

National AMVETS Riders

Standard Operating Procedures (SOP)



Revisions from previous SOP's are annotated in bold red font.

Dues

- Dues are set at \$12.00 per member (Rider or Supporter) per year. This amount was established as part of the budget approval at the 2012 National Convention in Daytona.
 - Adopted August 12, 2012
 - Membership approval August 12, 2012

Committees

- National AMVETS Riders standing committees and chairperson shall be:

Committee	Chairperson
Membership	Riders National 1 st Vice President
Program Reporting	Riders National 2 nd Vice President
Finance	Riders National Treasurer
Audit	Riders National Treasurer
IRS 990 Compliance	Riders National Sergeant-at-Arms
CBL/Resolutions	Riders National Judge Advocate
Fundraising	Riders National Immediate Past President
Convention Rules	Riders National Judge Advocate
Uniform & Insignia	Riders National Sergeant-at-Arms
Long Range Planning	Riders National 2 nd Vice President
Standard Operating Procedures (SOP)	Riders National Judge Advocate
Scholarship	Riders National 1 st Vice President Riders National Chaplain Riders National Immediate Past President
Death Benefit	Riders National Chaplain Riders National Treasurer Riders National 1 st Vice President
Mid-Year	Riders National Immediate Past President
Delegates	Riders National Secretary Riders National Communication Officer
Officer Qualifications	Riders National Secretary Riders National Communication Officer
Gold Star Families	Riders National Chaplain

- Adopted May 5, 2017
- Membership approval May 6, 2017
- Revised and adopted August 24, 2019

Membership

- In the event of a Chapter folding, either by charter surrender or revocation, a member who was in good standing at the time shall have no longer than ninety (90) days to transfer to another Chapter. If any member affected by this closing is a Department or National Officer, they may continue to hold said office for this ninety (90) day period. If after ninety (90) days any member has not transferred their membership privileges are terminated.
 - Adopted May 5, 2017
 - Membership approval May 6, 2017
- Individual members that have not paid current year dues by July 1st will be dropped from the membership roster for said year, must apply for membership for the next year as a new member.
 - Adopted May 5, 2017
 - Membership approval May 6, 2017
- Any member of this organization that receives suspension by their parent organization, upon their reinstatement, shall be prohibited from holding any AMVETS Riders office at any level, for a period of two (2) years from the date of reinstatement.
 - Adopted August 11, 2018
 - Membership approval August 11, 2018
- Once a member has provided proof of eligibility to be an AMVETS Rider (legally permitted to operate a motorcycle, registration, and proof of insurance where applicable) to the Chapter President and one other Chapter Officer upon their application their documentation shall be protected from any further scrutiny. The status of any individual Rider shall be maintained only at the Chapter level. If a member's status is questioned at the National or Department level, said member's Chapter President shall honestly verify the information and report on that status. In the case that the Chapter President for any reason provide false information, then the Chapter President shall be charged accordingly. The required eligibility can be required by the Chapter to verify the annual dues and remittance. The required eligibility shall not be required at National or Department level for purposes to determine delegate status for conferences or conventions.
 - Adopted August 24, 2019
 - Membership approval August 24, 2019

Qualifications for National Office from Department members

- The qualification to hold a National AMVETS Riders elected office are as follows:
 - Have been an elected Department Officer for a period of two (2) years and either attended two (2) National Meetings, Mid-Year or Convention, or sat on a National Committee for a period of two (2) years.

OR

 - Have held a National AMVETS Riders appointed office for a period of two (2) years
- The qualification to hold a National AMVETS Riders appointed office are as follows:
 - No qualifications required
- The qualification to hold the office of National President are as follows:
 - Must have held a National AMVETS Riders elected office for at least two (2) years.
- Adopted August 11, 2017
 - Membership approval August 12, 2017

Qualifications for National Office from Non-Department members

- The qualification to hold a National AMVETS Riders elected office from a non-department are as follows:
 - Have been a Chapter President for a period of two (2) years and either attended three (3) National Meetings, Mid-Year or Convention, or sat on a National Committee for a period of three (3) years.**OR**
 - Have held a National AMVETS Riders appointed office for a period of two (2) years
- The qualification to hold a National AMVETS Riders appointed office are as follows:
 - No qualifications required
- The qualification to hold the office of National President are as follows:
 - Must have held a National AMVETS Riders elected office for at least two (2) years.
- Adopted August 24, 2019
- Membership approval August 24, 2019

National Officers from a single Department

- The maximum number of AMVETS Riders National officers from a single Department at one time shall be limited to the following:
 - There shall be no more than two (2) elected and one (1) appointed officers from one Department**OR**
 - There shall be no more than two (2) appointed and one (1) elected officers from one Department
- Adopted August 11, 2017
- Membership approval August 12, 2017

National AMVETS Riders Travel Expense Policy

- The following policy is for the payment and documenting of expenses for AMVETS Riders National Officers and other members of the Riders Organization when authorized by the Riders National President and Riders National Executive Board.
- Payment for attendance at National Executive Committee Meetings, Mid-Year Rally and National Conventions will be paid at the following Rates:
 - **National President:** Travel shall be paid either full airfare or mileage reimbursement rate, which will be choice of the RNP. RNP may have a suite when booking rooms and allotted days of reimbursed lodging shall be, maximum of FOUR (4) days for National Executive Committee Meetings plus Mid-Year Rally and SEVEN (7) days Maximum for the National Convention, additional days must be pre-approved in writing by the NEB. RNP may rent a vehicle when needed while attending authorized functions for National Riders with prior approval of the NEB.
 - **Elected Officers:** Travel shall be paid at the lesser rate of mileage or airfare. If requesting mileage or airfare that exceeds \$500- Officer must provide comparison documentation for proof of which is the lesser amount and shall get prior approval from NEB. Mileage reimbursement may include tolls or pass fees. Lodging shall be paid at the full rate of a 1 or 2 bed regular room, any charges for a more expensive room will be paid by the Officer. Maximum of THREE (3) days for National Executive Committee Meetings, National Convention and Mid-Year Rally, additional days must be pre- approved by the NEB. One of the following Appointed Officers RNS, RNCO, or RNPO may be approved for FOUR (4) days for

Convention and Mid-Year in order to organize and set up for meetings ahead of time. Any additional expenses must have prior approval from the NEB. If mileage is less than 100 miles round trip, individual must have pre approval by the Riders National Executive Board in order to be reimbursed for hotel accommodations.

- **Immediate Past President:** Shall be reimbursed at the same rate as Elected Officers. Any additional expenses must have prior approval from the NEB.
- **Past National Presidents:** Will receive up to \$750.00 to cover travel and or lodging with approved receipts. Any additional expenses must have prior approval from the NEB.
- **Appointed Officers:** Shall be reimbursed at the same rate as elected Officers. Any additional expenses must have prior approval from the Riders National Executive Board.
- **Official Business Travel:** Individuals traveling on Official Business as directed by the Riders National President and Riders National Executive Board shall be reimbursed at actual cost unless different reimbursements are agreed upon before expenses are incurred.
- **REIMBURSEMENT RATES:**
 - Mileage shall be paid at a rate of \$ 0.36 per mile based on Google Maps from home address to event, mileage reimbursement may include tolls, and shall not exceed \$500.00 without prior approval from NEB. Air Fare shall be based on the lowest air fare available a minimum of 30 days prior to the scheduled event date, to include round trip mileage to the airport, parking and baggage fees. Air Fare shall be for Economy Class travel or the lowest priced airfare available on priceline.com, and shall not exceed \$500.00 without prior approval from NEB. When booking airfare in advance any and all Officers can opt to take flight cancelation insurance.
 - Authorized Misc. Expenses: Shall be paid at actual cost for expense as long as receipts are provided with proper documentation and approval.
 - Any Officer who does not attend or is late to required meetings they were financed to attend may be required to forfeit financing for that day of lodging and possible travel unless excused by the RNP and NEB.
- **RECEIPTS and REPORTING**
 - All expenses incurred while on official business shall be accounted for with legible RECIEPTS clearly stating the INDIVIDUAL'S NAME, DATE, PLACE of PURCHASE, and AMOUNT. The Treasurer shall date and initial receipts when received.
 - Expenses shall be listed on the Official AMVETS Riders Travel and/or Expense Report and submitted to the National Riders Treasurer no later than the 10th of the month immediately following the expenditure. All expense reports that exceed \$100- must be signed by a combination of TWO (2) National Riders Officers and ONE (1) shall be National Riders Treasurer and the other may be either RNP, 1st Vice, or 2nd Vice, email approval is acceptable as long as it is filed with the expense sheet. No Officer can be an approval signature on their own expense sheet. Any expenses \$100- or less only need one (1) approval signature which shall be the Treasurer unless it is charges by the Treasurer, than the one (1) signature shall be either Riders National President, Riders National 1st Vice, or Riders National 2nd Vice.
 - AMVETS Riders Credit Card charges: All expenses charged to the AMVETS Riders Credit Card must have supporting documentation to be valid. All National Officers are required to submit receipts to National

Riders Treasurer by the 10th day of the following month the expense is incurred. (Example: charge 4/17/2017; receipt must be turned in by 5/10/17). National Riders Treasurer is responsible for ensuring all credit card charges have supporting receipts.

- Non-travel expenses: All official AMVETS Riders expense reports must be completed for all non-travel expenses in the month incurred and submitted in accordance to timeline stated above, multiple expenses within the same month may be recorded on one (1) report.
- Travel expenses: An official AMVETS Riders expense report must be completed and submitted to the National Riders Treasurer in accordance with timelines stated above. Expenses on report must indicate whether credit card or cash was utilized, and all expenses must have receipts.
- Any Officer not following proper procedure for turning in receipts and documentation shall fall under the three (3) strike rule. After three (3) times of not turning in proper paperwork their credit card will be revoked and will have to pay for all expenses on their own and then file for reimbursement.
- Non-Credit Card charges: - Follows same policies as AMVETS Riders Credit Card in order to be reimbursed.
- TRAVEL and LODGING ARRANGMENTS and PAYMENT
 - Each individual is responsible for making their own Travel and Lodging arrangements. Failure to make proper arrangements will be at the expense of the INDIVIDUAL and NOT the RIDERS ORGANIZATION. No reimbursements will be made for improper Travel, Lodging, or other expenses incurred.
 - There will be no advanced payment for Travel, Lodging, or other expenses except when authorized by the Riders National President and Riders National Executive Board whom shall assume responsibility for any and all costs or losses associated with any advance payment not used or recovered. Each National Officer has their own National Riders credit card and may use it for authorized travel expenses.
- At no time will AMVETS Riders Credit Cards, Banking Account Information, or any check which is not properly completed be given to any individual or entity except by the individual authorized to do so.
- Any reimbursement received or receiving from their Parent Organization, Chapter, or Department is to be used first before National Riders picks up the remaining cost of eligible expenses.
- This Travel Expense Policy is not a guarantee of all reimbursements stated. If for acceptable financial reasons and approved by 2/3 vote of the Riders National Executive Board any or all reimbursements may be reduced or eliminated. Prior notification of reimbursement changes will be given before expenses are incurred by individual.
- Each National Riders Officer prior to receiving a National Riders credit card shall sign Travel Expense Policy and a copy shall be filed with the Riders National Secretary and Treasurer.
 - Revised and adopted May 5, 2017
 - Membership approval May 6, 2017
 - Revised and adopted August 11, 2017
 - Membership approval August 12, 2017
 - Revised and adopted August 10, 2018
 - Membership approval August 11, 2018

Uniform and Insignia

- Past National AMVETS Commanders who are AMVETS Riders may wear a light grey beret.
- Ceremonial gold beret awarded to the National AMVETS Commander may be word only while serving their term of National AMVETS Commander.
- Current National AMVETS Riders President may wear a “National” top rocker and “President” bottom rocker.
 - Adopted August 22, 2025
 - Membership approval August 22, 2025