



*Having been approved as a Program of the Department of California, the American Legion Riders Department of California exercises jurisdiction over all chapters of the American Legion Riders organized in California. This start up guide is provided to assist you through each step of organizing an American Legion Riders chapter at your Post. The guide is offered in the spirit of "mutual helpfulness" and to expedite the process of establishing chapters of the American Legion Riders, Department of California.*

*Prepared by John "Doc" Bart, Judge Advocate American Legion Riders, Department of California*

1. The first step in starting a Chapter of American Legion Riders at a Post is to review the Department Constitution and By Laws and become familiar with the requirements and obligations of membership. Then contact the Area President for assistance and guidance in the process. You may also contact the Department Judge Advocate for assistance with procedural questions.
2. The second step in starting an American Legion Riders Chapter at a Post is to gain the interest and commitment of at least five (5) persons who are, or are eligible to be members of the American Legion, The Son's of the American Legion, or the Auxiliary; and meet the eligibility requirements to become members of the American Legion Riders. Verify their membership and hold a meeting of the interested parties and determine who will fill the roles of the elected officers during the start up stages. (See Membership Requirements)
3. The third step in starting a Chapter at your Post is to obtain the approval of the membership of the Post. This is accomplished by presenting the Post Commander with an official written request asking the Post to establish an American Legion Rider Chapter as a Post level program. The proposal will contain the names of the proposed interim board members, which are a minimum of a President, Vice President, Secretary, Treasurer, and Sergeant at Arms. The request is then presented to the Post Membership for a vote. (See Example Proposal)
4. Upon receiving a favorable vote approving the formation of an American Legion Riders Chapter, the Post Commander is to prepare a letter address to the President of the American Legion Riders, Department of California advising the President of the Vote, naming the interim board members, and requesting a temporary charter authorizing the formation of an American Legion Chapter at the Post. The interim president will see that the Chapter Certification and the Membership Roster are completed and submit these documents along with a cover letter and the letter from the Post Commander to the President and Secretary of the American Legion Riders, Department of California.

5. The fifth step in forming an American Legion Riders Chapter is the development and adoption of a chapter Constitution and By Laws and the election of officers. It is recommended that the template provided be used as the foundation and that a committee be appointed to compile the proposed Constitution and By Laws.

The sixth step is the adoption of the Constitution and By Laws by the membership and the election of the officers. The process of announcing and conducting the election should follow the procedures established for elections in the proposed Constitution and By Laws. The Constitution and By Laws are first presented for adoption by the membership and once approved, the election of officers is held.

7. The seventh and final step of establishing an American Legion Riders Chapter at your Post is to send a copy of the adopted Constitution and By Laws for approval along with an updated Chapter Certification Form and a cover letter requesting a permanent Charter to the President and Secretary of the American Legion Riders, Department of California.

**Membership Requirement of the American Legion**

Any person who served at least one day on active duty during any of the periods below:

**Eligibility Dates**

- April 6, 1917 - Nov. 11, 1918 (World War I)
- Dec. 7, 1941 - Aug. 15, 1945 Merchant Marines (only eligibility)
- Dec. 7, 1941 - Dec. 31, 1946 (World War II)
- June 25, 1950 - Jan. 31, 1955 (Korean War)
- Feb. 28, 1961 - May 7, 1975 (Vietnam War)
- Aug. 24, 1982 - July 31, 1984 (Grenada/Lebanon)
- Dec. 20, 1989 - Jan. 31, 1990 (Panama)
- Aug. 2, 1990 to today
- U.S. Merchant Marine Dec 7, 1941 - Aug 15, 1945

**Membership Requirements of the Sons of the American Legion**

A male descendant (includes stepsons and adopted sons) of a member of The American Legion or a veteran who served on active duty during any the periods below.

**Eligibility Dates**

- April 6, 1917 - Nov. 11, 1918 (World War I)
- Dec. 7, 1941 - Aug. 15, 1945 Merchant Marines (only eligibility)
- Dec. 7, 1941 - Dec. 31, 1946 (World War II)
- June 25, 1950 - Jan. 31, 1955 (Korean War)
- Feb. 28, 1961 - May 7, 1975 (Vietnam War)
- Aug. 24, 1982 - July 31, 1984 (Grenada/Lebanon)
- Dec. 20, 1989 - Jan. 31, 1990 (Panama)
- Aug. 2, 1990 to today

***Membership Requirements of the American Legion Auxiliary***

The mother, wife, daughter, sister, grand-daughter, great-grand-daughter, or grandmother of members of The American Legion, and deceased veterans who served in the United States Armed Forces during the listed war eras. Step relatives are also eligible.

**Eligibility Dates**

- April 6, 1917 - Nov. 11, 1918 (World War I)
- Dec. 7, 1941 - Aug. 15, 1945 Merchant Marines (only eligibility)
- Dec. 7, 1941 - Dec. 31, 1946 (World War II)
- June 25, 1950 - Jan. 31, 1955 (Korean War)
- Feb. 28, 1961 - May 7, 1975 (Vietnam War)
- Aug. 24, 1982 - July 31, 1984 (Grenada/Lebanon)
- Dec. 20, 1989 - Jan. 31, 1990 (Panama)
- Aug. 2, 1990 to today

***Membership Requirements of the American Legion Riders,  
Department of California***

Members in The American Legion Riders must be the legally registered owner or operator of a highway legal motorcycle and must possess a valid driver's license for the qualifying vehicle in their state of residence (military equivalents acceptable as well) or be the legal spouse or registered domestic partner of an American Legion Riders member within the Chapter of application.

## Start-up Guide Check List

1. Familiarize yourself with the requirements of membership and establishing a chapter of the American Legion Riders, Department of California.
2. Gain commitment of at least 5 persons who meet the membership qualifications of the American Legion, Sons of the American Legion, Auxiliary and the American Legion Riders, Department of California.
3. Request the Post sponsorship by a vote of the Post membership and obtain a letter from the Post Commander that the sponsorship of an American Legion Riders Program has been approved by the Post membership.
4. Submit the letter of approval from the Post with a cover letter requesting a temporary charter; include the Charter Certification Form and the Membership Roster Form.
5. Appoint a committee to develop a proposed Constitution and By Laws.
6. At a regular meeting of the membership, adopt the Constitution and By Laws and elect the officers.
7. Submit the adopted Constitution and By Laws to the American Legion Riders, Department of California for approval, along with a revised Chapter Certification Form and a letter requesting a permanent charter.
8. ALL Patches and Rockers are to be Ordered Through the Quarter Master of the ALR DOC. See Web site for order information and price.

Activity	Unit Cost /Member	First year	Second year >>>
Chapter Registration		\$25.00	
Annual Per Capita	\$5.00		
Patch Sets (QuarterMaster Only three piece sets)	\$65.00		
Delegate Fee (two delegates for each chapter less than 20 members)	\$10.00	\$20.00	\$20.00