

# The American Legion

Department of Montana



The American Legion Riders© Program

Program Guidelines and Standard Operating Procedures

## **AMERICAN LEGION RIDERS® PROGRAM:**

The American Legion Riders program was established as a national program through Resolution 35: “American Legion Riders as a National Program” (NEC, October 17-18, 2007); and amended by Resolution 32: “Amend Resolution 35: “American Legion Riders as a National Program” (NEC, May 4-5, 2011). On August 5, 2016, the National Adjutant submitted a memorandum to Department Commanders, Department Adjutants, National Executive Committeemen and National Vice Commanders; subject: American Legion Riders® Program Recommendations. The memorandum also referenced Resolution 11, Rules and Regulations Governing Use of the Name and Emblems of The American Legion (include resolution no./ adoption date) and Resolution 37, Reaffirmation of the American Legion Policy Concerning Affiliation with Other Organizations (NEC, May 4-5, 1988). Resolution 19, Updated Program Guidelines for the American Legion Riders® (ALR®) National Program (NEC, Oct 2020), was superseded and rescinded by Resolution 5, Guidelines for the American Legion Riders® National Program (NEC May 5-6, 2021). The American Legion Riders® and ALR® are protected trademarks of The American Legion.

The ALR® program provides a social atmosphere for members of The American Legion Family that share a common interest in motorcycle ownership and pleasure riding for veteran causes, and to use their common interest and association to promote the aims and purposes of The American Legion as well as the promotion of motorcycle safety and awareness.

## **NAME**

The Name of this Committee shall be **THE DEPARTMENT OF MONTANA AMERICAN LEGION RIDERS® ADVISORY COMMITTEE** (The MTALRAC shall operate as a standing committee in accordance with The American Legion Department of Montana Constitution and By-Laws, Article I Section 2: Department Standing Committees, and established Department directives.

## **PURPOSE**

The American Legion National Headquarters and the Department of Montana shall maintain general oversight of the ALR® program as regards to the proper use of the name and emblem of The American Legion, ALR® and The American Legion Legacy Run and in compliance with the National Constitution and By-Laws of The American Legion.

The MTALRAC shall maintain continuity and communication between District, and Post ALR® Program Director within the Department of Montana to ensure ALR® groups operate in compliance with the American Legion National Constitution and By-Laws as well as, guidelines and directives of the Department, Post, or other duly constituted Department governing body.

The MTALRAC shall utilize all available educational resources from the Montana Department of Motor Vehicles, The Motorcycle Safety Foundation, and other sources

deemed necessary to develop recommended Standard Operating Procedures for group and sub-group formation riding and event planning.

The MTALRAC shall provide guidance to assist in the forming of new local chapters of the American Legion Riders®, ensure local chapters receive timely updates to the National ALR® program, department directives, and to assist in filing an annual ALR® chapter consolidated report.

## **DEPARTMENT ORGANIZATION AND STRUCTURE**

As Ex officio chairman of all standing committees, the Department Commander shall appoint the Director of the Department of Montana American Legion Riders Advisory Committee.

The only approved titles for ALR® officers shall be Director and Assistant Director (if appointed) at the Department level. All Director and Assistant Director appointees shall be members in good standing of an American Legion Post or the Sons of the American Legion Squadron. Although American Legion Auxiliary members may participate, they shall not be tasked with Department Director and Department Assistant Director authority of an American Legion standing committee.

The MTALRAC Standing Committee shall consist of the Department Legion Rider Director; duly elected and confirmed directors from Chapters across the state and the MTALRAC Assistant Director if one is appointed. The Director and Assistant Director are appointed annually by the American Legion of Montana Department Commander at the Department Executive Committee meeting held following Convention.

MTALRAC funds obtained through **Department level** events/rides and donations to the MTALRAC shall be deposited with the Department and handled the same as other committee funds in accordance with the Department Constitution and By-Laws. Any funds in the account on 30 June of the current year will be allocated as directed by the MTALRAC and approved by the DEC.

## **DIRECTOR**

The MTALRAC Department Director shall maintain general oversight of the American Legion Riders® program regarding the proper use of the Emblems of The American Legion, the American Legion Riders® and the American Legion Legacy Run and to ensure compliance with the American Legion National Constitution and By-Laws as well as, conform to and abide by the regulations and decisions of the Department, Post, or other duly constituted Department governing body.

The MTALRAC Department Director shall be the presiding officer of all meetings of the MTALRAC and shall make an annual report to the Department Convention. The MTALRAC Department Director shall make reports to the DEC and other conference and/or caucus

meetings when called upon to do so. Reports shall include the most recent statistical data regarding the number of active ALR® Chapters operating within the department and up to date membership totals.

### **ASSISTANT DIRECTOR**

The MTALRAC Department Director may appoint a MTALRAC Assistant Director from the recommendation of the MTALRAC. The MTALRAC Assistant Director shall perform the duties of the Department Director in their absence. If needed, the Department Director can appoint a Zone or District Director upon approval from the DEC.

### **CHAPTER STRUCTURE**

Any Post desiring to form an ALR® chapter shall notify the Department Director for guidance and to receive the most recent updates to the National ALR® program and a copy of the MTALRAC Guidelines, SOPs, and DEC directives.

- The chapter shall become a standing committee under the Charter, Constitution and By-Laws of the sponsoring post.
- The Chapters shall appoint a finance officer who will be responsible for the finances of the Chapter. The finance officer shall handle all funds and prepare a monthly report. The Post finance officer shall have signatory on the ALR Chapter accounts.
- While it is the intent for all programs to operate at no extra dues costs to our members and be funded through in-kind donations and external fundraising, we understand that that may not always be possible. Should a Chapter need to assess dues, it should be voted on and assessed annually by a quorum of the Chapter and it is recommended that it not exceed \$25.00 for participation in the ALR® program.
- The Chapter name and number shall be the same as the sponsoring Post.
- The Chapter Director shall be elected through vote by the Chapter body during the Chapters annual elections and then confirmed by the Post body.
- The Chapter Director shall be a member of the Post, Auxiliary Unit or Son's Squadron of the Montana American Legion sponsoring Post.
- For organizational structure, Chapters may elect titles at the Chapter (Chapter Director, Finance Officer, Historian, Secretary etc) level to identify responsibility within the Chapter. Chapter level electees will be confirmed in the same manner as the duly elected Chapter Director.
- The Chapter Director shall be responsible for filing an annual ALR® chapter consolidated report. The annual ALR® chapter consolidated report is required to maintain an active program status.
- The Chapter Director shall be responsible for filing a quarterly Chapter membership report to the Department Director to maintain a tracking of the growth of the program across the state.
- The Post Commander will advise the Department Director when the Post is seeking to suspend or discontinue a Chapter for just cause and/or non-compliance. Post programs may be canceled or suspended by order of the Department Executive Committee for just cause and/or non-compliance.

The Chapter ALR © Director shall make recommendations to the Post Commander for the structure and organization of the Chapter ALR© Committee necessary to attend to the administration of the group. All officer recommendations shall be confirmed by the Post membership.

The ~~Post~~ Chapter ALR© Director shall ensure that program activities are conducted in compliance with the most recent updates to the National ALR© program and the MTALRAC Guidelines, SOPs, DEC directives and decisions of any other duly constituted Department governing body.

The Chapter ALR© Director shall report to the Post membership on program activities and finances at every scheduled Post meeting or in accordance with the Post Constitution and By-Laws regarding Standing Committees reporting procedures.

### **ELIGIBILITY AND MEMBERSHIP**

Montana American Legion Riders© membership shall be established at the Post level. The Post membership shall confirm the duly elected ALR© Chapter Director who shall ensure all members uphold the declared principals of The American Legion as well as conform to and abide by the regulations and decisions of the Department, Post, or other duly constituted Department governing body.

- All members of the ALR© shall be current members of the American Legion, American Legion Auxiliary or Sons of the American Legion.
- To establish a Chapter a minimum of 5 eligible members is required.
- Each ALR© member shall establish and maintain membership by owning, individually or through marriage or a common-law marriage, a motorcycle licensed and insured as required by the ALR© member's state laws.
- ALR© programs may allow for continued membership for those (established) members who have given up motorcycle ownership because of age, illness, injury, or other reasons outside of the member's control.

### **RESPONSIBILITY OF MEMBERS**

ALR© members shall maintain the image of The American Legion, protect The American Legion's Emblems, which symbolizes the integrity and principals of The American Legion and if wearing Emblem items then the Emblem items will be American Legion authorized Emblems.

ALR© members vests shall display the integrity, principles and values of The American Legion and the ALR© program by avoiding patches or pins with:

1. Explicit or offensive language and/or images, and
2. Political or partisan language and/or images since The American Legion is a non-partisan organization.
3. To maintain an image of continuity across the department in all chapters, All ALR Chapters will apply a minimum of 4 patches in this manner:

- The American Flag: (highest placement on left chest)
- State of Montana Flag: underneath the American Flag (left chest)
- Yellow Buffalo Patch: underneath Montana Flag
- POW/MIA Patch: Right Chest (slightly lower than American Flag)

ALR© members shall obey all local, municipal and Montana State laws and, when applicable, Canadian laws, as well as the laws of other states in which they ride.

No individual ALR© member, being a member of The American Legion Family, unless specifically, previously authorized by the proper body, shall have the right to speak in the name of The American Legion, Department of Montana, or any Post (Chapter) of the American Legion or on behalf of the ALR© national program. An individual action is full and unhampered, being that of an American citizen, but shall not present such action to be that of any Legion organization.

### **MEETINGS**

The MTALRAC shall meet at the Call to Convention, Conference or Caucus by the Department Commander.

The MTALRAC Department Director shall report to the advisory committee any updates to the national program, advance notification of the annual American Legion Legacy Run, Department activities and any pending resolutions referred to their committee for recommendation.

If appointed District Director shall report to the MTALRAC Department Director on membership activities of their respective districts from the annual ALR© chapter consolidated reports to make an account of active ALR© chapters and membership totals to assist the MTALRAC Department Director in his/her annual report to the Department Commander. District Director shall also report information regarding newly formed and recently discontinued programs within their respective counties.

All resolutions and recommendations to the Department Convention or the Department Executive Committee shall follow established protocols. The Chapter shall submit the resolution through the Post and if passed, then to the District for their review and recommendation before forwarding to the Department.

All meetings of the MTALRAC shall be governed by Robert's Rules of Order, newly revised.

### **SPECIAL EVENTS/ EVENT PLANNING/ LIABILITIES/WAIVERS**

The MTALRAC shall be tasked with utilizing all available educational resources from the Montana State Department of Motor Vehicles, The Motorcycle Safety Foundation, and other sources deemed necessary to develop recommended Standard Operating Procedures for group and sub-group formation riding, event planning and fund-raising activities.

Most special events include sponsoring or participating in motorcycle runs for the support and benefit of local, department and national American Legion charities, programs, and veteran causes; riding to honor fallen military men and women, and to protect the sanctity of their funerals from those who would dishonor their memory; and escorting deploying military personnel to departing airports and welcoming them home upon return.

The sponsoring organization (Post, and/or District) shall review liability insurance coverage to ensure that adequate coverage is available to insure/cover the organization, including insurance coverage for any specific special riding events.

## **RESOURCES**

[www.legion.org](http://www.legion.org) › [publications](#) › [national-constitution-and-laws](#)

[www.legion.org](http://www.legion.org) › [riders](#) › [about](#)

[https://www.legion.org/documents/legion/pdf/ALR\\_Resolution\\_5\\_2021.pdf](https://www.legion.org/documents/legion/pdf/ALR_Resolution_5_2021.pdf)

[https://legion.org/documents/pdf/riders\\_dept\\_guidance.pdf](https://legion.org/documents/pdf/riders_dept_guidance.pdf)

[https://www.legion.org/documents/legion/pdf/Riders\\_Regions\\_Map.pdf](https://www.legion.org/documents/legion/pdf/Riders_Regions_Map.pdf)

<https://www.mtleion.org>

[Motorcycle Safety | Montana Department of Transportation \(MDT\) \(mt.gov\)](#)

<https://msf-usa.org/>

<https://www.insurance.harley-davidson.com/the-open-road/tips/motorcycle-group-riding>

## **AMENDMENTS**

These guidelines shall be amended from time to time by the Department Executive Committee whenever and in so far as necessary to conform to changes hereafter made to the National American Legion Riders © program and Department of Montana Resolutions and Directives.

## **ATTACHMENTS**

- Recommended procedures for event planning. (To be developed by the MTALRAC).
- Recommended group/subgroup riding formations and communications. (To be developed by the MTALRAC).
- Chapter Annual Consolidated Report. (To be developed by the MTALRAC).

Upon approval of these guidelines any associated District, Post or Chapter Constitution and By-Laws regarding ALR programs in the state of Montana are superseded and rescinded.

Approved: \_\_\_June 2024 Lowell Long\_\_\_\_\_

Amended Ken Simon 2/3/2025

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