four. The applicants are NOT American Legion Riders until the Charter is approved, however, there is no reason not to start your individual programs, do not let the fizzle die.

FORWARD THE **COMPLETE** CHARTER APPLICATION TO DEPARTMENT.

6 - Conduct your first business session, your Director appoints any other officers as necessary. Prepare preliminary Constitution and By-Laws. Prepare agenda for the year. Prepare budget. Discuss and prepare for various projects and individual programs.

7 - After just a little encouragement, let them go, and enjoy. The benefits will be many.

8 - Be cautious when ordering back patches. Contact someone at Department before you order them from National.