



American Legion Riders Chapter Constitution Post 305, Caledonia, Michigan

Preamble

“We, your American Legion Riders, Ride for God and Country, the American Legion Family, Servicemembers and Veterans everywhere. We protect those that protect us. Amen.”

Purpose

The American Legion Riders (ALR) promote the aims and purposes of the American Legion, encourage motorcycle safety and provide a social atmosphere for American Legion, American Legion Auxiliary and Sons of the American Legion members who share an interest in riding.

Article I - Name

Section 1. The name of this program shall be the American Legion Region Riders, Post 305, Caledonia, Department of Michigan.

Section 2. The location of this Chapter shall be at Caledonia American Legion Memorial Post 305, 9548 Cherry Valley SE Caledonia, MI 49316

Section 3. An off-site administrative center may, from time to time, be established for the convenience of the organization and its elected officers, subject to approval by a quorum of its elected officers.

Article II - Nature

Section 1. The American Legion Riders (ALR) is a program for members of The American Legion, The American Legion Auxiliary, and The Sons of The American Legion members, collectively "The American Legion Family," who share an interest in motorcycling.

Section 2. The American Legion Riders protect the image of The American Legion and uphold its principles. Members conform to and abide by the regulations and decisions of the American Legion and American Legion Post 305, Caledonia, Michigan.

Section 3. Riders share a common bond in service, patriotism, friendship and a love of motorcycles. We gather to foster camaraderie among veterans, their families and those that support the veteran community, engage the local community, and support veteran-focused causes through social, family-friendly events.

Section 4. Members of the ALR avoid any perception of being a motorcycle or "biker" club or gang. Rather, the focus of membership is for the enjoyment of motorcycles and furthering Legion programs in the community.

Section 5. The ALR strives to improve the public's perception of the motorcycling community by promoting the honorable nature of military service, and service to one's community, state and nation through the sport of motorcycling.

Section 6. Members of the ALR comply at all times with the motor vehicle safety, licensing, and insurance laws and regulations of the state in which operating.

Article III - Organization

The American Legion Riders is organized at the American Legion, Post 305, Caledonia, Michigan. The chapter officers are responsible and accountable to the sponsoring post.

Article IV - Membership

Section 1. Eligibility for membership in The American Legion Riders is as prescribed by the national constitutions of The American Legion and the sections within this constitution and by-laws.

Section 2. Active membership: active members must be 18 and over and a member in good standing with The American Legion, American Legion Auxiliary or Sons of The American Legion.

Section 3. Junior membership: under 18 are eligible as junior members. Parent(s) must be active members in good standing. Junior members do not hold an office or have voting rights. Junior members must possess a valid driver's license with a motorcycle endorsement and be properly insured.

Section 4. Members will not hold membership in more than one chapter of The American Legion Riders. Members must not be a member of a 1% motorcycle club or their support clubs.

Section 5. Members must be [properly registered, licensed and insured to operate a motorcycle](#) or be the legally registered owner's spouse within the state of registration.

Section 6. All members must obey motor-vehicle laws in the state in which they are operating a motorcycle or riding as a passenger.

Section 7. All riding members should have a 350cc or larger motorcycle to safely keep pace on group rides.



Section 8. Provisional membership: upon completion of the application, the member is a provisional member and completes the following steps to become an active member:

- 1) Provisional member provides their Legion/Auxiliary/SAL membership number, phone and email address for the roster.
- 2) [Communications Director ensures provisional member is added to social media.](#)
- 3) [Treasurer, Secretary and/or Safety Officer verifies eligibility \(IAW Sections 1-7 above\).](#)
- 4) Provisional member successfully participates in a group ride and is found competent by any officer.
- 5) [Officers confirm membership by majority vote.](#)
- 6) Once confirmed, provisional member pays dues to the Treasurer.

Section 9. Once the six steps in *Section 8* are completed, provisional members immediately become active members and the American Legion Riders back patch is authorized for wear. New active members are announced at the next chapter meeting.

Section 10. The non-riding spouse assumes the same status as the spouse. A riding spouse must go through the same verification process individually to participate in riding activities with the exception of eligibility verification in the Legion, Auxiliary or SAL.

Section 11. Spouses of active members remain active members if the active member no longer participates involuntarily because of age, injury, health reasons or death.

Section 12. Active members in good standing may continue to retain active membership if they have given up motorcycle ownership involuntarily because of age, injury, or health reasons.

Section 13. Members transferring from other chapters will go through the same verification process [outlined above](#) but will not need to participate in a group ride if previous successful participation in a group ride can be verified.

Section 14. A member may be suspended from membership by a majority of officers if they are judged to be acting in a manner that brings discredit to the organization. This suspension will be in effect until the next regular monthly meeting. In addition, although not required, the suspended member is requested to discontinue wearing clothing bearing the American Legion Riders identification until they are restored to full membership status.

Section 15. A member may be expelled if they have been suspended repeatedly or have acted in such a way as to bring great discredit to the organization. [To expel a member, a majority of officers must agree, then secure a two-thirds \(2/3\) vote at a regular Chapter meeting where a quorum is present.](#) Although not required, the expelled member is requested to discontinue wearing clothing bearing American Legion Riders identification. An expelled member may appeal for reconsideration one time at a subsequent regular meeting. [An expelled member may re-apply for membership after one year.](#)



Article V - Wear of American Legion Emblem

Section 1. The American Legion Riders back patch, as copyrighted and sold by The American Legion's Emblem Sales division, is authorized for wear by all active and junior members of the ALR.

Section 2. ALR members always maintain and protect the image of The American Legion through appropriate wear of The American Legion Emblem. The emblem of The American Legion demands that the wearer shall ever guard the sanctity of home and country and free institutions.

Section 3. No other patch, tab, rocker, text, background art or color that is in conflict with an American Legion protected trademark may be used on clothing, banners, flags, posters or advertisements.

Section 4. Under no circumstances shall any emblem of The American Legion be marketed, sold, or subordinated to any other organizational logo or emblem without the approval and consent of the American Legion national organization.

Article VI - Elected Officers

Section 1. The elected officers of the chapter are the Director, Assistant Director, Road Captain, Sergeant-at-Arms, Treasurer, Secretary, Safety Officer, Communications Officer, Historian and Chaplain; elected annually.

Section 2. Between chapter meetings, the administrative power of the chapter shall be vested in the chapter officers, whose voting members shall consist of all elected officers for the current year and the immediate past Director.

Section 3. All other past Directors shall be officers with voice but no vote.

Article VII - Finances

Section 1. The revenue of the chapter shall be derived from membership dues and from other sources such as donations or gifts. The Director, Assistant Director and Treasurer will carefully monitor all sources of income for appropriateness and any possible specified or implied obligations or liabilities incurred or relationships established by receiving any funds or gifts.

Section 2. The Chapter will be a non-profit organization and may only disburse funds in a manner that is in keeping with all local, state, and national laws regarding non-profit organizations.

Section 3. Any donations or gifts that may result in obligation, liability or the establishment of a relationship must be reviewed and approved by the majority of officers prior to seeking said donation or gift. If the donation or value of gift is greater than \$1000.00 or may result in substantial obligation, liability or relationship, the officers shall bring this to all members for a vote at a chapter meeting prior to seeking **and/or accepting** said donation or gift.



Section 4. The officers shall set the annual dues. The annual dues of the Chapter will not exceed the Post Legion annual dues. Active members pay the full amount for the first three years and half thereafter (the fourth year). Failure to pay annual membership dues will cause the ALR member to be removed from the chapter. To return to the chapter, dues will restart at the full amount for three years and half the amount thereafter.

Section 5. Junior member dues are the full amount per year. Each year paid as a junior member will count as credit toward the fourth-year discount rate.

Section 6. Member dues are collected by the Treasurer during the first quarter of the year. After 31 December, any member delinquent in their dues will be removed from the membership roster and must reapply for membership.

Section 7. The chapter will provide a monthly financial report to the sponsoring post Executive Committee.

Article VIII – Amending the American Legion Riders Chapter Constitution

This constitution is adopted, subject to the provisions of the national constitution, Michigan department constitution, and post 305 constitution of which this chapter is a subordinate program.

Section 1. Amendments adopted by the national, Michigan department, or post 305 constitutions shall supersede any conflicting provision(s) in this constitution. Provisions within this constitution will be automatically repealed or amended to resolve the conflict.

Section 2. This constitution may be amended at any regular chapter meeting by a vote of two-thirds of the membership attending. No proxy votes.

Section 3. Any member can propose an amendment. Prior to any vote, the officers will meet and review the amendment for suitability. Suitable amendments will be scheduled for vote at a chapter meeting.

Section 4. Written notice, via electronic means, will be sent to all members at least 5 days in advance of the meeting. Written notice must include the proposed amendment and the date and time the vote will occur. The proposed amendment will be read at the chapter meeting prior to the vote.



Chapter By-Laws

Article I - Name

Section 1. The chapter existing under these by-laws is to be known as the American Legion Region Riders, Post 305, Caledonia, Department of Michigan.

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

Article II - Management

Section 1. ALR 305 is comprised of active members and junior members. Active members are eligible to hold positions within the ALR. These positions are the officers.

Section 2. The minimum positions to be filled by officers of the chapter shall be the Director, Assistant Director, Road Captain, Sergeant-at-Arms, Treasurer and Secretary. The additional positions of Safety Officer, Communications Officer, Historian and Chaplain may be filled as needed upon the determination of the Director.

Section 3. Generally, decisions with a lower degree of impact that may result in obligation, liability and/or the establishment of a relationship should be reviewed and approved by the majority of officers. Decisions with a higher degree of impact should be brought to all members of the ALR through formal (ballot) or informal (yea/nay) votes at chapter meetings where a quorum is present. Between chapter meetings, the administrative power of the chapter shall be vested in the officers, which shall consist of all officers for the current year, and the immediate past Director.

Section 4. The immediate past Director is an officer with voting privileges. All other past directors shall be officers with voice but without voting privileges.

Section 5. Officers of this chapter shall be elected annually. Nominations will begin at the February Chapter meeting. The vote will be held during the March meeting. The newly elected officers will assume their role at the April meeting.

Section 6. Any active member can nominate any other active member for any position. A member must have a minimum of two years active to be nominated for Director and Sergeant-at-Arms. A member must have a minimum of one year active to be nominated as Assistant Director, Road Captain and Treasurer. The Director, Assistant Director, Road Captain, and Sergeant-at-Arms shall be owner-operators of a motorcycle.

Section 7. All elections of officers shall be by ballot and the candidates receiving the highest number of votes shall be elected. Key dates are as follows:

- 1) February Chapter Meeting: Nominations begin during this meeting. After the meeting, a member may still nominate another member by providing the name to the director. Nominations close at 7pm on the Third Saturday in February. The nominated member must



confirm their desire to the Director to appear on the ballot for the office they've been nominated for by the end of February.

- 2) Before the March Chapter Meeting: the Director, with the assistance of the Secretary will produce the ballots for the vote.
- 3) March Chapter Meeting: All members present will vote. No proxy votes.
- 4) April Chapter Meeting: The newly elected officers will assume their roles. The new Director will announce each officer and their new role.

Section 8. Incumbents will remain in office unless they inform the Director that they choose to step down at the end of their term. A member can still nominate another member for an incumbered position in which case a vote shall be held for that position between the incumbent and the new candidate(s).

Section 9. A vacancy shall exist when an 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. Vacancies shall be confirmed by the remaining officers.

Section 10. The Director's vacancy shall be immediately filled by the Assistant Director. All remaining vacancies **shall be appointed by the Director and confirmed by a majority vote of the remaining officers.** The person appointed shall hold office for the unexpired term of the officer whose position was vacated.

Article III – Chapter Meetings

Section 1. The regular meeting of the chapter shall be held at American Legion Post 305, Caledonia, Michigan on the second Saturday of each month. Meetings will normally flow as follows:

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Chaplain's Prayer
- 4) Announcement of new Active Members
- 5) Treasurer's Report
- 6) Secretary's Report
- 7) Run Down of Upcoming Events
- 8) Communication Director's Report
- 9) Committee Chairperson(s) Report
- 10) Voting (quorum must be present)
- 11) Safety Officer's Tip
- 12) Open Floor
- 13) Closing Comments and Adjournment

Section 2. The Director chairs the meeting. In the Director's absence, the Assistant Director chairs the meeting.



Section 3. The chapter Director or a majority of the officers shall have power to call a special meeting of the chapter at any time.

Section 4. Upon the request of at least 25% of the members, the Director and/or officers shall call a special meeting of the chapter.

Section 5. 45% of the members shall constitute a quorum.

Section 6. If a quorum is not present, or, if there is no significant business to be conducted, or, it is advantageous to postpone business, the Director, with the concurrence of officers present, may convert the meeting into an entertainment meeting.

Article IV - Chapter Officer Meetings

Section 1. Within 10 days of the installation of the new officers, the officers shall meet at the call of the Director. Thereafter the chapter officers shall meet as often as the Director may deem necessary. The Director shall call a meeting of the officers upon the joint request of three or more officers.

Section 2. The chapter officers, based on a majority vote, shall hire contractors and/or consultants as 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 the Officers

*Section 1. Duties of the **Director**.* It shall be the duty of the Director to preside at all chapter meetings and to have general supervision over the business and affairs of the chapter. The 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.

*Section 2. Duties of the **Assistant Director**.* The Assistant Director shall assume and discharge the duties of the office of Director in the absence or disability of the Director and perform such other duties or chair such committees as may be from time to time assigned by the director or a majority of the officers.

*Section 3. Duties of the **Road Captain**.* The Road Captain shall plan all tours, runs, activities, and events, lead the chapter in formation riding or parades, arouse interest in activities, works with the Sergeant at Arms and Safety Officer to enforce all rules of safe motorcycle operation and group riding. The Road Captain has the authority to temporarily restrict members from group rides if deemed unsafe. Additionally, the Road Captain may select assistants to aid in special tasks and



perform such other duties or chair such committees as assigned by the Director or a majority of officers. [The Safety Officer assists the Road Captain by ensuring all tours, runs, activities and events are conducted safely.](#)

*Section 4. Duties of the **Sergeant-at-Arms.*** The Sergeant at Arms is a seasoned rider and mentor to all members. The Sergeant-at-Arms rides in the sweep position and [leads all efforts to assist that become stranded. The Sergeant-at-Arms has the authority to restrict members from group rides if deemed unsafe and will assist restricted members with corrective actions to get them back in formation as soon as possible.](#) The Sergeant at Arms preserves order at meetings and gatherings, assists the Road Captain and Safety Officer in ensuring safety during rides and runs and performs such other duties or chair such committees as may be from time to time assigned by the Director or a majority of officers.

*Section 5. Duties of the **Treasurer.*** The Treasurer shall have charge of all finances and see that they are safely deposited in a local bank or banks and shall report once a month to both the officers and the post the condition of the finances of the chapter, with such recommendations as are deemed expedient or necessary. The Treasurer, Director, at and one officer within the post shall be signatory on all accounts of the chapter. The Treasurer shall maintain surety bonds in such amounts as shall be fixed by the officers and obtained by the chapter. The treasurer prepares the chapter's monthly financial report rendered to the post at a regular meeting. The Treasurer maintains and protects the roster of active members and tracks all dues.

*Section 6. Duties of the **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 Director handles all correspondence of the chapter. The Secretary assists the Treasurer with the application process, the membership roster and the tracking of all dues.

*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 verify each riding member is properly licensed, insured, equipped and able to safely participate in group rides. [The Safety Officer has the authority to restrict members from group rides if deemed unsafe and will assist restricted members with corrective actions to get them back in formation as soon as possible.](#) The Safety Officer shall also prepare and present safety training or present a safety tip to the membership at every regular meeting. The Safety Officer assists the Road Captain and Treasurer with event planning and obtaining signed releases of liability from all participants.

*Section 8. Duties of the **Communications Officer.*** The Communications Officer is charged with the dissemination of information within the group including maintaining the website and managing information and communication (including the calendar) between members via social media.



*Section 9. Duties of the **Historian**.* The 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 officers.

*Section 10. Duties of the **Chaplain**.* The Chaplain shall be charged with the spiritual welfare of the chapter's 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.

Article VI - Delegates

Section 1. Delegates and alternates to American Legion Riders meetings conventions, regional gatherings or other activity shall be the Director, Assistant Director, Road Captain Sergeant at Arms and/or immediate past Director.

Section 2. For convenience or necessity, as deemed by the Director or Assistant Director, a member may be appointed as a delegate prior to the date of such event.

Article VII - Appointments

Section 1. The Director may appoint standing committees for the furtherance of chapter programs.

Section 2. Committees shall consist of a chairperson that is an active member and any members and non-members necessary to complete the task. The Chairperson will report to the Director and/or Assistant Director and provide updates to the members as necessary at the chapter meetings.

Article VIII – Membership Roster

*Section 1. **Personally identifiable information (PII) must be safeguarded at all times.*** For this reason, access to the membership roster is restricted. Use of the membership roster is for official chapter business only.

Section 2. Only the Director, Assistant Director, Treasurer and Secretary are authorized to have a copy of the roster. Upon request, other officers may temporarily be furnished with a copy of the roster to conduct official business and must destroy or return any PII to the Treasurer when no longer needed.

Section 3. Every member shall furnish the Treasurer with their Legion/Auxiliary/SAL membership number, a valid email or postal mailing address and a phone number. Members shall inform the Treasurer of any changes as soon as possible.

Section 4. During the Chapter Meetings the Treasurer shall have a copy of the roster available. Each member should see the Treasurer and either initial by their name to verify their information or update the information.



Section 5. In the rare event electronic transmission of the roster and/or any PII is necessary, it must only be done via secure, encrypted means. PII will only be shared between the officers for official purposes.

Article IX - Rules of Order

Section 1. All proceedings of this chapter shall be conducted under and pursuant to these by-laws. Roberts' Rules of Order (Newly Revised), will be used as a reference.

Article X - Limitations of Liabilities and Insurance

Section 1. This chapter shall not incur, or cause to be incurred any liability or obligation to the American Legion, the American Legion Auxiliary, Sons of the American Legion, its departments, or other individuals, corporations or organizations not affiliated with ALR 305 without expressed written permission.

Section 2. This chapter shall take any steps necessary to secure appropriate event insurance for all organized riding events, celebrations and functions undertaken under the name of ALR 305.

Section 3. Applications for all members shall include a signed release of liability. The Treasurer will ensure that each member signs their application and will maintain the original application. The treasurer will furnish a copy of the application upon the member's request.

Section 4. All riding events shall include a release of liability signed by every participant. The Safety Officer will ensure that every participant signs a release and will ensure a copy of the release is kept for at least 5 years after the event.

Article XI - Amendments

Section 1. These by-laws may be amended at any regular chapter meeting by a vote of two-thirds of the membership attending. No proxy votes.

Section 2. Any member can propose an amendment. Prior to any vote, the officers will meet and review the amendment for suitability. Suitable amendments will be scheduled for vote at a chapter meeting.

Section 3. Written notice, via electronic means, will be sent to all members at least 5 days in advance of the meeting. Written notice must include the proposed amendment and the date and time the vote will occur. The proposed amendment will be read at the chapter meeting prior to the vote.



We, the members of the American Legion Riders Post 305, Caledonia, Department of Michigan, hereby certify the forgoing Constitution and by-Laws were adopted at the ALR 305 Chapter meeting on 9 May 2026.

Attested by:

Mark Winterburn
Director

Todd Weststrate
Assistant Director

Bob Grant
Road Captain

Pat Cornish
Sergeant-at-Arms

Dan Wisniewski
Treasurer

Vacant
Secretary

Vacant
Safety Officer

Alex DeVoe
Communications Officer

Phil McCaulley
Historian

Phil Werkema
Chaplain



Appendix I – Election Ballot Format

Official Ballot Officers of the American Legion Post 305, Caledonia, Michigan Saturday, 14 March, 2026	
<p align="center">Director</p> <p align="center">Must be an active member for at least two years Must own/operate a motorcycle</p> <p>Firstname, Lastname (Incumbent) Firstname, Lastname</p>	<p align="center">Secretary</p> <p align="center">Must be an active member</p> <p>Firstname, Lastname Firstname, Lastname</p>
<p align="center">Assistant Director</p> <p align="center">Must be an active member for at least one year Must own/operate a motorcycle</p> <p>Firstname, Lastname (Incumbent)</p>	<p align="center">Safety Officer</p> <p align="center">Must be an active member</p> <p>Firstname, Lastname Firstname, Lastname</p>
<p align="center">Road Captain</p> <p align="center">Must be an active member for at least one year Must own/operate a motorcycle</p> <p>Firstname, Lastname (Incumbent)</p>	<p align="center">Communications Officer</p> <p align="center">Must be an active member</p> <p>Firstname, Lastname (Incumbent)</p>
<p align="center">Sergeant-at-Arms</p> <p align="center">Must be an active member for at least two years Must own/operate a motorcycle</p> <p>Firstname, Lastname (Incumbent) Firstname, Lastname</p>	<p align="center">Historian</p> <p align="center">Must be an active member</p> <p>Firstname, Lastname (Incumbent)</p>
<p align="center">Treasurer</p> <p align="center">Must be an active member for at least one year</p> <p>Firstname, Lastname (Incumbent)</p>	<p align="center">Chaplain</p> <p align="center">Must be an active member</p> <p>Firstname, Lastname (Incumbent)</p>



Appendix II - References

American Legion Riders Post 305, Caledonia, Michigan:

<https://alr305mi.com>

American Legion Riders National Page:

<http://www.legion.org/riders>

Basic Eligibility:

<https://www.legion.org/get-involved/community-programs/american-legion-riders/how-to-participate>

Motorcycle Safety Foundation:

<http://online2.msf-usa.org/msf/Default.aspx>

State of Michigan Motorcycle Laws & Regulations:

http://michigan.gov/sos/0,4670,7-127-1627_46351_46353---,00.html

Emblem Sales of the American Legion

<http://emblem.legion.org/Legion-Riders/departments/11/>

Robert's Rules of Order Cheat Sheet

<https://www.boardeffect.com/blog/roberts-rules-of-order-cheat-sheet/>

