



**AMVETS RIDERS'  
NATIONAL  
CONSTITUTION &  
BY-LAWS**

**2015 - 2016**

Revised and adopted at the 2015 AMVETS Riders Convention in Birmingham, Al. This document replaces/supersedes any and all previous AMVETS National Riders Constitution and By-Laws to include any and all additions to August 22, 2015.

# AMVETS RIDERS' NATIONAL CONSTITUTION

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# AMVETS RIDERS' NATIONAL BY-LAWS

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**\*\*\* ALL CHANGES ARE IN RED \*\***

# **AMVETS RIDERS NATIONAL CONSTITUTION**

## **ARTICLE I: NAME**

The name of this Organization shall be THE AMVETS RIDERS.

## **ARTICLE II: 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 III: AIMS**

This Organization is formed for furthering the Aims and Purposes of AMVETS.

3.1 Be positive and assertive in forming Chapter and Department Riders.

3.2 Be active in support of all our Veterans and Communities through fund raising and volunteer work.

## **ARTICLE IV: NATIONAL ORGANIZATION**

4.1 The National AMVETS Riders Organization will consist of a National set of Officers elected by the Riders Department Delegates, and those officers appointed by the National President.

4.2 The National will consist of Departments identical in geographic limits to its respective AMVETS Departments and be identified by the same name. The Riders National Organization will report directly to the National AMVETS Organization. The National AMVETS Riders will be subject to the National Constitution and By-Laws.

4.3 The National AMVETS Riders is a Non-Profit organization under IRS, code **501 (C)**. The Departments and Chapters shall donate their time and energy to promote our Aims and promotion of the AMVETS Riders.

## **ARTICLE V: DEPARTMENT ORGANIZATION**

5.1 The Riders Departments will be organized into:

- A.) A sole Chapter directed by the Riders Department for all Riders of that Department, shall be chartered as a State Charter. They shall also be issued a Department Charter to identify the Chapter. Officers will be titled as Department Officers and there shall be NO State or Chapter Officers.
- B.) Individual Chapters formed by members of a post, but not limited to members of the Post, under the jurisdiction of the Department where the Post resides. If no Riders Department exists the Chapters will be under the Direct Control of the Riders National Organization.

5.2 Each AMVETS Riders Department shall be under the jurisdiction of the National AMVETS Riders. Each AMVETS Riders Department shall be in the same geographical location to its respective AMVETS Department, and identified as such.

5.3 Department will submit their Constitution and By-Laws to the National AMVETS Riders for approval.

5.4 The Department AMVETS Riders Organization will consist of a Department set of Officers elected by the Riders Chapter(s) delegates of that respective Department, and those Officers appointed by the Department President.

5.5 No department shall represent themselves as AMVETS Riders until they have complied with the Constitution and By-Laws of the National AMVETS Riders, and officially approved for an AMVETS Riders Charter.

5.6 Departments and sole Chapters shall within thirty (30) days of notice to surrender their Charters resulting from disciplinary or voluntary action, close all bank accounts and deliver to the National AMVETS Riders all records, property, and assets, in accordance with Local and State Laws.

5.7 Department Charter shall only be issued to Departments which obtain a minimum of three (3) Chapters and a minimum of fifty (50) Riders. Departments must maintain these requirements to retain their Charters. The National Executive Board shall issue variances if it is deemed to benefit the growth of membership in said State.

## **ARTICLE VI: CHAPTER ORGANIZATION**

6.1 Each AMVETS Riders Chapter shall be under the jurisdiction of their Department AMVETS Riders. Each AMVETS Riders Chapter shall be in the same geographical location to its respective AMVETS Post, and identified by the same Post number.

6.2 Where no AMVETS Department exists, an AMVETS Riders Chapter may be formed by a Post under the jurisdiction of the National Headquarters.

6.3 Chapters will submit copies of their Constitution and By-Laws to the AMVETS Riders National Headquarters as outlined on the current AMVETS Riders Chapter Revalidation Form.

6.4 The Chapter AMVETS Riders Organization will consist of a Chapter set of Officers elected by Chapter members of that Chapter, and those Officers appointed by the Chapter President.

6.5 The Chapter shall within thirty (30) days of notice surrender their Charters resulting from disciplinary or voluntary action, close all bank accounts and deliver to the AMVETS Riders National Headquarters all records, property, and assets, in accordance with Local and State Laws.

## **ARTICLE VII: MEMBERSHIP**

7.1 Membership in the National AMVETS Riders shall be limited to members in good standing of AMVETS, AMVETS Ladies Auxiliary, and Sons of AMVETS.

7.2 Riding Members must be the legally registered owner of a motorcycle or be the spouse of an AMVET who is the legally registered owner of a motorcycle.

7.3 Members must provide proof before their membership application can be approved, that they are legally permitted to operate a motorcycle in their respective State, a valid State motorcycle registration, and proof that they are insured according to the State laws of their respective State. This information shall be shown to the Chapter President and one other Chapter Officer. The security of this personal data shall be maintained.

7.4 At no time will National, any Department or Chapter record or copy any items listed in Article VII Section 7.3.

7.5 There will be no HONORARY memberships in National, Departments or Chapters of the AMVETS Riders.

7.6 Spousal members will be exempt from the requirements of Article VII Section 7.3 provided their spouse has met said requirements.

## **ARTICLE VIII: NATIONAL OFFICERS**

8.1 National will have the following Officers: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, Chaplin, Judge Advocate, Sgt. at Arms, Liaisons Officer, and Communication Officer.

8.2 Nominations and Election of Officers shall be held annually as indicated in the National By-Laws for Riders.

8.3 Only members of the AMVETS Riders may hold a National Office.

8.4 The National President may appoint Chairmen and Committee's as required to conduct National AMVETS Riders business.

## **ARTICLE IX: DEPARTMENT AND CHAPTER OFFICERS**

9.1 Department and Chapters will have a minimum of the following elected Officers: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Treasurer, and Sgt. at Arms.

9.2 Department and Chapters will have a minimum of the following appointed or elected Officers: Secretary, Chaplin, and Judge Advocate.

9.3 President of Department and Chapters may appoint additional Officers to fill specific needs of the Department or Chapters.

## **ARTICLE X: NATIONAL EXECUTIVE BOARD/COMMITTEE**

10.1 The elected Officers of National AMVETS Riders and the immediate Past-President shall constitute the National AMVETS Riders Executive Board.

- A.) This Executive Board will be in charge of Administrative affairs and property of the National AMVETS Riders.
- B.) This Board will formulate the Policies of AMVETS Riders and present them for membership approval.
- C.) Only National Elected Officers shall have a vote on the National Executive Board.

10.2 The National Executive Committee will be comprised of:

- A.) National Riders Officers.
- B.) National Past Riders Presidents.
- C.) All Department Presidents.
  - 1.) Designated Representative must be identified in writing by the Department President a minimum of 30 days of any NEC Meeting.
  - 2.) Notification of the Designated Representative must be received in writing at the National AMVETS Riders Headquarters (thirty) 30 days prior to NEC.

## **ARTICLE XI: NATIONAL MEETINGS**

11.1 Meetings will be scheduled by National AMVETS Riders Executive Committee.

11.2 The Riders National Delegates will be the Presidents of each department or his elected Representative.

11.3 Meetings will be scheduled and conducted according to the National By-Laws and in accordance with Roberts Rules of Order.

## **ARTICLE XII: DEPARTMENT AND CHAPTER MEETINGS**

12.1 Meetings will be scheduled by Department and Chapters.

12.2 Meetings will be conducted according to the National, Department and Chapter By-Laws and in accordance of Roberts Rules of Order.

## **ARTICLE XIII: RIDERS' SUPPORTERS**

13.1 The AMVETRS Riders will recognize individuals who display a desire to help support veterans through the AMVETS Riders Organization. Hereafter these individuals shall be known as AMVETS Riders Support Members. These Riders Support Members must belong to an existing Chartered Chapter of AMVETS Riders.

13.2 Support Members must be a Member of AMVETS, Ladies Auxiliary, or Sons of AMVETS.

13.3 Support Members uniforms and insignia shall be consistent with Article XIII of the AMVETS Riders National By-Laws with the ADDITION of Riders Support Member Patch worn beneath the 2" or 3" AMVETS, Auxiliary, or Sons patch on the top right side of the official vest.

13.4 Riders Support Members' dues shall be consistent with that of AMVETS Riders Members.

13.5 Riders Support Members SHALL NOT hold office, or be seated as a delegate at any level of the Riders Organization.

13.6 Riders Support Members may be appointed to a Chapter office.

13.7 Riders Support Members SHALL NOT hold any President or Vice President office.

13.8 Riders Support Members may not be Charter Members as they can only join a Chartered Chapter.

13.9 Riders Support Members shall be under the control of the AMVETS Riders National Organization. However, Chapters shall retain Authority over their individual Riders Support Members.

## ARTICLE XIV: AMENDMENTS

14.1 This Constitution may be amended at any AMVETS Riders National Convention by a majority vote of delegates present at any AMVETS Riders National Convention. Proposed amendment for action of the National Convention must be submitted by a Department Convention, a Department Executive Committee, a Chapter Executive Committee in NON Department States, the National Executive Committee, or a standing National Committee to the National President and/or the proposing body of several Departments and members of National Executive Committee, by mail, postmarked at least 30 days prior to the opening date of the next National Convention.

14.2 This Constitution may be amended by any Riders National Convention, without notice, by a two-thirds vote. No amendment will be adopted unless the amendment is referred to the Constitution and By-Laws Committee, considered by it, and reported on at the Riders National Convention.

14.3 Amendments to this Constitution shall take effect immediately upon adoption, unless otherwise specified by the adopted resolution.



# **AMVETS RIDERS NATIONAL BY-LAWS**

## **ARTICLE I: NAME AND PURPOSES**

- 1.1 NAME: The name of the organization is The AMVETS Riders
- 1.2 PURPOSE – 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: INCORPORATION AND INSURANCE**

- 2.1 The National Organization shall be incorporated as: AMVETS Riders Incorporated
- 2.2 Riders Chapters shall comply with the requirements of Article IX of the National Constitution and By-Laws for insurance.
- 2.3 The Riders National Headquarters will be located where the National President directs, upon approval of the National Executive Committee.

## **ARTICLE III: DEPARTMENT AND CHAPTER FORMATION**

- 3.1 Departments and Chapters will be formed in accordance with the National AMVETS Riders Constitution and these By-Laws. Chapters that have a clubroom must be incorporated. Chapters shall not hold the National Organization liable for failure of the Chapter to comply with Federal and State laws or any other liabilities.
- 3.2 To Charter the requesting unit will provide the following:
1. The completed request for Riders Charter Application. (Current Form Only)
  2. The completed correct Riders Revalidation Form. (Current Form Only)
  3. Federal EIN (Cannot use Posts unless incorporated with Post)
  4. Liability Insurance, if required by AMVETS CBL Article IX.
  5. Incorporation Certificate, if required by AMVETS CBL Article IX.
  6. At least 5 members, all of whom must be Riders, not Supporters.
  7. A copy of each individual Riders membership application.
  8. In addition to the above All New Chapters shall adopt either the approved AMVETS Riders Generic Chapter By-Laws or approved Chapter By-Laws of the Riders Department where the Chapter is located.

3.3 Fully completed Charter Applications shall be submitted by the Riders Department or Chapter to the AMVETS Riders National Headquarters for approval.

3.4 Chapters must revalidate no later than the 15<sup>th</sup> of July each year, and with no less than 5 members, to maintain their Charter.

- A.) All Chapters and/or Departments that do not submit a new revalidation form by 00:02 AM 16 July each year will automatically suspended.
- B.) Those Chapters and/or Departments suspended under this section will be subject to Charter revocation by a vote of National Riders Convention each year.

### **3.5 Rider Chapters and Rider Department Closure Procedure**

- A.) The closing Chapter or Department must notify all members of record in writing 30 days prior to a closure vote, of the time and place of any closure vote.
- B.) Current Officers are responsible to insure all expenditures of funds for current outstanding bills are paid. All expenditure billings are subject to inspection. (All funds will be frozen from date of post mark posting the closure vote notice).
- D.) If after the meeting the membership voted to close the Chapter/Department the Officers are responsible to do the following:
  - 1.) Close all bank accounts and deliver to the AMVETS Riders National Headquarters a cashier's check for the balance of all accounts. All funds from the Chapter/Department will be set aside by the National AMVETS Riders for one year. If the Chapter/Department Charter is reissued within the year all funds will be returned to the Chapter/Department. If the Chapter/Department is not Chartered after one year all funds will be returned to the Parent Organization of record.
  - 2.) Assemble all records, minutes, property, and any other assets and send them to the National AMVETS Riders Headquarters.

## **ARTICLE IV: MEMBERS**

4.1 There shall be one class of members: Riders

4.2 Qualifications of membership must be a member in good standing of AMVETS, AMVETS Ladies Auxiliary, or Sons of AMVETS.

A.) Members must provide proof before their membership application can be approved, that they are legally permitted to operate a motorcycle in their respective State, a valid State motorcycle registration, and proof that they are insured according to State laws of their respective State. This information shall be shown to the Chapter President and one other Chapter Officer.

4.3 Only Rider members of the organization shall hold an elected office at National level.

4.4 Riders National dues is based on a per Rider basis and paid to the Riders National, and shall be reviewed yearly at the Riders National Convention. Amount of dues will be set by a majority vote at the Riders National Convention beginning 13 August 2009. All monies shall be deposited in the Riders National general fund account.

4.5 Chapters shall remit dues and a complete Chapter membership roster to their respective Riders Department no later than 1 February each year. If no Riders Department exists, dues and roster shall be sent to the Riders National Secretary no later than 1 February each year. Departments shall collect their Chapter's dues and rosters and send them to the Riders National Secretary no later than 15 February each year. Chapters with no department remitting dues after due date will be assessed a \$25.00 late fee. Departments remitting dues after due date will be assessed a \$25.00 late fee per unpaid Chapter. Chapters failing to remit dues by 1 March shall be automatically suspended. Suspended Chapters may be reinstated, no later than 1 June, by submitting a complete membership roster, dues, \$25.00 late fee, and a \$50.00 reinstatement fee. Chapters failing to reinstate by 1 June, shall be subject to a vote of revocation by the Riders Delegates at the Riders Annual National Convention.

4.6 The membership year shall be in compliance with the AMVETS National Constitution and By-Laws. Dues for the coming year will be accepted starting 1 December. It is the Chapter's responsibility to collect and forward its members' dues, as well as a ring that members are in good standing with their parent organization.

4.7 ONLY Members in good standing with a current valid membership may hold an office, continue in office, and be seated as a delegate, be entitled to vote, represent themselves as an AMVETS Rider, or wear the Riders' uniform and insignia.

4.8 Members who become disabled while a valid member and can no longer ride a motorcycle, SHALL be considered a member of this Organization.

4.9 AMVETS, Sons of AMVETS, and AMVETS Ladies Auxiliary members may join an AMVETS Riders Chapter located in another Post, only with the permission of the AMVETS Post Officers where the Riders Chapter is located.

4.10 A current Chapter member in good standing may request to transfer to another Chapter. The Chapter Transfer Form is available online or from the Riders National Secretary. Five signatures/dates are required to transfer: The Member, the accepting AMVETS Post Commander (Riders National By-Laws Article 4.9), The Riders Chapter President of the losing Chapter, Riders Chapter President of the gaining Chapter, and the Department President (if Department exists) or National Riders Secretary, if no Department exists. The losing Chapter may not delay or deny a members' transfer request unless there is a cause, such as a member owes money or has possession of Chapter property that must be returned.

Note: If a transfer is denied for cause, the reason for denial must be submitted in writing to the Department Headquarters, or National Headquarters if no Department exists, along with the unsigned transfer form, within 10 days. The Department/National will notify all parties involved regarding this action. The completed and signed transfer form should be mailed to the Department (if existing) office, where it is signed, dated, copied and forwarded to the appropriate Chapter officials and National. Upon receipt of completed transfer form, the gaining Chapter shall consider approval of transfer.

## ARTICLE V: NATIONAL CONVENTION

5.1 A National Convention shall be held annually in the United States of America during the AMVETS Annual Convention, at a time and place selected by the AMVETS. The National Convention shall constitute the governing body of AMVETS Riders.

5.2 Elections will be held at the Annual Convention, at a location to be announced no later than one hour prior to the start of the Convention. The voting will be done by hand or by voice.

5.3 Nominations of Officers will be made from the floor at the regularly scheduled general membership meeting prior to the Annual Convention.

5.4 The National Convention shall be comprised of the following:

A.) Each Chapter shall be entitled to two delegates and two alternates for its first 50 members or fraction thereof. Thereafter, a Chapter shall be entitled to one delegate and one alternate for each additional 50 members. The Riders National Headquarters will determine the total number of delegates per Chapter based on the Chapter Dues Remittance Forms as of the 15<sup>th</sup> day of July each year.

EXAMPLE      5 –50 Members = 2 delegates and 2 alternates  
                    51-100 Members = 3 delegates and 3 alternates  
                    101-150 Members= 4 delegates and 4 alternates  
                    151-200 Members= 5 delegates and 5 alternates, etc.

B.) Each Department President shall be a delegate.

C.) Each member of the National Executive Committee and each Riders Past National President shall be entitled to one vote at the National Convention, provided the member's Chapter and Department are in good standing. The National President shall vote only in the case of a tie

D.) Delegates to the National Convention may pre-register with the Riders National Headquarters, provided they are members in good standing.

5.5 Each delegate shall be entitled to one vote. Alternates shall have all the rights and privileges of their delegates except they shall vote only in their delegate's absence. No delegate or alternate, however, shall be seated at the National Convention unless all the individual's accounts with National Headquarters are fully paid up.

5.6 Any person who transfers from one Chapter to another must be a member of the Chapter to which the person has been transferred for at least six months before becoming eligible to represent said Chapter as a delegate or alternate at a National Convention.

5.7 Having established a Mid-Year Meeting, the delegate system shall be the same as for the National Convention.

5.8 This Mid-Year Meeting shall replace the Spring NEC and shall be held in a Central Location in the month of April each year so as to allow the participation of as many Riders as possible to attend.

5.9 The Convention Rules Committee, after reviewing and making necessary changes, shall present to the National Executive Committee at the Mid-Year Rally, for its approval, the Rules of the National Convention. The National Headquarters will then circulate those rules to the Departments and Posts at least 30 days prior to the Annual Convention. The Rules of the Convention may be amended by a majority vote of the delegates assembled at the Annual National Convention.

## **ARTICLE VI: MEETINGS**

6.1 The meeting place for each meeting will be announced at the previous meeting. The meeting place will be decided on by members in attendance, unless a schedule has previously been generated by the Executive Committee with approval of membership.

6.2 There shall be three (3) types of meetings: the general meeting, Annual Convention, and special meetings.

6.3 There shall be no alcoholic beverages or smoking allowed at any National meeting. Any member who is obviously intoxicated prior to a meeting will not be permitted to attend said meeting and will be subject to disciplinary action.

6.4 Members will be notified of special meetings at least thirty (30) days in advance of the meeting date. It is the responsibility of each member to be sure that current contact information is on file with Riders National.

6.5 At all regular and special meetings, at least four (4) Elected Officers, and three (3) members will constitute a quorum.

6.6 At the Executive Committee meetings, five (5) voting members of the committee shall constitute a quorum.

6.7 The National Secretary will provide official copies of all National Meeting Minutes to each Riders department President and Secretary within 30 days of the close of the National Meeting.

6.8 A Riders National Mid-Year Rally shall be established where Policy and Law can be addressed by the Riders Nation.

6.9 Having established a Mid-Year Meeting, the Riders National shall establish a delegate system inline with the current Riders National By-Laws where each Riders Chapter Nationwide may represent themselves to conduct business of the Organization.

6.10 This Mid-Year Meeting shall replace the Spring NEC and shall be held in a Central Location in the month of April each year so as to allow the participation of as many Riders possible to attend.

6.11 In conjunction funding and scheduling shall be allocated so that the Riders National President will be able to attend the AMVETS NEC to report to the AMVETS National Commander and the AMVETS NEC during the AMVETS Spring NEC Meeting.

## **ARTICLE VII: NATIONAL OFFICERS**

7.1 A President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Treasurer, Judge Advocate, and Sgt. at Arms shall be elected annually from the Members.

A.) A Secretary, Communications Officer, Liaisons Officer, and a Chaplin will be appointed by the President and approved by the National Executive Committee. These Officers will have no vote at any Executive Board Meeting.

B.) No member shall be eligible for any National office unless proof of eligibility for membership has been presented to the Credentials Committee of that Convention.

7.2 National Headquarters and Riders Departments shall be notified of the election of new officers within thirty (30) days after elections have been completed.

7.3 The newly elected officers shall be sworn in and take office before the closing of the Riders National Convention.

7.4 In the event that the office of President is vacated, the 1<sup>st</sup> Vice President shall succeed to the office of President for the un-expired term.

7.5 In the event that the office of 1<sup>st</sup> Vice President is vacated, the 2<sup>nd</sup> Vice President shall succeed to the office of 1<sup>st</sup> Vice President for the un-expired term.

7.6 In the event that any other elected office is vacated, the Executive Committee shall appoint a member to complete the un-expired term.

7.7 Any elected officer who misses two (2) meetings, without prior notice, and 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.

7.8 AMVETS Riders National President, and the Riders National Vice Presidents may hold office for two (2) one year terms and shall not succeed themselves. All other National Officers shall have no term limits.

7.9 The AMVETS Riders National Secretary will be reimbursed for these expenses related to the operations of Riders National Headquarters (when located in National Secretaries home office). This reimbursement will be for utilities (but no limited to electric, HVAC, phone, and internet), and in no way reflect payment for other expenses incurred by the Riders National Secretary in the performance of their duties.

## **ARTICLE VIII: DUTIES OF OFFICERS**

8.1 **PRESIDENT** will oversee all areas of the organization. Shall appoint officers and committees as designated in the National Constitution and By-Laws. Shall chair all meetings. Shall insure that all committees, programs, and events are operated in accordance with the National Constitution and By-Laws. The President shall be a non-voting member ex-officio of all committees.

8.2 **1<sup>st</sup> VICE-PRESIDENT** will keep accurate membership records. Shall ensure that all monies collected through memberships or renewals are forwarded immediately to the Treasurer. The 1<sup>st</sup> Vice President shall facilitate incentives and drives, to insure continued growth throughout the Riders. The 1<sup>st</sup> Vice President shall 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.

8.3 **2<sup>nd</sup> VICE-PRESIDENT** will monitor the Riders programs and coordinate with the National AMVETS Programs Director to ensure the National AMVETS Riders Organization is fully utilized in the conduct of National Programs as directed by the National AMVETS Headquarters. Perform other duties as assigned by the Executive Committee or the President.

8.4 SECRETARY shall keep accurate records and minutes of all National meetings. The Secretary shall act as the official point of contact between the National and the Departments and Chapters. To handle all correspondence received and sent by Departments. To pass communications promptly to the respective recipient as needed. The Secretary shall maintain files for the Organization. To perform other duties as may be assigned by the Executive Committee or the President.

8.5 TREASURER shall keep accurate records of all financial transactions and organization monies. The Treasurer shall insure that all monies are deposited as directed by the National Executive Committee. All receipts, transaction slips, and checks will be kept on file and turned over to the appointed audit committee when requested. Copies of all transactions will be maintained by the Treasurer. To perform other duties as may be assigned by the Executive Committee or the President.

8.6 CHAPLAIN shall offer comfort and solace to our members in their time of need. The Chaplain shall offer opening and closing prayers at all National meetings. The Chaplain shall notify the Secretary of the need to send a card of sympathy or get well wishes to those members or their families as needed. To perform other duties as may be assigned by the Executive Committee or the President.

8.7 SGT-AT-ARMS shall maintain order at all meetings. Shall 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. The Sgt at Arms shall ascertain, that only members in proper uniform are admitted as Delegates or Representatives to meetings. The Sgt at Arms shall be responsible for the security of Riders National Officers, buildings, and grounds at all Riders National functions and meetings. To perform other duties as may be assigned by the Executive Committee or the President.

8.8 JUDGE ADVOCATE shall advise the President and other National Officers on legal matters pertaining to the activities of the National AMVETS Riders. He will review and approve all By-Laws submitted by Departments for approval. The Judge Advocate shall advise on parliamentary, Constitution and By-Laws matters. He shall be an ex-officio member of all committees. To perform other duties as may be assigned by the Executive Committee or the President.

8.9 LIAISON OFFICER shall coordinate all Riders' activities, events, and runs with the National Executive Committee. Riders Liaison Officer shall coordinate with and keep the AMVETS, Auxiliary, and Sons informed of all Riders' activities. The AMVETS, Auxiliary, and Sons of AMVETS Riders Liaison Officers shall work with the AMVETS, Auxiliary, and Sons of AMVETS to insure timely responses on RIDERS activities or questions. Riders MC Liaison Officer shall coordinate with any and all motorcycle clubs/groups to further the interest of the AMVETS Riders. To perform other duties as may be assigned by the Executive Committee or the President.



8.10 COMMUNICATIONS OFFICER shall be responsible for the planning, formulation, and development of a communications program, including, but not limited to, publicity, organizational publications, promotional material, and Riders internet website. The Communications Officer shall be responsible for efficient and proper liaison with all communications media-press, radio, motion pictures, periodicals, television, and all forms of advertising. In addition, he shall compile from year to year all records of historical value and interest for AMVETS Riders and shall assist Department and Post Historians so as to coordinate and unify the work of such officials. The Communications Officer shall perform other duties as may be assigned by the Executive Committee or the President.

## **ARTICLE IX: NATIONAL EXECUTIVE COMMITTEE**

9.1 The Executive Committee will consist of members in accordance with the National Constitution.

9.2 The Executive Committee will have the Duties and Responsibilities as defined in the National Constitution and By-Laws.

## **ARTICLE X: COMMITTEES**

10.1 The Audit Committee shall be appointed by the National President. The President shall appoint such members from the membership as deemed necessary to carry out their assignments.

- A.) The Audit Committee shall consist of the appointed chairman and two (2) voting members.
- B.) The Audit Committee shall do a complete audit of all National Riders' accounts and financial records each year 30 days prior to the annual meeting.

10.2 The Past National Presidents Committee shall consist of all Past National Riders Presidents. This committee is an advisory group to the National Executive Committee.

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

## ARTICLE XI: FINANCES

11.1 All National fund raising activities must be approved in advance by the Executive Committee.

11.2 An annual budget shall be prepared by the Treasurer and submitted to the Executive Committee for its approval. Accurate books and records of account activities maintained by the Treasurer shall be subject to inspection and review by the Executive Committee at all reasonable times. Books and records will be made available upon reasonable request of said committee.

11.3 The Treasurer shall render a report of receipts and disbursements at each National meeting. The Treasurer is also responsible for filing all IRS forms as required by law. The fiscal year shall be January 1<sup>st</sup> through December 31<sup>st</sup>.

11.4 The Executive Committee shall have discretionary spending 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.

11.5 Members handling 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. The Riders National Treasurer shall be responsible for securing the bond in a timely manner after taking office, and shall be responsible for any and all monetary losses resulting from failure to obtain such bond.

11.6 The National Secretary shall be reimbursed for all expenses which are incurred in the official performance of their duties. The expense voucher shall list expenses in detail and must be approved by the National President and the National 1<sup>st</sup> Vice President.

11.7 The National AMVETS Riders Organization shall at the direction of the National Riders President direct the National AMVETS Riders Treasurer to secure the services of an independent certified audit firm to complete an audit of the AMVETS Riders finances at a minimum of every five (5) years. The written results of said audit will be sent to the Department Riders Officers and Chapter Riders Officers if no Department exists within thirty (30) days of said audit. The National AMVETS Riders President shall appoint a committee to perform an internal audit of the National AMVETS Riders at least once a year prior to the Annual Meeting or when there is a transfer of the treasury position. The National AMVETS Riders shall render an accounting of the corrective action that will be taken if any discrepancies are found.

## ARTICLE XII: BOOKS AND RECORDS

12.1 Correct books of accounts of the activities and transactions of the Corporation shall be kept at the office of the Corporation. These shall include a minute book of National meetings, and a copy of the Certificate of Incorporation, a copy of the By-Laws, a copy of the Constitution, all minutes of meetings of the Executive Committee.

## ARTICLE XIII: UNIFORMS AND INSIGNIAS

13.1 THIS ARTICLE SHALL NOT BE AMENDED FOR A PERIOD OF THREE YEARS BEGINNING 1 JANUARY 2011.

13.2 Riders shall be permitted to wear and display AMVETS Riders patches and Riders insignias only while a member in good standing. Riders who do not wish to wear a patched vest or jacket may wear a plain Black vest or jacket.

A.) ALL VESTS AND PATCH DESIGNS WILL BE SUBMITTED TO THE RIDERS NATIONAL AND BE APPROVED BEFORE WEARING.

13.3 Riders are authorized to purchase 8", 10", or 12" Riders Logo patches in the approved multicolor Red, White, Blue, and Gold color with Gold trim. The patch is authorized to be worn on the back of vest or jacket and will be centered. The vests and jackets shall be "black" in color. There shall be no "Grandfathered" vests or jackets of any type or style.

A.) The first Chartered Chapter in a Department will decide on rocker lettering color and wording. This will be the "Standard" for all other Chapters in that Department. All center patches and rockers must be purchased from the designated National AMVETS Riders Quartermaster.

B.) All members of a Chapter shall maintain "uniformity" with rocker color and wording. Placement of rockers around the Riders logo patch on back of black vest or black jacket shall be placed with the top rocker and bottom rocker touching the Riders logo patch without a gap, to show a monolithic patch with rockers.

C.) The top rocker shall be for Post or Chapter number. The bottom rocker shall be for City and/or Department of the Chapter. These rockers shall have a white background with Gold trim and Blue, Black, or Red lettering.

D.) Should a Department or Chapter choose not to wear a top or bottom rocker for safety reasons the Department or Chapter must first obtain permission from the National AMVETS Riders Executive Committee, prior to wearing vest or jacket without the authorized rockers

E.) Embroidery in lieu of cloth patches shall be permitted so long as it complies with the color, size and shape as outlined in Article XIII of these By-Laws, and approved by the Riders National Executive Committee.

13.4 These patches shall be required for Riders' and shall be worn as follows:

A.) TOP LEFT SIDE

1.) American Flag. Shall be the highest patch on the front of the vest.

B.) TOP RIGHT SIDE

1.) 2" or 3" Hat patch for (AMVETS, Auxiliary, Sons of AMVETS), a POW/MIA patch may be worn above the Hat patch but must be lower than the American Flag patch on the vest.

E.) BACK OF VEST

1.) The front and back of a vest or jacket will be determined by buttoning or snapping the vest front and placing it on a flat surface. The back will be considered to be everything seen when the front closure is facing down and centered, likewise the front will be everything seen when the vest or jacket is placed flat on its back and centered.

2.) Only patches meeting the requirements of Article 13.3, 13.3A, 13.3B, 13.3C, and 13.3E when authorized by the Riders Executive Committee, shall be worn on the back of the vest. There shall be no exceptions.

### 13.5 RIDERS JACKET

Riders' jackets shall be black with long sleeves. Patch placement shall be as follows: American Flag on left shoulder of sleeve. POW/MIA patch on right shoulder of sleeve. State Flag or Shield or appropriate AMVETS Riders Department Banner on top left front of jacket. AMVETS organizational 2" or 3" patch on top right front of jacket. The back of the jacket will be consistent with the placement of patches on the wearers vest as stated in Article XIII. A plain jacket without patches maybe worn, there shall be NO RESTRICTION on the type or color of a plain jacket.

### 13.6 ADDITIONAL PATCHES MAY BE WORN AS FOLLOWS:

A.) At no time will any type of profanity, be it graphic, or written, be displayed on any article of clothing bearing the AMVETS name. No patches with the number 1% or 13 or the letters MC, nor any patch denoting or insinuating a motorcycle club will be worn on any article of clothing.

B.) No organizational patches for any other organization shall be worn. With the following exception only:

13.6.1 Honorary Veterans groups further authorized by Convention by means of a By-Laws change to this section. A small Patriot Guard patch may be placed on the front of the AMVETS Riders vest and/or coat and will not be restricted under Article XIII.

13.7 The AMVETS Riders logo/patch shall not be altered or defaced in any manner.

13.8 Other patch's and pins and/or insignias that promote a positive image for AMVETS, AMVETS Riders, Veterans, or patriotism may be displayed only on the front of a Riders' patched black vest or patched black jacket. No prior approval from the National AMVETS Riders will be necessary for these items. Chapter and Department Charter Member Patches shall be worn on the front of the vest only.

13.9 The Black Beret with 2" Riders hat patch shall be our approved headwear/cover for all Riders. This shall be purchased from the National AMVETS Riders designated Quartermaster.

- A.) National Riders President shall wear a Light Blue Beret.
- B.) All other National Riders Officers shall wear a Red Beret.
- C.) Department Officers shall wear a Tan Beret.
- D.) Past Officers of the National, Department, or Chapter shall have an approved Badge on their Berets located one inch to the left of the Beret patch as outlined in Article 13.12.

13.10 The purchase of vests, jackets, additional clothing, patches, insignias, pins, or other Riders' items will be at the expense of the members.

13.11 DRESS CODE FOR AMVETS RIDERS NATIONAL MEETINGS WILL BE AS FOLLOWS:

- A.) Riders unadulterated Beret and in the proper color.
- B.) Black Boots or Black Shoes.
- C.) Riders Patched Vest or a plain unadulterated Black Vest.
- D.) Red AMVETS, Auxiliary, Sons, or AMVETS Riders Dress Shirt/long sleeve or short sleeve. Black or Blue colored Jeans, Slacks, or Skirt in good condition.
- E.) A Riders Patched Jacket or a plain Jacketed as stated in Article XIII may be worn.

13.12 PAST OFFICERS INSIGNIA

- A.) The Crossed Sabers of the Calvary, (Gold in color worn to the left of the Riders Logo Patch on the appropriate color Beret) will identify PAST Riders Officers. The crossed sabers will be used by all Past National Officers, Past Department Officers, and Past Chapter Officers when wearing a Color Beret from past office. Past Officers shall not wear past officer insignia while holding an office in the Riders at the same level when a qualifying past office was held.

### 13.13 MEMORIAL BACK PATCH

- A.) A Riders Memorial Back Patch may be presented to the spouse or next of kin of a fallen AMVETS Rider either for wear (if the Spouse or next of Kin is a Riders member) or presented framed for non-riding individuals. The Memorial Patch will be 8" in diameter with Red background, Silver trim, with a 3" shaded kneeling Soldier/Sailor/Airman/Marine for Military Vets or a simple symbol for non-vets shall be placed in the center of the patch, with the words "Gone but not Forgotten" in the upper quadrant of the patch, and the words "AMVETS Riders" in the lower quadrant of the patch. The deceased Riders name shall be placed directly below the words in the upper quadrant of the patch. The year of birth and the year of death will be placed directly below the deceased Riders name.

## ARTICLE XIV: **FLAGS AND BANNERS**

14.1 The AMVETS Riders National Flag will be 2-sided and configured in the following Manner:

- A.) A solid scarlet red background 3' x 5', 4' x 6', or 5' x 7' feet in size.  
B.) An AMVETS Riders Logo in proportion to the flag size and centered lengthwise and centered top to bottom with double fold banner in proportion to the flag size on the bottom. Each space shall be equal in size top, middle, and bottom.  
C.) A double fold banner gold in color with the word NATIONAL in block letters, black in color.

14.2 Motorcycle flags shall be 2-sided and bear only the AMVETS Riders Logo.

14.3 Nothing shall be sewn or hung on the flag or its staff.

14.4 The National Riders Flag shall be flown at all official Riders National meetings or events.

14.5 The Sergeant at Arms will have sole responsibility to insure the safe guarding and display of the Riders National Flag.

14.6 Department and Chapters will replace the word National on their official flag with either their Chapter number, City name, Department name, or the 2-diget State abbreviation. A combination of these may be used.

14.7 Departments and Chapters may design their own banner. Said banner shall be one-sided. All banner designs must be approved by the National Executive Committee before being adopted by a Department or Chapter.

## **ARTICLE XV: RUNS AND EVENTS**

15.1 All runs and events conducted by the Riders National Organization will be planned and coordinated by a committee appointed by the National President.

15.2 The Riders National Organization will hold a minimum of one (1) Run or Event per year.

15.3 All Runs and Events conducted by Departments and Chapters will be conducted according to the By-Laws of their Department or Chapter.

15.4 All Runs and Events will comply with all Federal, State, and Local Laws and Regulations.

## **ARTICLE XVI: DISCIPLINE**

### **16.1 DISCIPLINE**

A.) Disciplinary rules relative to Chapters are prescribed in Appendix A.

B.) A Riders Department Executive Committee may suspend or expel any Rider member for misappropriation of AMVETS Riders Department funds.

16.2 The Riders National Executive Committee, after notice and hearing before a subcommittee may cancel, suspend, or revoke the Charter of any Riders Department or Chapter for good and sufficient cause. Procedure for any such action shall be prescribed by the National Judge Advocate. In the event of the cancellation, suspension, or revocation of any Charter of any Riders Department, the suspended body shall have the right of appeal to the next Riders National Convention.

16.3 With the approval of the Riders National Executive Committee, the National President, after notice may invoke and formulate a trusteeship to take over the operation of a Riders Department and/or Chapter for good and sufficient reasons and for the well being of the AMVETS Riders Organization.

16.4 Members may be suspended or expelled for any of the following reasons:

A.) Failure to comply with obligations imposed on the members in this Constitution and By-Laws.

B.) Any conduct unbecoming an AMVETS Rider that reflects unfavorably on AMVETS or the AMVETS Riders.

16.5 Any member who receives disciplinary action by their Parent Organization shall be subject to the same action under the AMVETS Riders. When a Parent Organization expels and or removes membership rights the same membership rights are removed and expelled from Riders membership automatically. Once the member has exhausted their Parent Organizations appeal process, if the member is reinstated to membership in their Parent Organization, also at that time Riders Membership will be restored.

## **ARTICLE XVII: AMENDMENTS**

17.1 These By-Laws may be amended at any AMVETS Riders National Convention by a Majority vote of the delegates present.

- A.) Proposed amendments for action of the National Convention must be submitted by a Riders Department Convention, A Riders Department Executive Committee, a Chapter Executive Committee in Non-Department State, the Riders National Executive Committee, or a standing National Committee to the President and/or the proposing body of several Departments and members of the National Executive Committee by mail, postmarked at least 30 days prior to the opening of the next National Convention.
- B.) All amendments will be distributed to all Departments, Chapters, and all National Officers 30 days prior to the opening date of the AMVETS National Riders Convention each year.

17.2 The By-Laws however may be amended, by any Riders National Convention without notice, by a two-thirds vote.

17.3 No amendment, will be adopted unless the amendment is referred to the Constitution and By-Laws Committee, considered by it and reported on at the Riders National Convention.

17.4 Amendments to these By-Laws shall take effect immediately upon adoption, unless otherwise specified by the adopted resolution.

## **ARTICLE XVIII: ADMINISTRATIVE SUPPORT**

18.1 The Riders Executive Committee formulates a description of duties for any and all required support personnel.

18.2 The description of duties includes the following:

- A.) Purpose of position.
- B.) Controls over work.
- C.) Qualification criteria.
- D.) Primary duties and responsibilities.
- E.) An outline of all compensation and reimbursements.



18.3 The Riders Executive Committee shall review and update as required once a year.

18.4 Deleted.

#### Appendix A: Revocation, Cancellation or Suspension of Chapter Charters

### **UNIFORM CODE OF PROCEDURE FOR THE REVOCATION, CANCELLATION OR SUSPENSION OF CHARTERS**

Section 1. In addition to the provisions of Article XVI, Section 3, of the AMVETS RIDERS National Constitution, Chapter charters may be suspended or revoked for any one or more of the following reasons:

A – Failure to comply with any of the provisions of Article XVI;

B – Failure to comply with Article XI and XII, of the AMVETS Riders National By-Laws;

C – Any violation of law that reflects unfavorably on the name AMVETS Riders, in which case the Riders Department President (National President if no Department) may seize the Chapter charter prior to the hearing provided herein; or

D – Any misconduct unbecoming an AMVETS Rider Chapter;

E – Violation of any other provisions of the AMVETS National Constitution and By-Laws or Riders National Constitution and By-Laws.

Section 2. Any Chapter charter may be cancelled if it was obtained by fraud or deception.

Section 3. Any member in good standing may prefer charges against an offending Chapter. These charges shall be made under oath, alleging the time and place of the offence and signed by the accuser.

Section 4.

A – All charges and specifications shall be filed with the Riders Department Executive Committee or Riders Department Judge Advocate (National President if no Riders Department) who shall without delay send a notice by mail to all elected members of the Riders Department Executive Committee of the filing of said charges and the date and place of the meeting to be held, not less than five (5) days nor more than twenty (20) days after the date said notice was mailed. At such meeting, the charges shall be read and their acceptance or rejection acted on.

B – If no Riders Department is in place and the charges are filed with the National President, the National President will mail/e-mail copies of the charges to the elected Riders National Executive Committee. Each Committee member will vote by mail or e-mail their acceptance or rejection within fifteen (15) days of receiving the charges. By majority vote if accepted, the accused Chapter shall be placed on trail.

Section 5. When the charges have been presented and read, if the Department Executive Committee (National Riders Executive Committee if no Riders Department) accepts the charges, the Department President (National President if no Riders Department) shall set a time and place for a hearing. A notice thereof shall be sent by registered mail to the President of the offending Chapter together with a copy of the charges and specifications. The date of the hearing shall not be less than thirty (30) days from the date of the acceptance of the charges by the Riders Department Executive Committee (elected National Riders Executive Committee if no Riders Department).

Section 6. If, after notice has been duly served, the offending Chapter is not represented at the time and place of the hearing, the Riders Department Executive Committee (National Riders Executive Committee if no Riders Department) may conduct the hearing to a final conclusion.

Section 7. The Department Judge Advocate (Riders National Judge Advocate if no Riders Department) shall prosecute the charges. The offending Chapter shall be entitled to council. The attendance of a court reporter shall be permitted (all costs of a court reporter will be the responsibility of the contracting party).

Section 8. The Riders Department President (National President if no Riders Department) shall decide all questions as the relevancy of the evidence and the regularity of the proceedings.

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Section 9. At the conclusion of the hearing, the President shall immediately put the question of “guilty” or “not guilty” on each charge and specification.

Section 10. It shall require a vote by ballot of two-thirds of the Riders Department Executive Committee members present to sustain any charge or specification.

Section 11. If any Charge or specification is sustained, the Chapter shall be declared guilty and the President shall put the question of the degree of punishment, beginning with charter revocation. If that is not sustained, then indefinite suspension, and if that is not sustained, definite suspension, and if that is not sustained, reprimand shall follow without further vote.

Section 12. With the exception of reprimand, which must follow a finding of guilty unless a more severe penalty is imposed, a vote of two-thirds of the members of the Riders Department Executive Committee present at the hearing shall be necessary to decide the degree of punishment.

Section 13. Any Chapter whose charter is revoked or suspended may appeal to the Riders National Executive Committee by notifying the Riders National Judge Advocate by registered mail of its desire to appeal within thirty (30) days of the hearing closure. The action of the Riders National Executive Committee shall be binding, pending appeal to the next Riders National Convention.

Section 14. Procedures for the handling of any such appeal shall be prescribed by the Riders National Judge Advocate.

#### Appendix B: Suspension or Expulsion of Members

### **UNIFORM CODE OF PROCEDURE FOR THE SUSPENSION OE EXPULSION OF A MEMBER**

Section 1. In addition to the provisions of Article XII, Section 1(b), of the AMVETS Riders National Constitution and Article V, Section 2, of the AMVETS Riders National By-Laws, members may be suspended or expelled for any one or more of the following reasons:

A – Failure to comply with any obligation imposed on members under the Constitution and By-Laws;

B – Any violation of law that reflects unfavorably on the name AMVETS Riders;

C – Any other conduct unbecoming an AMVETS Riders;

D – Ineligibility for membership at time of acceptance into membership; or

E – Procurement of membership by fraud or deception.

Section 2. Any member of AMVETS Riders may prefer charges against any other member, alleging any of the foregoing causes for suspension or expulsion. Such charges shall be made under oath, setting forth the time and place of the offense or other basis for charges, as near as may be practicable, and signed by the accuser.

Section 3. All charges and specifications shall be filed with the Chapter President of the Chapter to which the member complained about belongs. On receipt of said charges and specifications, said respective President shall, within ten (10) days, send a copy thereof by certified mail to the member complained about, together with a notice fixing a date, place and time of a hearing to be held not less than thirty (30) days after said date of mailing.

Section 4. Said charges and specifications shall be heard by the Chapter Executive Committee of the Chapter. At which said hearing the member complained about shall have the right to be represented by council and to cross-examine the accuser or accusers and witnesses presented against the member. No member against whom charges have been preferred, or who has preferred charges against another member, shall sit in judgment on any panel hearing or deciding the matter.

Section 5. The Chapter or Riders Department Judge Advocate, as the case may be, shall prosecute the charges and the attendance of a court reporter shall be permitted.

Section 6. The presiding officer of said committee shall decide all questions as to the relevancy of evidence and the regularity of the proceedings.

Section 7. On the conclusion of the hearing, a vote shall be taken first as to whether there is a basis for the charge or charges and, if by the vote hereinafter mentioned, it is determined that there is none, the charges may be dismissed. If the charges are not dismissed, then a vote shall be taken on the guilt or innocence of each of the charges and each of the specifications. A two-thirds vote of the members of the Executive Committee hearing the charges and specifications shall be required to sustain any charge or specification. Voting herein provided for shall be secret or open as said Executive Committee may, by majority vote thereof, determine.

Section 8. If any charge or specification is sustained, then the member shall be deemed to be guilty thereof and the officer presiding at the hearing shall then put the question of the degree of punishment as to whether there shall be a suspension from the benefits of membership and, if so, for how long; or an expulsion from membership.

Section 9. Any Riders member whose membership is suspended or forfeited may appeal to the next highest level applicable from that which heard the charges and specifications, i.e., from Riders Chapter Executive Committee to Riders Department Executive Committee, from the Riders Department Executive Committee to Riders National Executive Committee. Notice of appeal must be filed in writing with the appellate body no later than fifteen (15) days after the date of a hearing.

Section 10. In the event that charges are filed against any Rider National elected or appointed officer, such charges shall be heard by the Riders National Executive Committee or a subcommittee appointed by it in accordance with the general outline set forth above, with the right of appeal in the event of a suspension or expulsion to the next Riders National Convention.

Section 11. The decision of the appellate body at either level shall be binding and final.

Section 12. The procedure for the handling of an appeal to be heard by the Riders National Executive Committee or the Riders National Convention shall be prescribed by the Riders National Judge Advocate. The procedure for the hearing of an appeal by the Riders Department Executive Committee shall be prescribed by the Riders Department Judge Advocate and the procedure for the handling of an appeal to be heard by the Chapter executive Committee shall be prescribed by the Chapter Judge Advocate. No such procedure at any level, however, shall be inconsistent or in conflict with the Riders National, Riders Department, or Chapter Constitution and By-Laws or this code.

## Appendix C: Procedures National Grievance Committee

### **UNIFORM CODE OF PROCEDURE FOR THE NATIONAL RIDERS GRIEVANCE COMMITTEE**

The appellant shall forward an appeal within fifteen (15) days after the imposition of the penalty to the National Riders Judge Advocate with a copy mailed to Riders National Secretary. An appeal not received in accordance within the established time will not be forwarded to the Grievance Committee. Appeals not properly prepared in accordance with the references noted above will not be considered.

The National Riders Judge Advocate will notify the Riders Department, the appellant and the duly appointed Riders National Grievance Committee of receipt of the appeal and schedule a Grievance Committee meeting to hear said appeal prior to the next regularly scheduled Riders National Executive Committee meeting.

The appellant and the Department will be notified in writing of the date, time and location of the meeting.

The Riders Grievance Committee is a subcommittee of the National Riders Executive Committee and will report its findings to the Riders National Executive Committee. The Riders National Executive Committee must either ratify or reject the findings of the Grievance Committee at its next regularly scheduled meeting. The decision of an appellate body shall be binding and final. The appellate may be represented by council at all stages of the appeal process and may cross-examine all witnesses presented against him.

The Riders Department Judge Advocate or the Riders Department appointed representative will prosecute the charges and the attendance of a court reporter shall be allowed at no charge to the appellant.

The presiding officer of the Grievance Committee shall decide all questions as to the relevancy of evidence and the regularity of the proceedings at that level. The National Riders Judge Advocate shall decide all questions as to the relevancy of evidence and the regularity of the proceedings of the National Grievance Committee.

The accuser and the appellant may call witnesses and present evidence. The Riders National Judge Advocate will be notified in writing of the number of witnesses and their order to be called. Evidence or documents shall be properly numbered and submitted to the National Riders Judge Advocate. Notarized depositions may be submitted.

Witness statements will not exceed ten (10) minutes with ten (10) minutes allowed for cross-examination. The accuser, the appellant or their appointed representatives may make opening and closing remarks not to exceed ten (10) minutes each. The prosecuting Judge Advocate shall present opening remarks first and closing remarks last.

Each party to the appeal shall have the right to recall witnesses and re-direct questions to witnesses. Recalled witnesses and re-direct questions will not exceed five (5) minutes with five (5) minutes allowed for cross-examination.

At the conclusion of closing remarks the chairman shall close the hearing. A vote shall be taken to determine if the charges and punishment on appeal shall be upheld. A two-thirds vote of the committee shall be required to sustain the charges and punishment on appeal.

The National Riders Judge Advocate shall notify the appellant in writing of the results of the appeal.

#### Appendix D: Discipline of Chapters and Riders Members

### **DISCIPLINE OF CHAPTERS AND RIDERS MEMBERS**

Section 1. Each Chapter of AMVETS Riders shall be the judge of its own membership, subject to the provisions of the Constitution and By-Laws of the Riders National and Riders Department organizations.

A – When the conduct of any member of Riders is such that it in any way will reflect discredit on, or invite criticism of, or (any member) who belongs to or joins any group, organization or party that is not compatible with the aims and principles of Riders, the President shall immediately bring the matter to the attention of the Chapter of which the individual is a member. If the Chapter fails to act and protect the name of Riders, the Department President or Department (Riders National Executive Committee if the state has no Riders Department) Executive Committee may suspend the charter of the Chapter involved, pending a hearing and final action by the Riders Executive Committee. Pending a hearing by the Executive Committee that shall be conducted within thirty (30) days of the notice thereof to an offending Chapter, officer, or member relative to any infringement or breach of the rules established in the AMVETS Riders National Constitution or in the Riders Department Constitution and By-Laws.

B – In the event the Riders Department Executive Committee fails to act in accordance with paragraph (A) of this article, the National Riders Executive Committee may suspend the charter of the Chapter involved, pending a hearing and final action by the National Riders Executive Committee.

Section 2. Members – Members may be suspended or expelled by a Chapter, a Riders Department Executive Committee, or the National riders Executive Committee on a proper showing of cause. Written charges, which shall be furnished the member involved at least thirty (30) days prior to the date set for the hearing, shall be based on disloyalty, neglect of duty, dishonesty or conduct unbecoming a member of AMVETS Riders.

B – The National Riders Executive Committee shall provide a uniform code of procedure to be followed in effecting the suspension or expulsion of members, and said code of procedure shall establish a method of appeal (Appendix A Section 13)

C – The National Riders Executive Committee shall provide a uniform code of procedure for the National Riders Grievance Committee to be know as Appendix C.

Section 3. Any Rider member who has been suspended or expelled in accordance with Section 2 hereof has the right of appeal. In the event the suspension or expulsion is imposed by the Chapter, the appeal shall be to the Riders department Executive Committee. In the event the suspension or expulsion is by the Riders Department Executive Committee, the appeal shall be to the Riders National Executive Committee. In the event the suspension or expulsion is by the Riders National Executive Committee, the appeal shall be to the Riders National Convention. The decision of the appellate body shall be final.

Section 4. Any member resigning, being suspended or whose membership is revoked shall have the member's name directed to the Riders state Department and the Riders National Headquarters outlining the suspended or membership revocation.

This Constitution and By-Laws has received a majority vote of National Delegates at the AMVETS Riders National Convention August 22, 2015 in Birmingham, Alabama.

Don Cox  
President  
National AMVETS Riders

Jim Whitcraft  
Judge Advocate  
National AMVETS Riders

Karen Cox  
Secretary  
National AMVETS Riders

\*\* Signatures on File\*\*

Revised and adopted at the 2015 AMVETS Riders National Convention in Birmingham, Alabama. This document replaces/supersedes any and all previous AMVETS Riders National Constitution and By-Laws to include any and all additions to August 22, 2015



