



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) support The American Legion Family, Servicemembers, Veterans and the Local Community, encourage motorcycle safety and provide a social atmosphere for members of the American Legion, American Legion Auxiliary and Sons of the American Legion (L/A/S), who share an interest in riding.

Article I – Name and Location

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 the Caledonia American Legion Memorial Post 305, 9548 Cherry Valley SE Caledonia, MI 49316.

Section 3. An off-site location may temporarily be established for convenience, subject to approval by a majority of its elected officers.

Article II - Nature

Section 1. The American Legion Riders is a program for members of The American Legion, The American Legion Auxiliary, and The Sons of The American Legion, 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, we strive 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 5. 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. Members of the American Legion, American Legion Auxiliary and Sons of the American Legion in good standing are eligible and invited to join the riders. Eligibility for ALR membership is as prescribed by the national constitution of The American Legion and this Constitution and By-Laws. There are five types of membership: Active, Spouse, Junior, Lifetime and Honorary. Upon completion of the membership application the following actions occur:

- 1) Treasurer, Secretary and/or Safety Officer verifies L/A/S membership (*spouses, juniors and honorary members are exempt*).
- 2) Treasurer, Secretary and/or Safety Officer verifies eligibility IAW sections in this article below (*non-riding honorary members are exempt*).
- 3) Any Officer verifies the member's ability to safely ride in a group (*transfers and non-riding members of any type are exempt*). If member is already known by other members to be safe in a group ride this step is omitted.
- 4) Officers informally confirm membership by majority vote (*spouses and juniors exempt*).
- 5) Member pays dues to the Treasurer (*honorary members are exempt*).

There is no probationary period. Once the above actions are completed, members immediately become active, spouse, junior, or honorary members (as applicable) and the American Legion Riders back patch is authorized for wear. New members are announced at the next chapter meeting and added to social media. The date the member fills out the application becomes the official date the member joins the American Legion Riders.

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

Section 3. Spouse membership: Once signed up, the non-riding spouse automatically assumes the same status as their active spouse and may participate in group rides as a passenger only. To participate in activities as a rider, the spouse must go through the same rider verification process, except for L/A/S membership verification. The riding spouse has voting rights and is eligible to hold



any office so long as they meet the requirements. The non-riding spouse has voting rights and is eligible to hold office except for positions where motorcycle operation/ownership is required.

Section 4. Junior (under 18) membership: Once signed up, non-riding juniors automatically assume the same membership status as their active parent(s). A riding junior member must go through the same verification process to participate in riding activities except for the L/A/S membership verification. If wearing a patch, they must display “junior” or “support” lettering around the patch. By their 19th birthday, Junior members must become L/A/S members and be otherwise eligible for active or spouse membership to remain a member. Junior members do not hold an office or have voting rights.

Section 5. Lifetime membership: After ten years of active membership, all dues-paying members (riding and non-riding) are eligible for lifetime membership anytime by paying remaining dues through fifteen years. After fifteen years, lifetime membership is automatic and members no longer pay dues. Lifetime members are renewed automatically each year and can remain active members even if they voluntarily give up motorcycle ownership so long as they retain L/A/S membership.

Section 6. Honorary membership: Individuals can be granted honorary membership in recognition by the chapter for significant contributions, achievements, or service. An honorary member shall be voted in via a chapter meeting where a member quorum is present. If participating in a group ride either as a rider or a passenger, they must complete an application. Honorary members need not be current L/A/S members. If wearing a patch, they must display “honorary” or “support” lettering around the patch. Honorary members do not pay dues, hold an office or have voting rights. Honorary members are renewed automatically each year.

Section 7. Members (including honorary members) will not hold membership in more than one ALR chapter. Members (including honorary members) must not be a member of a 1% motorcycle club or their support clubs.

Section 8. Riding Members must be properly registered, licensed and insured to operate a motorcycle or be the legally registered owner's non-riding spouse within the state of registration.

Section 9. All members must obey motor-vehicle laws in the state in which they are operating a motorcycle or riding as a passenger.

Section 10. Riding members should have a 350cc or larger motorcycle in order to safely maintain pace with the group.

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. Spouses continue to pay dues accordingly.



Section 12. Active members in good standing may continue to pay dues and retain active membership if they have given up motorcycle ownership involuntarily because of age, injury, or health reasons so long as they retain L/A/S membership.

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 chapter meeting. An expelled member is entitled to a prorated refund of dues for the current year. 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 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. The vest must reflect a positive, patriotic, family friendly image. Offensive, hateful, political or MC-support patches are prohibited.

Section 5. 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 and Resources

Section 1. 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. The budget is based on the calendar year starting the first of January and ending the 31st of December. The budget shall be briefed by the Director to the members during any chapter meeting no later than the end of the first quarter of each year.

Section 2. The revenue of the chapter shall be derived from membership dues and from other sources such as donations or gifts. The officers must be careful with the limited resources (time and money) of the chapter. The Director, Assistant Director and Treasurer will carefully monitor all sources of income (dues, donations or gifts) and ideas for appropriateness, obligation, liability and/or relationships they may bring and will determine the level of authority within the ALR required to act.

Section 3. The Director shall authorize and approve all disbursements under \$1,000.00. The Director should inform all officers of any new expenditures (these are expenditures not included and briefed to the members in the budget). The Director shall request and the officers shall approve all disbursements \$1,000.00 and over. Any ideas, 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 any action. If the idea, donation or gift may result in substantial obligation, liability or relationship, the Director shall bring this to all members for a vote at a chapter meeting prior to any action.

General guidance for the allocation of ALR resources (time and money)

Level of obligation, liability or relationship:	\$1,000.00 and over:	Authority goes to:
none	no	Director
none	yes	Director makes request, Officers approve
minor	no	Officers
minor	yes	Officers
substantial	no	Chapter Vote
substantial	yes	Chapter Vote

Section 4. The officers shall set the annual dues. The annual dues of the Chapter will not exceed the Post Legion annual dues. Active, spouse and junior members pay the full amount for the first three years and half thereafter (the fourth year). After ten years of active membership, all dues-



paying members are eligible for lifetime membership anytime by paying remaining dues through fifteen years. After fifteen years, the member becomes a lifetime member and will no longer be charged any dues.

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 normally 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. If the member returns to the chapter, dues will pick up where they left off.

Section 7. If there is a lapse in the payment of dues, the official date the member joined will be moved forward by the number of years the member did not pay dues, starting with the year the member became delinquent. For example, if a member joins on 1 May 2025, does not pay dues in 2026, re-applies and pays dues on 4 Feb 2027, the official join date would be moved forward one year to 1 May 2026. In another example, if the member joins 12 August 2022 and becomes delinquent in dues on 31 December 2026, re-applies and pays dues on 1 June 2029, the official join date would move forward three years to 12 August 2025.

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, spouse, junior, lifetime and honorary members. Active, spouse and lifetime members are eligible to hold office within the ALR. Junior and honorary members are not eligible to hold office.

Section 2. The minimum officer positions 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) Beginning of April: The newly elected officers assume their roles.
- 5) April Chapter Meeting: The new Director will chair the meeting and announce each officer and their new role.
- 6) May Chapter Meeting: The Director (if newly elected) shall brief the budget for the current calendar year.

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 majority vote of the officers.

Section 10. The Director's vacancy shall be immediately filled by the Assistant Director. All other vacancies shall be appointed by the Director and confirmed by a majority vote of the 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 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 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 approve all expenditures \$1,000.00 and over, shall 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 authorize and approve all expenditures under \$1,000.00, request approval from the majority of officers for expenditures \$1,000.00 and over and shall make available a monthly report covering the business and finances of the chapter for the Adjutant at Caledonia Legion Post 305.

*Section 2. Duties of the **Assistant Director**.* The Assistant Director shall assume and discharge the duties of the Director in the absence 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 and arouse interest in activities. 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 riders 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, encourages 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 be in charge of all financial transactions and see that all funds are safely deposited in a local bank. The Treasurer shall report on the condition of the finances at the monthly chapter meeting. The Treasurer, Director, and one officer within the Legion Post 305 shall be signatory on all accounts of the chapter. The Treasurer shall collect and maintain surety bonds determined necessary by the officers. The Treasurer maintains and protects the roster of active members and tracks all dues.

*Section 6. Duties of the **Secretary.*** The Secretary shall 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 or Secretary when no longer needed.

Section 3. Every member shall furnish the Treasurer with their L/A/S 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:

Alex DeVoe
Director

Todd Weststrate
Assistant Director

Bob Grant
Road Captain

Pat Cornish
Sergeant-at-Arms

Dan Wisniewski
Treasurer

Brandi McCaulley
Secretary

Barbara Marlette
Safety Officer

Alex DeVoe
Communications Officer

Phil McCaulley
Historian

Phil Werkema
Chaplain

Mark Winterburn
Immediate Past Director



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/>

