AMVETS RIDERS

Officers Manual

This Officers Manual is intended to be a guide for Chapter and Department Officers. This publication is in no way intended to replace the Unified Constitution and By-Laws. If there is a conflict between the Officers Manual and the Unified Constitution and By-Laws, the Unified Constitution and By-Laws prevail.

****Updated August 2026****

Conforms to the 2026-2027 Unified Constitution and By-Laws (revised August 22, 2026, Orlando, Florida) and the 2026-2027 National SOP. ALL CHANGES FROM THE NOVEMBER 2021 EDITION ARE IN RED.

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Summary of Changes (August 2026)

This edition updates the November 2021 manual to the governing documents adopted at the 2026 National Convention. Changed text throughout the manual is shown in red.

- **Uniforms and Insignia rewritten to By-Laws Article XIII (2026-2027).** The POW/MIA patch on the front right of the vest is now **required**, worn above the hat patch. Adds beret for Supporters, rocker colors and placement, embroidery, approval of vest designs, no grandfathered vests, Riders jacket, Honor Guard uniform, sabers on the vest (3" max) and the Presidents badge.
- **National SOP uniform items added:** light grey beret for Past National AMVETS Commanders, ceremonial gold beret for the sitting National AMVETS Commander, and "National" / "President" rockers for the National President.
- **Verified membership:** applicants must be a verified member of a Post, Auxiliary or Squadron before joining (Constitution 7.1, 7.7; By-Laws 5.2E).
- **Riding membership** now covers trikes and sidecars; two Riders per motorcycle; eligibility documents are never recorded or copied.
- **Executive Boards and Committees** corrected to the Constitution, Article IX (Past Presidents share one vote; Immediate Past President sits on the Board).
- **National officers** list adds the Liaisons Officer; elected vs. appointed offices and National term limits (By-Laws 10.1, 10.8) added.
- **Chartering and revalidation:** charter requirements, automatic suspension at 00:02 after the deadline, IRS filing copy, approved SOP required, chapter closure procedure.
- **Member Portal:** rosters, renewals, invoices, transfers, SOP uploads, revalidation and 990 compliance now run through the Membership Database.
- **Dues and rosters** go to the Riders National Secretary (not the 1st Vice), per By-Laws 5.8. National dues: $12.00 per member.
- **Discipline:** parent-organization discipline applies automatically (20.6); two-year office bar after reinstatement (National SOP); officer removal through Grievance Committees.
- **Treasurer:** bonding per By-Laws 15.4, audit committee and internal audit rules, fund-raising pre-approval.
- **Sergeant-at-Arms:** uniform check for delegates, flag custody, chair of Uniform and Insignia and IRS 990 Compliance committees.
- **Meetings:** quorum numbers, no alcohol or smoking at National and Department meetings, 30-day notice for special meetings, Riders flag flown at all meetings.
- **New sections:** AMVETS Riders Flags (Article XVII), Support Members, National standing committees, chain of command, minimum runs and events (two per Chapter per year).
- **Housekeeping:** out-of-date website paths, forms and the 2021 program-value rates replaced; "non-Patrician" corrected to "non-partisan"; typos fixed. The hardship-status period now follows By-Laws 5.11 ("a designated period of time") instead of the 18 months stated in 2021.

Group Tax Exemption

AMVETS enjoys tax-exempt status under Internal Revenue Service (IRS) Code, Section 501(c)(19), and its subordinate organizations at all levels may enjoy the benefits that this status offers, provided that the IRS mandates are fulfilled. All business entities are required to have employer identification numbers (EIN). In compliance with IRS regulations, every AMVETS post or subordinate organization must have its own EIN. The Application for Employer Identification (IRS SS-4 Form) is used to apply. The assigned EIN is used to identify the Chapter/Department when filing its annual IRS 990 Form. The AMVETS blanket 501(c)(19) Group exemption number is 0838.

Filing for an EIN number in itself does not make you tax exempt. This is simply for Federal Tax ID with the IRS. If you do nothing else you are taxable as a profitable business. You must apply under the AMVETS blanket C19 exemption to attain tax-exempt status with the IRS.

The Unified Constitution (Article 4.1) states that the National AMVETS Riders is a non-profit organization under IRS Code 501(c), and that this pertains to Riders Departments and Chapters as well. IRS 990 compliance is now tracked in the Member Portal, and the National Sergeant-at-Arms chairs the IRS 990 Compliance Committee (National SOP).

Organizational Structure

The AMVETS Riders has been growing rapidly since its beginnings. Our many members and Chapters located throughout the United States are proof that AMVETS Riders programs, goals and efforts are worthy of support. The annually elected and appointed officers at the National, Department and Chapter levels work together to accomplish the AMVETS Riders mission. Each year, representatives from these levels attend the AMVETS Riders National Convention, held annually during the AMVETS Annual Convention at a time and place selected by AMVETS (By-Laws 6.1), to make decisions on issues affecting veterans and the organization. The AMVETS Riders National Headquarters is located where the National President directs, upon approval of the National Executive Committee (By-Laws 2.1). Contact information for the National Officers can be found on the Riders website amvetsridersnational.org under the Officers page.

The National Organization reports directly to the National AMVETS Organization and is subject to the AMVETS National Constitution and By-Laws (Constitution 4.3). The National Organization is incorporated as National AMVETS Riders Inc. (By-Laws 2.1).

National Organization

The National AMVETS Riders Organization will consist of National Officers elected by Rider Delegates and appointed by the National Riders President, as determined per by-law structure.

The National AMVETS Riders will have the following Officers: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Judge Advocate, Sergeant at Arms, Chaplain, Liaisons Officer, and Communications Officer (Constitution 8.1). The President, 1st Vice President, 2nd Vice President, Treasurer, Judge Advocate and Sergeant at Arms are elected; the Secretary, Chaplain, Communications Officer and Liaisons Officer are appointed by the President and approved by the Executive Board (By-Laws 10.1). The President may appoint additional officers to

fill specific needs (Constitution 8.4).

The National AMVETS Riders has no paid employees and are all volunteers that are elected or appointed each year at the National Convention from the existing Chapters within the AMVETS Riders. National Officers may be requested by Chapters and Departments to attend functions such as Department Conventions or when there is a conflict that can't be resolved otherwise. When requesting a National Officer, complete the National Officer Request form on the Forms and Documents page of amvetsridersnational.org and submit it to the National Secretary so it can be dispersed to the appropriate National Officer. When traveling, each National Officer must gain the approval of the National Executive Board and adhere to the National Travel and Expense Policy (revised at the 2026 National Convention) or that Officer will not be reimbursed.

National Executive Board

The National Executive Board is the senior functioning administrative level of the organization. The administrative power between National Conventions is vested in the National Executive Board (NEB). The NEB is composed of the National Elected Officers and the Immediate Past National President (Constitution 9.3A).

1st round nominations of National elected Officers will be made from the floor at the Mid-Year Rally meeting prior to the Annual Convention. 2nd round will be made from the National Convention floor prior to the elections.

National Executive Committee

The National Executive Committee is responsible for working in support of the full board. The work of the committee involves:

1. Handle urgent issues, resolving any emergency or organizational crisis.
2. Perform policy work, carrying out specific directions of the board, and taking action on policies when they affect the work of the Executive Committee or when the National Executive Board directs the Committee to do so.
3. Provide counsel, feedback, and support when needed.
4. Help develop a strategic plan and initiate the board's involvement in establishing a strategic framework or direction.

The National Executive Committee consists of the National Elected Officers, National Appointed Officers, all National Past Presidents (who share one vote collectively) and all Department Presidents (Constitution 9.3B). A Department President may designate a representative, identified in writing to National Headquarters at least 30 days before the NEC meeting.

Appointed National Officers are appointed by the National President and approved by the National Executive Board. These Officers shall have no vote at any National Executive Board meeting.

Departments

Departments are chartered and governed under the provisions established in the AMVETS Riders Unified Constitution, Article V, and By-Laws, Article III. A Department charter may be granted to a Department which has a minimum of three (3) Chapters and a minimum of fifty (50) Riders. All

Departments must maintain these minimums to retain their charter. The National Riders Executive Board may grant variances if it is deemed to benefit the growth of membership in that State (Constitution 5.6). Departments that fail to meet these minimum standards will have their charter revoked. A revoked charter must be returned within 30 days of notification from National Headquarters. Departments are organized and function similarly to the National organization; however, their jurisdiction is limited to State boundaries.

To charter, a Department provides the completed Department Charter Application, the completed Department Revalidation Form, a Federal EIN, an Incorporation Certificate or State Registration, and adopts the Unified Constitution and By-Laws (By-Laws 3.2). The application is submitted to National Riders Headquarters for approval (By-Laws 3.3). Departments must be incorporated under the laws of their State; liability insurance is not required at the Department level (By-Laws 2.2).

Each Department must hold a convention between May 1 and June 30 and complete its revalidation no later than July 15 each year. Departments that do not submit a new revalidation by 00:02 AM on July 16 are automatically suspended and are subject to charter revocation by vote of the National Riders Convention. With the revalidation, Departments submit a copy of their most current IRS tax filing (990, 1023, 1024) and must have an approved Standard Operating Procedure on file with the National Judge Advocate. Departments are responsible for obtaining all Chapter revalidations and submitting them to National within the timeframe (By-Laws 3.4). Revalidations are completed in the Member Portal.

A Department Riders Convention shall be held annually during the AMVETS Department Annual Convention, at a time and place selected by the AMVETS Department. The AMVETS Riders Department Convention shall constitute the governing body of the AMVETS Riders Department. Elections shall be held at the Annual Convention, at a time and place to be announced no later than one hour prior to start of the Convention. The voting will be done by hand, voice or secret ballot.

Each Chapter is entitled to one delegate and one alternate for each five (5) members or fraction thereof, to a maximum of ten (10) delegates, based on the Chapter Dues and Remittance Forms as of thirty (30) days before the convention. Support members do not count toward delegate allocation (By-Laws 7.4).

Departments shall collect their Chapters' dues and rosters and send them to the Riders National Secretary no later than March 15th each year. Chapters with no Department remitting dues after due date will be assessed a $25.00 late fee. Departments shall fine Chapters if payment is late. Chapters failing to remit dues by April 1st shall be automatically suspended. Suspended Chapters may be reinstated, no later than June 1st, by submitting a complete membership roster, dues, $25.00 late fee, and a $50.00 reinstatement fee. Chapters failing to reinstate by June 1st shall be subject to a vote of revocation by the Riders Delegates at the Riders Annual National Convention.

Each Department Officer should carefully review Article XI of the AMVETS Riders Unified By-Laws to become familiar with his/her responsibilities. For the purpose of determining voting eligibility at an NEC meeting, each Department must be revalidated with the National Riders Headquarters and meet its minimum membership requirements. Each Department will elect and/or appoint

Officers in accordance with Article X of the Unified By-Laws. A complete staff of Officers includes an elected President, 1st Vice President, 2nd Vice President, Treasurer, Judge Advocate and Sergeant at Arms, and an appointed Secretary, Chaplain, Communications Officer and Liaisons Officer (By-Laws 10.1).

A single Chapter may form in a State where there are not enough members to form individual Chapters. It is chartered as a State Chapter; its officers are titled as Riders Department Officers and there are no Chapter Officers (Constitution 5.1B).

State (Department) Executive Board

The State Executive Board is the senior functioning administrative level of the Departmental organization. The administrative power between State conventions is vested in the State Executive Board (SEB). The SEB is composed of the Department Elected Officers and the Department Immediate Past President (Constitution 9.4A).

1st round nominations of Department elected Officers will be made from the floor at the regularly scheduled general membership meeting prior to the State Annual Convention. 2nd round is at the State Convention prior to elections.

State (Department) Executive Committee

The Department Executive Committee is responsible for working in support of the full board. The work of the committee involves:

1. Handle urgent issues, resolving any emergency or organizational crisis.
2. Perform policy work, carrying out specific directions of the board, and taking action on policies when they affect the work of the Executive Committee or when the National Executive Board directs the Committee to do so.
3. Provide counsel, feedback, and support when needed.
4. Help develop a strategic plan and initiate the board's involvement in establishing a strategic framework or direction.

The Department Executive Committee consists of the Department Elected Officers, Department Appointed Officers, all Department Past Presidents (who share one vote collectively) and all Chapter Presidents (Constitution 9.4B). A Chapter President may designate a representative, identified in writing to Department Headquarters at least 30 days before the SEC meeting.

Appointed Department Officers are appointed by the Department President and approved by the Department Executive Board. These Officers shall have no vote at any Department Executive Board meeting.

Chapters

Chapters are the fundamental units of the AMVETS Riders. A minimum of five (5) eligible AMVETS, Sons of AMVETS or AMVETS Ladies Auxiliary members may form an AMVETS Riders Chapter; all five must be Riders, not Supporters. Support members shall not be included as Charter Members as they can only join an existing Chartered Chapter. Each AMVETS Riders Chapter is in the same geographical location as its respective AMVETS Post and identified by the

same Post number (Constitution 6.1).

To charter, the Chapter provides (By-Laws 4.2):

- The completed Chapter Charter Application
- The completed Chapter Revalidation Form
- A Federal EIN number
- An Incorporation Certificate or State Registration
- Liability insurance, if the Post has a clubhouse (as a rider to the Post policy or a separate policy, By-Laws 2.3)
- At least five (5) members, all of whom must be Riders and not Supporters, with a copy of each Rider's membership application
- Adoption of the Unified Constitution and By-Laws

New-chapter approval forms (Post Commander, AMVETS Department Commander or Executive Director, Riders Department President, and National Secretary) are on the Forms and Documents page of amvetsridersnational.org. The application is submitted to the Riders Department for pre-approval and forwarded to National Riders Headquarters for final approval. Where organized Departments do not exist, Chapter charter applications are forwarded directly to National. Chapters are governed by the Unified Constitution and By-Laws as well as by their chosen or elected officers and committees. Each AMVETS Riders Chapter shall be the judge of its own membership, subject to the provisions of the Unified Constitution and By-Laws.

Chapters must revalidate to the Riders Department (or National Headquarters if no Department) no later than July 1st each year to maintain their Charter. Chapters that do not submit a new revalidation by 00:02 on July 2nd are automatically suspended and are subject to charter revocation by vote of the National Riders Convention. Chapters must submit a copy of their most current IRS tax filing (990, 1023, 1024) with the revalidation, and must have an approved Standard Operating Procedure on file; the SOP is required for revalidation (By-Laws 4.4).

Chapters shall remit National dues and Department dues (if applicable) and a complete membership roster to their respective Riders Department no later than March 1st each year. If no Riders Department exists, National dues and roster shall be sent to the Riders National Secretary no later than March 1st each year. Rosters, renewals, invoices and payments are now handled in the Member Portal.

Chapters with no Department remitting dues after due date will be assessed a $25.00 late fee. Departments shall fine Chapters if payment is late. Chapters failing to remit dues by April 1st shall be automatically suspended. Suspended Chapters may be reinstated, no later than June 1st, by submitting a complete membership roster, dues, $25.00 late fee, and a $50.00 reinstatement fee. Chapters failing to reinstate by June 1st shall be subject to a vote of revocation by the Riders Delegates at the Riders Annual National Convention.

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.

In the event of a Chapter folding either by charter surrender or revocation, a member who was in good standing at that 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 that ninety (90) day period. If after ninety (90) days any member has not transferred, their membership privileges are terminated.

A closing Chapter must notify all members of record in writing 30 days before a closure vote. Funds are frozen from the postmark date of the notice. If the membership votes to close, officers close all bank accounts and deliver a cashier's check for the balance, with all records, minutes, property and assets, to the Riders Department Headquarters, which holds the funds for one year (By-Laws 4.5).

Chapter Executive Board

The Chapter Executive Board is the functioning administrative level of the Chapter. The Chapter Executive Board is composed of the Chapter Elected Officers and the Immediate Past Chapter President (Constitution 9.5A).

1st round nominations of elected Officers will be made from the floor at the meeting prior to the Annual Meeting. 2nd round is at the Annual Meeting prior to elections. The Annual Meeting is held prior to the Riders Department Annual Convention, with dates set in conjunction with the Chapter's Post (By-Laws 8.1).

Chapter Executive Committee

The Chapter Executive Committee is responsible for working in support of the full board. The work of the committee involves:

1. Handle urgent issues, resolving any emergency or organizational crisis.
2. Perform policy work, carrying out specific directions of the board, and taking action on policies when they affect the work of the Executive Committee or when the National or Department Executive Board directs the Committee to do so.
3. Provide counsel, feedback, and support when needed.
4. Help develop a strategic plan and initiate the board's involvement in establishing a strategic framework or direction.

The Chapter Executive Committee consists of the Chapter Elected Officers, Chapter Appointed Officers and all Past Chapter Presidents, who share one vote collectively (Constitution 9.5B).

Appointed Chapter Officers are appointed by the Chapter President and approved by the Chapter Executive Board. These Officers shall have no vote at any Chapter Executive Board meeting.

SOMETHING TO REFLECT ON... Handle the business of the Riders organization at the meetings, speak your piece, make your point, and LEAVE IT AT THE MEETING. Use your Post club room and rides to enjoy the companionship of your fellow members and friends.

Membership

Qualification for Membership

There are two classes of members: Riders and Supporters (By-Laws 5.1). Before a membership application can be approved, the applicant must be a member in good standing of AMVETS, AMVETS Ladies Auxiliary, or Sons of AMVETS, and must be a VERIFIED member of a Post, Auxiliary or Squadron prior to acceptance to the Riders Chapter (Constitution 7.1).

Riding Members must be the legally registered owner, or the spouse of an AMVETS Rider who is the legally registered owner, of a motorcycle, trike, or sidecar that is licensed as a motorcycle and requires a motorcycle, trike, or sidecar endorsement in the State of residence (By-Laws 5.2A). Riding membership eligibility may also be accepted in States and/or County jurisdictions that acknowledge joint ownership and/or registration to persons that are not legally married. Multiple names such as boyfriend, girlfriend, friend, or relative may be listed on the title or registration in these jurisdictions. The operator must be the Riding member that actually has the legal endorsement and is listed on either the title or registration along with the unrelated owner. Proper insurance must also be documented, and only two (2) Riding Members per motorcycle, trike, or sidecar may be accepted. Documentation of these States and jurisdictions must be provided by the Riders Department (or Chapter where no Department exists) to National before any membership will be processed.

Riding Members must provide proof that they are legally permitted to operate a motorcycle in their respective State, a valid State motorcycle registration, and proof that they are insured in accordance with the laws of their respective State. This information shall be shown to the Chapter President and one other Chapter Elected Officer. The security of this personal data shall be maintained. At no time will National, Department, or any Chapter record or copy these items (Constitution 7.4). Once provided, the member's documentation is protected from further scrutiny; the Rider's status is maintained only at the Chapter level, and if questioned at the National or Department level the Chapter President shall honestly verify and report that status (National SOP, adopted August 24, 2019).

Spousal members will be exempt from the requirements of Article V Section 5.2B provided their spouse has met said requirements. Only Rider members of the organization shall hold an elected office at any level of the AMVETS Riders.

Support Members

The AMVETS Riders will recognize individuals who display a desire to help support veterans through the AMVETS Riders Organization. These individuals shall be known as AMVETS Riders Support Members. These Support members must belong to an existing Chartered Chapter of AMVETS Riders and must be a member in good standing of AMVETS, AMVETS Ladies Auxiliary, or Sons of AMVETS. The dues structure will be the same as Riding members, and they will have a voice and a vote at the Chapter level.

- Support members may hold appointed positions at the Chapter level only, and may not hold elected office or be seated as a delegate at any level.

- Support members may not comprise more than 49% of a Chapter's membership and do not count in determining delegate allocation (By-Laws 5.4F).
- Support members wear the official uniform per Article XIII, with the Riders Support Member patch beneath the 2" or 3" AMVETS, Auxiliary, or Sons patch on the top right of the vest, and wear the black beret (By-Laws 5.4E, 13.9).

Other Membership Rules

Honorary membership shall not be granted. In lieu of this, certificates of merit may be awarded to those rendering distinct service to the community and the American veterans who have served or are serving in the Armed Forces of the United States during and since World War II. Chapters, Departments, the NEC, the National Headquarters or the National Convention body may make such awards. Awards requested by Chapters must be approved by the Department's Executive Committee.

The membership year shall be in compliance with the AMVETS National Constitution and By-Laws. Riders' dues for the coming year will be accepted starting December 1st. It is the Chapter's responsibility to collect and forward its members' dues, as well as assuring that members are in good standing with their parent organization. National dues are $12.00 per member (Rider or Supporter) per year (National SOP); Department and Chapter dues, if any, are set by their own membership (By-Laws 5.5-5.7).

No member may be affiliated with more than one Chapter at the same time. However, members may belong to one Post and be an AMVETS Rider at another Post if they obtain permission from the AMVETS Post where the Riders Chapter is located.

A current Chapter member in good standing may request to transfer to another Chapter. The Chapter Transfer Form is available on the Forms and Documents page of amvetsridersnational.org or from the Riders National Secretary, in compliance with Unified By-Laws 5.13. Five signatures are required: the member, the accepting AMVETS Post Commander, the losing and gaining Chapter Presidents, and the Riders Department President (or the National Secretary if no Department exists). The losing Chapter may not delay or deny a transfer without cause, such as money owed or Chapter property not returned; a denial for cause must be submitted in writing within 10 days.

Rider Members who become disabled while a valid member and can no longer ride a motorcycle SHALL be considered a member of this Organization. Rider Members who become widowed while a valid member SHALL be considered a member of this organization as long as they remain members in good standing with the parent organization AND the Chapter. Rider members who incur a hardship and are unable to secure a motorcycle SHALL be considered a member of this organization for a designated period of time (By-Laws 5.11). They must remain a member in good standing with both their parent organization and the Riders organization. Disabled, widowed, and hardship members must complete paperwork that will document the requirements and conditions of each of the three exemptions. This paperwork will be available from the National Riders Office.

Individual members that have not paid current year dues by July 1st will be dropped from the membership roster for said year, and must apply for membership for the next year as a new

member.

Members who desire to expand their involvement and express their views in Department and National affairs may also seek appointments to Department and National committees.

Members-at-Large

AMVETS Riders Members-at-Large (MAL) may be accepted as AMVETS Riders. These Members-at-Large shall not be entitled to vote, hold office, or wear the AMVETS Riders uniform until they attach themselves to an existing Riders Chapter where they shall then meet all the criteria of Riders Membership. At that time, they shall have full membership privileges. Members-at-Large shall be under the jurisdiction of the National AMVETS Riders.

Members-at-Large of the AMVETS, AMVETS Ladies Auxiliary, and Sons of AMVETS may join an existing Riders Chapter only after becoming a VERIFIED member of a Post, Auxiliary, or Squadron (Constitution 7.7; By-Laws 5.2E).

Procedures

Discipline

Guidelines for the suspension or expulsion of a member are identified in the Unified By-Laws Article XX:

> *20.1 DISCIPLINE*
>
> *A.) Disciplinary rules relative to Chapters and Departments are prescribed in Appendix A.*
>
> *B.) Disciplinary rules relative to Chapter members are prescribed in Appendix B.*
>
> *C.) Disciplinary rules relative to National, Department, and Chapter Officers are prescribed in Appendix C.*
>
> *D.) Procedures for Hearings shall be prescribed in Appendix D.*
>
> *20.2 Members may be suspended or expelled for any of the following reasons:*
>
> *A.) Failure to comply with obligations imposed on the members in this Unified Constitution and By-Laws.*
>
> *B.) Any conduct unbecoming an AMVETS Rider that reflects unfavorably on AMVETS or the AMVETS Riders.*

Any member who receives disciplinary action by their Parent Organization is subject to the same action under the AMVETS Riders. When a Parent Organization expels or removes membership rights, the same rights are removed from the Riders membership automatically; if the member is reinstated after the Parent Organization's appeal process, Riders membership is restored (By-Laws 20.6). A member reinstated after suspension by their parent organization may not hold any AMVETS Riders office at any level for two (2) years from the date of reinstatement (National SOP, adopted August 11, 2018).

Charges against an officer are first handled by trying to correct the deficiency at the officer's own level. If that fails, a majority of the Executive Board may request removal through the next higher Grievance Committee (Department Grievance Committee = all its Chapter Presidents; National

Grievance Committee = all Department Presidents). Hearings use a five-member panel under Appendix D; appeals must be filed within fifteen (15) days (By-Laws 14.3, 21.4, Appendix C).

Nominations and Elections

Within 30 days of the election or no later than the 1st of July, Chapters must submit the revalidation, stating the names of their newly elected officers, through the Member Portal to the Department and National Headquarters. Department revalidation must occur no later than July 15. Newly elected officers shall be sworn in and take office before the closing of the Convention or Annual Meeting (By-Laws 10.3).

Nominations

The first-round nominations of Officers to the Chapter/Department are made at the meeting prior to the Annual Meeting or Convention. Chapters are one month before the Annual Meeting, Departments at the regularly scheduled general membership meeting prior to the State Convention, and National is at the Mid-Year Rally. The selection of delegates for the National Convention should take place during the regular annual meeting.

To qualify as a voting delegate or act as an alternate at the National Convention, an AMVETS Rider must be in good standing with their Post and Chapter based on the Dues and Remittance form as of July 15th of each year. Each Chapter is entitled to two delegates and two alternates for its first 50 members or fraction thereof, and one more of each for each additional 50 members; Support members do not count (By-Laws 6.4). A member who transfers must belong to the new Chapter for at least six months before representing it as a delegate (By-Laws 6.6).

The Unified By-Laws recommend that candidates running for office receive a simple majority (more than half) of the votes cast to be elected. When more than two candidates run for office and none receives a majority on the first ballot, the run-off election is usually between the two candidates receiving the highest votes. Each candidate should be given the opportunity to decline the nomination. When nominations and elections are held during the same meeting, the following procedure should be used:

> *Chairman: "Nominations are now in order for the office of President."*
>
> *First Chapter Member: "I nominate Rider Munoz."*
>
> *Second Chapter Member: "I nominate Rider Leatherwood."*
>
> *Third Chapter Member: "I nominate Rider Fortin."*

Note: Nominations do not require a second.

As nominations are made, the chairman will ask each nominee if they will accept the nomination.

> *Chairman: "Are there any further nominations? Are there any further nominations? Are there any further nominations? Hearing none, nominations are closed."*

Note: There may be a motion to close nominations, in which case it must be seconded and passed by a majority. A motion to close nominations cannot be debated; such a motion is not in order until a reasonable time has been allowed.

The chairman then reads the list of nominees who have accepted and announces: "We will now proceed to the election of Chapter Officers."

Department and Chapter Riders will have the following elected officers: President, 1st Vice President, 2nd Vice President, Treasurer, Judge Advocate, and Sergeant at Arms. A Secretary, Chaplain, Communications Officer and Liaisons Officer are appointed by the President and approved by the Executive Board (By-Laws 10.1A); other Officers may be appointed as the executive board feels is necessary. Chapters that have fewer than ten (10) members may reduce the number of Officers as long as the Chapter has the ability to properly function and may find the need to have Officers carry more than one Office, although it is not recommended that any one member hold two elected offices at any one level in the organization.

All AMVETS Riders Department and Chapter Presidents may hold office for two (2) one-year terms and shall not succeed themselves. However, they may be elected again if no one runs for the office, or if the person is re-elected by a two-thirds (2/3) majority of delegates present. All other Department and Chapter Officers shall have no term limits.

The National President, National 1st Vice President, National 2nd Vice President and National Sergeant-at-Arms may hold office for two (2) one-year terms and shall not succeed themselves. All other National Officers have no term limits. A term may extend to no more than three (3) total years only when filling an office by succession due to a vacancy between Conventions; filling an office by succession or appointment does not count as an election (By-Laws 10.8).

Vacancies: if the President's office is vacated, the 1st Vice President succeeds for the unexpired term; if the 1st Vice President's office is vacated, the 2nd Vice President succeeds. If either declines, the next highest-level Executive Board appoints. Other vacancies are filled by Executive Board appointment (By-Laws 10.4-10.6).

National Officer Qualifications

The qualifications to hold a National Elected Office from a Department State are as follows: to be elected as a National Officer, you must 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 Appointed Office for a period of two (2) years.

The qualifications to hold a National Elected Office from a Non-Department State are as follows: to be elected as a National Officer, you must 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 Appointed Office for a period of two (2) years.

The qualifications to hold a National Appointed Office are as follows: no qualifications required.

The qualifications to hold the Office of President are as follows: must have held a National Elected Office for at least two (2) years.

No more than two (2) elected and one (1) appointed, or two (2) appointed and one (1) elected, National Officers may come from a single Department at one time (National SOP).

The intent of these qualifications is to ensure that anybody that wants to run for a National Office has the experience required and the knowledge of the policies and proper procedures. It is not meant to discourage anybody, but to be used as a tool in gaining knowledge of how the National AMVETS Riders operates.

Votes will be by hand, voice or secret ballot at all levels.

Department Officer Qualifications

Departments shall come up with and vote on their own qualifications to be eligible to run for a State level office. These qualifications should be included in the Department Standard Operating Procedure and submitted to the National Judge Advocate for permanent record.

Officers and Their Duties

The Officers are the cornerstone of a Chapter and the entirety of a Department leadership core. Each Officer should knowingly and willingly take a position to improve the organization. Accepting these positions is a great responsibility and every Officer should be willing to learn to be the expert in that position and start learning the next position ahead of you so when you start "moving up in the chairs", you will have an idea of what to expect. Role-specific 2026 Officer Training Guides for each office are available on the Training Resources page of amvetsridersnational.org.

Chain of command: Chapter officers report to Chapter Presidents. Chapter Presidents and Riders Department officers report to the Riders Department President (or directly to Riders National if no Department exists). Department Presidents and National Officers report to the Riders National President. Presidents at every level are ultimately responsible for the training, job performance and leadership of all officers and members in their charge (By-Laws Article XXI).

President

The President, as the senior executive Officer, shall preside at all meetings and the executive committee but may delegate a Vice President to serve as a temporary substitute when needed. The President is a non-voting ex officio member of all committees. The President directs and supervises the activities of all elected and appointed officers and committees, and ensures that all committees, programs, and events are operated in accordance with the Unified Constitution and By-Laws (By-Laws 11.1). The President will ensure that the membership meets regularly on the appointed dates. It is the President's responsibility to disseminate, to the membership, all pertinent information that is sent from the Department and National Headquarters, in addition to announcements at meetings. The President should have an understanding of all the positions the Officers hold under him.

The President, or a member appointed by him, shall represent the Chapter at memorial services and community functions, where it is customary that AMVETS Riders or a veterans organization be represented. The President shall be the official spokesman on all matters of public interest concerning Riders activities. The Communications Officer may be called on to assist with press releases, position statements and speech preparation. The position of President is filled in regular elections as prescribed by the Unified Constitution and By-Laws.

Use your authority wisely. Do not hesitate to use your gavel to maintain order at all meetings. Do not allow personal conversation to interfere with business; however, each person who wishes to speak on a subject should be allowed to do so. The majority rules when a vote is taken, but remember it is the right of the minority to be heard. The President is the face of the Chapter and Department; you should act accordingly and take the position seriously. All eyes are on you and how you conduct yourself in public wearing our vest. You are the quarterback of the team; you set the tone of how your Chapter or Department conducts themselves and how involved they are. If you are rude or disinterested, your Chapter will be also. You can't make everyone happy all the time but you must recognize the will of the members.

In the absence of the President, the Vice-Presidents in order of their rank shall preside at meetings and represent the President.

1st Vice President

The 1st Vice President will be responsible for the keeping of accurate membership records and shall ensure that all monies collected through memberships or renewals are forwarded immediately to the Treasurer. The 1st Vice is also responsible for ensuring membership compliance of the Chapter members with their respective parent organization (including verified Post, Auxiliary or Squadron membership) and for distributing the Riders membership stickers to the eligible members prior to your respective convention. The 1st Vice President shall facilitate incentives and drives to ensure continued growth throughout the Riders. The 1st Vice President shall make a report at each general membership meeting of the current, up-to-date membership standings and forward this report to the Secretary for inclusion in the meeting minutes.

The Chapter 1st Vice shall remit National dues and Department dues (if applicable) and a complete membership roster to their respective Riders Department no later than March 1st each year. If no Riders Department exists, National dues and roster shall be sent to the Riders National Secretary no later than March 1st each year. Departments shall collect their Chapters' dues and rosters and send them to the Riders National Secretary no later than March 15th each year (By-Laws 5.8). Members, renewals, invoices, payments and revalidations are entered in the Member Portal.

The status of your Chapter or Department relies on the 1st Vice to get the Dues Remittance and the Revalidation to National so your Chapter or Department doesn't owe late fines or even face suspension. The 1st Vice President shall perform other duties as assigned by the Executive Board or the President. At the National level, the 1st Vice President chairs the Membership Committee (National SOP).

2nd Vice President

The 2nd Vice President will monitor the Riders programs and coordinate with the National AMVETS Program Director to ensure the AMVETS Riders Organization is fully utilized in the conduct of National Programs as directed by the National AMVETS Headquarters. The 2nd Vice President is responsible for the input of the Programs onto the AMVETS programs reporting site. Programs reporting falls into two (2) semiannual periods. The 2nd Vice is responsible for ensuring that all of the Chapter's Programs and activities are entered prior to December 31st and June 30th for each respective period. AMVETS does give a 30-day grace period after each semiannual

period to allow getting all the programs in for the correct period. See the Programs Reporting Guide in this manual. The 2nd Vice President shall perform other duties as assigned by the Executive Board or the President.

Treasurer

Responsibilities include receiving membership dues, banking, disbursement of monies and accounting for all funds. The Treasurer will sign all checks only after payment is authorized. Credit card management and use rules are essential to conducting digital business. The Treasurer should collect all monies due the Chapter/Department and keep an account of receipts for each member. All members in arrears should be notified personally. They should see that all funds are secured in a bank account. All receipts, transaction slips and checks are kept on file and turned over to the audit committee when requested (By-Laws 11.5).

Before a new Treasurer assumes his duties, his predecessor must have been given a "clean opinion" by the auditors, the audit committee, or the finance committee. The Treasurer should make a financial report at all regular meetings (to be included in the meeting minutes) and prepare a complete financial statement and budget to report at the annual meeting. The annual budget is submitted to the Executive Committee for its approval (By-Laws 15.2). They should also report to the membership on all receipts collected and on all bills outstanding and paid. Major expenditures, and those not within the current budget, should first be reported to the executive committee and at a meeting. All fund-raising activities must be approved in advance by the respective Executive Committee (By-Laws 15.1).

The Treasurer may be assisted and guided by a finance committee of three or four members appointed by the President with the approval of the executive committee. The primary duty of a finance committee is to assist in the preparation of the annual budget. An Audit Committee, consisting of a chairperson appointed by the President and two (2) voting members, shall do a complete audit of all Riders accounts and financial records each year 30 days prior to the annual meeting (By-Laws 14.1). The President shall also appoint a committee to perform an internal audit at least once a year before the annual meeting, or whenever the Treasurer position changes hands (By-Laws 15.6).

An important function of the Treasurer is to coordinate their duties relating to membership with the 1st Vice or membership contact. The Treasurer receives and dispenses all money and should work with whomever is responsible for membership accountability. At least once each month, they shall transmit to the Department (or in the case of a non-department state, to National Headquarters) any monies collected from annual dues during the preceding month.

One ledger sheet per month can be used to show all transactions. There should be a separate column for each account. The account balances at the end of each month should be carried forward as the beginning balance of the next month. Reconciliation of your bank statement to your cash account is required. The balance in the checking account should always agree with the total cash balance recorded in the general ledger.

The Chapter/Department must have a bank account. When officers are changed, the newly authorized signatures must be given to the bank via appropriately completed signature cards. The officers who will sign the checks on the account must sign the signature cards. Many banks will

give a veterans organization an account that will be free from service charges and other fees, and the Treasurer should inquire about the bank's policy toward veterans groups. When opening a new account, the Treasurer must take the adopted resolution, which instructs that a bank account is to be opened, to the local bank along with the Chapter/Department's Federal I.D. number (EIN). The resolution may read as follows:

> *"Be It Resolved: That the Treasurer of AMVETS Riders Chapter (number), Department of (state), be instructed to open a checking account in the name of the above Chapter at a local bank of his choice. Checks on the above account must have the signature of the Treasurer or the signature of either the President or Judge Advocate of the above-named Chapter."*

Bonding: Members handling funds shall be properly bonded with a good and solvent bonding company acceptable to the US Treasury, as surety to cover the amount of funds handled in a single year. Each Riders Treasurer is responsible for securing the bond in a timely manner after taking office and forwarding a copy to the Riders Department, or National if no Department exists (By-Laws 15.4). The bond does not take the place of insurance in any way. It pays only for loss due to fraud or dishonest acts of the person bonded.

Budget: Every level, small or large, should have a balanced budget. A balanced budget means that income (all cash received) and expenses (all cash disbursed) are equal. When it is time to prepare the annual budget, the finance committee meets to review all income and expenses during the past year and recommend a budget for the coming year, considering the long- and short-range goals of the Chapter. The finance committee should meet at least two months prior to the annual meeting. Copies of the recommended budget should be distributed to the membership during the finance report at the annual meeting. It is every member's right to know where money is being spent. After adoption of the budget, it is the Treasurer's responsibility to insist that the Chapter limit its expenditures to the budgeted items within the anticipated income.

Changeover: Prior to the annual meeting, the Chapter's books must be in good order so that an adequate financial report can be made and the books turned over to the newly elected Treasurer. In the transition, the new Treasurer should provide a written receipt to the retiring officer on the surrender of the books and monies. The Treasurer is also responsible for filing all IRS forms as required by law (By-Laws 15.3). The Treasurer shall perform other duties as assigned by the Executive Board or the President.

Judge Advocate

It is the responsibility of the JA to interpret all aspects of the Unified CBL, ensure that all actions of the Chapter/Department are within the AMVETS and AMVETS Riders guidelines and, in the case of disciplinary actions, act as the prosecutor for the hearing. The Judge Advocate is an ex officio member of all committees (By-Laws 11.8).

The Judge Advocate is responsible for drafting the Chapter's and Department's Standard Operating Procedure (SOP) for presentation to and adoption by the general membership. The approved SOP is required for revalidation. Chapter SOPs go to the Department Judge Advocate for review (National if no Department) and then to the National Judge Advocate for final approval; Department SOPs go to the National Judge Advocate. SOPs are uploaded and stored through the Member Portal (By-Laws Appendix E). A Chapter/Department will adopt its own SOP, provided the

provisions are not in conflict with the Unified Constitution and By-Laws. A sample Chapter SOP is provided in Appendix E of the Unified By-Laws and a blank SOP template is on the Training Resources page. The Judge Advocate shall perform other duties as assigned by the Executive Board or the President.

Sergeant-At-Arms

The Sergeant-at-Arms is responsible for keeping order at meetings. SAAs should know that they are responsible for, and have the authority to, maintain order at meetings and to remove unruly members. Sometimes meetings can get heated and the SAA will need to take charge of the floor and be the eyes of the President to keep members from turning an otherwise orderly meeting into chaos. The SAA posts and retires the Colors, leads the Pledge of Allegiance, ascertains that only members in proper uniform are admitted as Delegates or Representatives, is responsible for the security of Riders officers, buildings and grounds at Riders functions (By-Laws 11.7), and has sole responsibility for safeguarding and displaying the AMVETS Riders flag (By-Laws 17.5). At the National level the SAA chairs the Uniform and Insignia Committee and the IRS 990 Compliance Committee (National SOP). The SAA shall perform other duties as assigned by the Executive Board or the President.

Chaplain

The Chaplain is a member of the President's staff and acts as advisor and consultant to the President in all matters relating to religion, morals, and morale as affected by religion. The Chaplain assists the President and his staff with integrating the principles of good moral conduct and citizenship in the Chapter. The Chaplain represents religion which teaches fortitude, reverence and justice, as well as kindness, sympathy and humility. The Chaplain offers opening and closing prayers at all meetings and notifies the Secretary of the need to send a card of sympathy (By-Laws 11.6). It is part of his official duties to be aware of members who are sick or have passed on and his responsibility to stay in contact with the family. If the family wishes to apply for the Riders death benefit, the Chaplain will assist with the process using the Death Benefit Request form on the Forms and Documents page and be the liaison for the family to the Riders National Chaplain. The Chaplain is responsible for keeping a list of deceased members to report and memorialize at the Annual Meeting (the In Memoriam form is also on the Forms and Documents page). The Chaplain is also responsible to report the membership and/or request aid for sick or ailing Chapter members. The Chaplain shall perform other duties as assigned by the Executive Board or the President.

Secretary

The Secretary provides the administrative support for the Chapter and is charged with taking minutes and maintaining all records (in conjunction with the Treasurer). The Secretary is also responsible for correspondence and handles the routine business of the Chapter. The Secretary is the official contact person for the Chapter/Department and serves as the liaison between the Chapter and its community, the Department and National Headquarters. Among the Secretary's responsibilities:

- Maintain the Chapter's electronic roster in the Member Portal. Ensure membership numbers and e-mails are current for all members and leaders. Each member's file should provide all the information given on the original application: name, address, home and work phone numbers and date of acceptance into AMVETS Riders.
- Maintain records of current and past officers. Forward a new list of officers to the Department and National Headquarters within 30 days of the election. Any changes made at the Chapter level must be documented and forwarded no later than July 1.
- Update a member's record when addresses or e-mails change. E-mail membership when a member passes.
- Keep the membership informed of all Chapter functions and activities. Ensure that all members are notified in advance of the time, place and date of Chapter meetings. Take particular care to ensure that all members are properly notified at least 30 days in advance of all elections of officers, changes in CBL, and special meetings.
- Be present at all meetings (or have an assistant in attendance) to record all business transacted, and read or provide copies of the previous meeting minutes to all members in attendance (By-Laws 9.3D). Department Secretaries provide official minutes to each Chapter President and Secretary within 30 days of each Department meeting (By-Laws 9.2D).
- Present all communications and correspondence at regular and Executive Committee meetings.
- Keep a complete record of the Chapter's property, including a description of the item, its estimated value, its location and any other pertinent information deemed necessary.
- Apply to the IRS for an employer identification number (EIN) by completing the SS-4 Form, and file the IRS 990 Form as required.
- File all correspondence according to the subject matter. Keep copies of all letters sent to the Department and National Headquarters.
- Maintain separate files for members, correspondence and Dues and Remittance forms, as well as for Chapter publicity, fundraising programs and any other topics relating to Chapter activities.

The Secretary shall perform other duties as assigned by the Executive Board or the President.

Communications Officer

AMVETS Riders as an organization is an international "brand" that is shaped and characterized by its very members. The value of the AMVETS Riders brand within our communities is bolstered by an informed and engaged public. Equally, the members themselves must know of the issues and activities occurring within AMVETS and AMVETS Riders. It is the job of the Communications Officer to be the conduit between the members, the organization and community, and to enhance the prestige of the Chapter and AMVETS Riders. The AMVETS Communications Manual serves as a guide for the Communications Officer.

The 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, the Communications Officer compiles from year to year all records of historical value and interest for AMVETS Riders; Communications Officers from all levels unify to compile this historical data (By-Laws 11.10).

The Communications Officer is the person responsible for maintaining the social media policy. The policy can be found on the Forms and Documents page of amvetsridersnational.org. The Communications Officer shall perform other duties as may be assigned by the Executive Board or the President.

Publications Officer

A Publications Officer is mainly responsible for the collection and verification of publications within a group. This role is responsible for producing a wide range of items, ranging from web pages to promotional items such as leaflets, brochures, postcards, banner stands and adverts. The Publications Officer can be the administrator of a Chapter or Department web page and ensure the timely update of all the information contained on that site. The Publications Officer should work closely with the Communications Officer and the JA to ensure that whatever is published is within the guidelines and By-Laws of the AMVETS Riders and social media policy. This is an optional appointed office (Constitution 8.4).

Liaison Officer

The Liaison Officer shall coordinate all Riders activities, events, and runs with the AMVETS Executive Committee. The Riders Liaison Officer shall coordinate with and keep the AMVETS, Auxiliary, and Sons of AMVETS informed of all Riders activities to ensure timely responses on Riders activities or questions. The Riders Liaison Officer shall coordinate with any and all motorcycle groups to further the interest of the AMVETS Riders. The Liaisons Officer is an appointed office at all levels (By-Laws 10.1A, 11.9). The Liaison Officer shall perform other duties as may be assigned by the Executive Board or the President.

Historian

The Historian is concerned with the continuous, methodical narrative and research of past and present events as relating to the AMVETS Riders, and compiles from year to year all records of historical value and interest for AMVETS Riders. They use a variety of sources in their work, including institutional records, newspapers, photographs, interviews, films, and published manuscripts, such as minutes, letters, and other primary source documents. They also process, catalog, and archive these documents and artifacts. The Historian works closely with the Communications and Publications Officers with the recording and documentation of all events. This is an optional appointed office; where no Historian is appointed, the Communications Officer carries these duties (By-Laws 11.10).

Road Captain

Road Captain is the name for the rider who coordinates a multiple-bike ride. Road Captain can refer to both the leader and the sweepers who, among their other duties, check that other riders are safe. Working as part of a team, the Road Captain is responsible for the safety of the riders and the smooth running of the ride itself. Duties include planning, thinking ahead, communication

and rider education. The 2026 Road Captain Training Guide and Road Captain Safety Manual are on the National website.

Planning the Ride

A Road Captain is a fundamental part of any ride planning. Especially where riders may number in the dozens or even hundreds, they have to be well versed in the route. They must know about potential hazards, road conditions and any special events that are happening at the time of the ride. A Road Captain will ride the route a few days in advance to make sure that nothing has changed, will keep an eye on the weather, and will also be present at ride planning meetings.

Educating and Informing Riders

The Road Captain is expected to brief the group before the ride. They will inform riders about the pace of the ride, tell them about staggered formation, and will explain what the rules are. Some rides require the participants to ride together in tight formation, while others have a looser, "at your own pace" style. The Road Captain will also answer questions and educate new riders in hand signals and other riding etiquette. Finally, the Road Captain will let riders know what to do should they break down or have a mishap, and might have a tactful word in the ear of a rider whose behavior is causing problems.

Leading the Ride

The Road Captain leads the ride. Riders are expected to keep an eye on him for cues as to where to go next. Working in conjunction with blockers or sweepers, the Road Captain will also help to block off intersections to allow riders to pass without worrying about traffic. When a lane change is performed, the leader signals the change and the rear guard initiates it. This prevents lane-changing bikes from crashing into one another and also provides a safer block to traffic.

Stop Coordination

At gas and fuel stops, the Road Captain will set up in a staging area that has previously been chosen so that the line of bikes can assemble. After leaving, the Road Captain will wait until the rear guard signals that everyone is ready to go before accelerating to highway speed.

Other Duties of the Road Captain

Other duties of the Road Captain include dealing with the police and other unexpected surprises, and making sure everybody has a fun, safe ride. The Road Captain is part of a team that includes the sweepers and rear guard, and is, by definition, an experienced rider. The Road Captain has full authority to remove individuals from the ride for reasonable reasons to keep the ride safe. The President and Road Captain may appoint Assistant Road Captains as necessary. All runs and events must comply with the Unified By-Laws and all Federal, State, and Local laws (By-Laws 18.3).

Immediate Past President

The Immediate Past President is regarded as an advisor to the current or new President. The Immediate Past President's duties are to remain on the executive board and maintain continuity and contacts for the Chapter/Department. His position is not meant to be over the current President but to act as a member of the board with experience, knowledge and wisdom. Where at least two active Past Presidents exist, a Past Presidents Committee serves as an advisory group

to the Executive Committee (By-Laws 14.2).

Revalidation

As a tax-exempt veterans service organization, the National Department, each recognized State Department and all Chapters must observe federal, state and local laws as well as our own Unified Constitution and By-Laws. Each entity must complete the annual charter revalidation in the Member Portal.

Chapters revalidate to the Riders Department no later than July 1 (By-Laws 4.4); Departments revalidate to National no later than July 15 (By-Laws 3.4). Late revalidations are automatically suspended at 00:02 the following day, and suspended charters are subject to revocation by vote of the National Riders Convention. To revalidate, each Chapter, aside from any other requirements imposed in the Constitution and By-Laws, shall:

- Furnish National and its Department Headquarters with a fully completed and certified Chapter Revalidation and Officers information;
- File Internal Revenue Form 990, 990-N or 990-EZ for the Chapter calendar or fiscal year with the IRS as required by current IRS regulations, and submit a copy of the most current IRS tax filing (990, 1023, 1024) with the revalidation;
- Have an approved Standard Operating Procedure on file with the National Judge Advocate; the SOP is required for revalidation;
- Be fully paid up in all Chapter accounts with the Department and National Headquarters;
- Have at least five (5) members in good standing at the time of revalidation; and
- Provide National Headquarters a copy of the Chapter articles of incorporation, if applicable.

Quality Chapter Awards

Quality Chapter awards are awarded to Chapters that have shown initiative to become a better Chapter than they were last year. This is a prestigious award that Chapter members can wear proudly on the front of their vests with year tabs. Use the current Quality Chapter of the Year form on the Forms and Documents page. Certificates will be awarded at the National Convention. If a Chapter or Department representative is not at the Convention, the certificate will be mailed to the Chapter President directly, and vest patches may be purchased through the AMVETS National Quartermaster.

Other National award nominations (Rider of the Year, Department Rider of the Year, Supporter of the Year, Guardian Award) and the Scholarship Application are also on the Forms and Documents page.

Meetings

Before the Meeting

Well in advance of the meeting, the President should check with the Secretary to ensure that all Chapter members have been notified of the time, date, place and tentative agenda of the meeting. They should also check that any planned programs following the meeting were announced. The President should review, condensing where possible, all the material that will be presented at the meeting, organizing it according to the Order of Business described below.

The Chapter meeting is called to order when the President raps the gavel three times. Usually two raps signal the membership to rise. One rap directs the membership to be seated. At the end of the meeting, one rap means the meeting is adjourned. Memorial services for departed members are an important part of the annual Chapter meeting, Department convention and National convention.

Meeting rules from the By-Laws (Article IX):

- Members must be notified of special meetings at least 30 days in advance.
- No alcoholic beverages or smoking are allowed at any National or Department meeting; a member obviously under the influence will not be admitted and is subject to discipline. Chapter member conduct and protocol is set by each Chapter (9.3B).
- Quorum: at Chapter meetings, at least three (3) officers and two (2) members; at Department meetings, at least three (3) elected officers and three (3) members; at National Executive Board meetings, at least four (4) elected officers; at National Executive Committee meetings, four (4) elected officers and three (3) members.
- Executive Board and Executive Committee meetings at the National and Department levels may be held by conference call.
- The AMVETS Riders flag shall be flown at all official Riders meetings or events (By-Laws 17.4).

During the Meeting

The President is the chairman of all Chapter and Executive Committee meetings. In his absence, the 1st Vice President acts as the chairman. If neither of these officers is present, another officer can call the meeting to order. A temporary chairman should be elected to preside until the President or Vice President arrives. The chairman is in charge of the meeting and must see to it that the meeting starts on time and that the business is carried out in an orderly fashion. The President must keep order, explain matters that are not clear, and see that each member has a fair chance to participate in the discussions and decisions. A quorum must be present before a legal meeting can be held.

The chairman calls the meeting to order by rapping the gavel three times and announcing, "The regular meeting of the AMVETS Riders Chapter (number) will now come to order." He/she should then proceed with conducting the meeting's agenda in the following order:

- Posting the Colors
- Pledge of Allegiance

- Invocation
- Read the AMVETS Riders Mission Statement as per the Unified Constitution
- Roll Call of Officers
- Minutes of the Previous Meeting and the Executive Committee Meeting
- Introduction of Guests
- Applications for Membership and Initiation of New Members
- Reports of Officers, Committees and Delegates
- Old Business
- New Business
- Good of the Chapter
- Benediction
- Retiring the Colors
- Adjournment

Every meeting may not have business under each item. The above agenda is a guide for the chairman to ensure that all necessary business is conducted correctly and efficiently. The chairman must listen carefully when the Secretary reads the minutes of the previous meeting, so that he/she can note those items which must be acted on either because they were left unfinished or because reports are expected from committees or officers.

When special items of business come before the meeting, the chairman may suggest changes in the agenda or the omission of certain items, such as the reading of minutes, in order to save time. This may be done only with the body's consent. Chapter meetings should be limited to one hour. In special situations, a two-hour meeting may be allowed if necessary; however, long meetings discourage members from coming back.

Posting the Colors

If the colors are posted with only the United States flag, there should be a guard on both sides of the flag bearer. If both the U.S. flag and the Post or Chapter standard flag are used, the standard flag is carried to the left of the U.S. flag as the flag is moving in a direction, with a guard on the outer side of each flag (or to the front and rear of the flags when it is necessary to walk single file in a narrow aisle or area). The U.S. flag is always to the fore, top or right of any other flag or pennant and the Post or Chapter flag should never cross in front of it. Never have an armed guard without uniform caps. The U.S. flag should always be on the presenter's or speaker's right side; in other words, on the left side of the speaker as viewed from the back of the room.

Generally, the U.S. flag is already posted and in place. At this time, the Sergeant-at-Arms will give the command "Present Arms," at which time the Pledge of Allegiance will commence, and the command following the Pledge of Allegiance is always "Order Arms."

Pledge of Allegiance

> *"I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."*

Riders Prayers

The Chaplain should give the invocation and may substitute their own prayer appropriate to the meeting, or say as follows:

> *Invocation: Heavenly Father, we thank you for the freedom to gather together as AMVETS Riders. We thank you for the men and women who have sacrificed to give us those freedoms. We ask you to guide our thoughts, our words and our actions. Be with us and help us to bring you glory as we conduct the business of the AMVETS Riders. Amen.*
>
> *Benediction: Lord, thank you for your guidance and the good work being done by these AMVETS Riders. Be with our Brothers and Sisters in uniform serving around the world, give them strength and keep them safe. As we leave today, we ask that you go with us and keep us safe in our travels. Thank you for your mercy and grace, and may we bring you glory in all we do. In your name we pray, Amen.*

Mission Statement

The chairman may read the AMVETS Riders Mission Statement, or the entire Chapter/Department can recite it as follows:

> *"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."*

Roll Call

When the roll call of officers begins, all officers should stand. The Secretary then reads the names of each officer and the Sergeant-at-Arms responds "Present" or "Absent," as the case may be, when each name is called. Once counted present, the officer can be seated. After the roll call, a motion to excuse or not excuse the absent officers shall be made. If an Officer has contacted the President or presiding Officer and given a valid excuse, as determined by the Executive Board, a motion to excuse the missing officer will be made and voted on. 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 (By-Laws 10.7). The vacated position shall be filled in accordance with the Unified Constitution and By-Laws.

Reading the Minutes

The minutes of the last meeting and any executive committee meetings held since that meeting should be read. The minutes should be an accurate account of what business was conducted, including:

- The kind of meeting (regular, special or executive committee).
- The date, time and place of the meeting.
- The name of the chairman and Secretary and, where the By-Laws require it, the roll call of officers.
- The action taken on the minutes of the previous meeting.
- Summaries of committee and officer reports and the action taken on them.

- The text of all motions made and seconded, the name of the maker and the action taken on the motion. When the vote is by show of hands or roll call, the exact vote for and against the motion should be entered.
- The time of adjournment.

The Secretary should take notes during the meeting or record the meeting and then enter the minutes into the permanent minutes book as soon as possible so that notes do not get "cold." The Secretary should sign the minutes of each meeting. After the reading of the minutes, a motion to accept, or amend and accept, the minutes as read is required.

Introduction of Guests

When the chairman introduces a guest speaker, they should include in the introduction the name of the speaker, his title or qualifications and the subject of the speech. The chairman may call on a committee chairman to make the introduction, especially when the talk has specific reference to that committee. Remember, the shorter the introduction, the better.

Membership Report and New Member Initiation

The 1st Vice President gives the membership report. The report identifies the members current on dues and addresses the efforts being made to secure renewals and new members. During this report, applications for membership are voted on and new members are introduced to the Chapter. If the new member is present, you may send him out of the room to take your vote. It is acceptable to call a short recess so that a proper welcome may be extended to the new members.

Programs Report

The 2nd Vice President should, at each meeting, report all reportable programs that the Chapter and membership have participated in during the past month.

Other Reports

The Treasurer should give a report, including a statement of the Chapter's financial condition, complete with itemized income and expenditures and the Chapter's bank balance. The Chaplain reports all the names of sick and needy AMVETS Riders members, veterans and members' dependents. Events such as marriages, births and deaths in members' families should also be noted. The Communications Officer should report on any promotional programs the AMVETS Riders have participated in or publicity the organization has received since the last meeting. A motion to accept all of the Officer reports shall be made at the conclusion of all Officer Reports.

Unfinished/Old Business

Any pertinent issues that were left unresolved in previous meetings or considered important to the Chapter's welfare can be discussed at this time.

New Business

Any important business that has yet to be discussed in the meeting can be mentioned at this time.

Good of the Chapter

During the "Good of the Chapter" announcements, members may bring up matters pertaining to the welfare of veterans or the community that require no action to be taken. Educational and entertainment features are often presented during this portion of the meeting rather than waiting

for a formal adjournment.

Benediction

The Chaplain should make the benediction. He/she may substitute his own prayer appropriate to the meeting or say the following benediction: "Let us pause this moment that each of us, in the faith of his own heart, may hallow the memory of those, our fallen comrades, who made the supreme sacrifice, and gave their lives on the altar of patriotism to a great and grateful America." (Pause 30 seconds.) "God of all consolation and all mercy, may those comrades ever sleep in the bosom of Thy love. And do Thou bless us, our loved ones, our comrades, and our fellow man everywhere, now and evermore. Amen." Other prayers may be substituted so long as they are non-denominational.

Adjournment

Following a motion to "Adjourn," which DOES need a second and a majority vote, the Sergeant-at-Arms will ask everybody to stand, give the command "Present Arms," wait five seconds to show respect, then command "Order Arms." The chairman adjourns the meeting by rapping the gavel once and saying: "I now declare this meeting of AMVETS Riders Chapter (number) of the Department of (state) adjourned. Our next meeting will be at (time) on (date)."

After the meeting, the period immediately following is an ideal time for committee members to meet and discuss their efforts, and for the President and other officers to organize the notes they took during the meeting and identify what matters should be addressed at the next meeting.

Committees

There are two general types of committees: a standing committee and a special committee. A standing committee is one that continues to function throughout the year and deals with all matters that come up within its jurisdiction. One of the most important standing committees is the Executive Committee, which has the responsibility of carrying on the Chapter's business between meetings and planning the Chapter's activities. All levels of the AMVETS Riders shall have an Audit Committee and, where at least two active Past Presidents exist, a Past Presidents Committee; National and Departments shall also have Grievance Committees (By-Laws Article XIV). All runs and events are planned by a committee appointed by the President (By-Laws 18.1). Other committees deal with special needs such as membership, programs or fund raising.

National standing committees and chairs (National SOP): Membership (1st Vice President); Program Reporting and Long Range Planning (2nd Vice President); Finance and Audit (Treasurer); IRS 990 Compliance and Uniform and Insignia (Sergeant-at-Arms); CBL/Resolutions, Convention Rules and SOP (Judge Advocate); Fundraising and Mid-Year (Immediate Past President); Delegates and Officer Qualifications (Secretary and Communications Officer); Gold Star Families (Chaplain); Scholarship and Death Benefit (joint).

Conducting Business

Once a committee is selected, the Chapter may elect a chairman or the committee can choose its own chairman. The committee should also select a secretary and, if the group is large, a vice or co-chairman. Committees should meet regularly to conduct their business and organize their

efforts. The chairman is responsible for the proper functioning of the body, seeing that it meets regularly, that the members are notified of meetings, and that reports are made properly.

One of the advantages of a small committee is its informality. In a small group, the rules of parliamentary procedure are liberalized. There can be discussion without a motion; a member may speak as often as he/she desires, and it is not necessary to rise when speaking. All motions should be put to a vote unless there is unanimous agreement.

Reports

Committee reports should be written clearly or typed, and recommend action. The committee secretary usually writes the report; however, the chairman gives the report. Progress reports without any specific recommendations can be made orally by the chairman or by a selected committee member.

Acting on the Report

After a committee has given its report, the members attending the meeting may vote to "accept" the report if they are satisfied with it. When the report includes several recommendations for action, the members may act on all recommendations at one time, or on each separately through the motion process. The body also has the option to "reject" the report, in which case the matter is left as it was before the committee acted. If the members feel the committee can do better, they may "commit" the report, with or without instructions to the committee.

Majority and Minority Reports

When a minority of committee members does not agree on a report, they may submit a "minority report." The body acts on the report of the majority, unless a motion is made to substitute the minority report, in which case the discussion proceeds on the minority views. If such a motion is defeated, the body then acts on the majority report.

Uniforms and Insignia

This section reflects Article XIII of the 2026-2027 Unified By-Laws and the Uniform and Insignia section of the 2026-2027 National SOP. The Unified By-Laws control; see also the Riders Vest Guidelines on the Forms and Documents page. At the 2026 National Convention, the National Sergeant-at-Arms formed a Uniform Committee to clear up grey areas in the By-Laws.

Official Uniform

The AMVETS Riders shall wear a uniform that is consistent throughout the nation (13.1). The official uniform (13.11) is:

- AMVETS Riders unadulterated beret in the proper color
- Black boots or black shoes
- AMVETS Riders patched vest, or a plain unadulterated black vest
- Red AMVETS, Auxiliary, Sons, or AMVETS Riders dress shirt (long or short sleeve), and black or blue jeans, slacks, or skirt in good condition

Uniforms are mandatory at all National and Department meetings; the Sergeant-at-Arms admits only members in proper uniform as Delegates or Representatives (By-Laws 11.7). Uniforms may be more relaxed at the Chapter level due to weather or work requirements. The decision to wear the uniform at a Chapter level meeting may be voted on at the Chapter level and outlined in the Chapter SOP. The AMVETS Riders uniform and beret should be worn at all AMVETS Riders functions, at all patriotic events, and when cooperating with or participating in observances of other veterans and military organizations.

Riders may wear patches and insignia only while a member in good standing; Members-at-Large may not wear the uniform until they join a Chapter (13.2, 5.2D). Purchase of vests, jackets, clothing, patches, insignia and pins is at the member's expense (13.10).

Berets

The black beret with the 2" AMVETS Riders hat patch is the approved headwear for all AMVETS Riders and Supporters, purchased from the National AMVETS Riders designated Quartermaster (13.9).

- CHAPTER OFFICERS, MEMBERS AND SUPPORTERS: Black beret with the AMVETS Riders patch.
- DEPARTMENT OFFICERS: Tan beret with the AMVETS Riders patch.
- NATIONAL OFFICERS: Red beret with the AMVETS Riders patch.
- NATIONAL PRESIDENT: Light blue beret with the AMVETS Riders patch. The current National President may also wear a "National" top rocker and "President" bottom rocker (National SOP).
- PAST NATIONAL PRESIDENTS: Royal blue beret with the AMVETS Riders patch.
- PAST NATIONAL AMVETS COMMANDERS who are AMVETS Riders: may wear a light grey beret (National SOP).
- NATIONAL AMVETS COMMANDER: the ceremonial gold beret may be worn only while serving the term (National SOP).

The member will wear the beret of the highest office held. The beret should be worn indoors and outdoors; however, it should be removed when entering a church. To properly hold the beret during prayer, grasp the cap lengthwise in the right hand with the insignia showing, insert four fingers inside the cap and place it over your heart.

Past Officers Insignia

The Crossed Sabers of the Cavalry (gold in color) identify Past Riders Officers. They are worn to the left of the Riders logo patch on the appropriate color beret, or on the vest on the appropriate officer patch; sabers worn on the vest shall not exceed 3" in size (13.12). Past Officers of the National, Department, or Chapter wear the approved badge one inch to the left of the beret patch (13.9E). 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 where a qualifying past office was held. The AMVETS Riders National Presidents and Past Presidents Badge is worn to the left of the Riders logo patch on the beret of the National President and all National Past Presidents (13.12A).

Vests and Jackets

All vests and patch designs must be submitted to Riders National and approved before wearing (13.2A). Vests and jackets shall be black, and there are no "grandfathered" vests or jackets of any type or style (13.3). Riders who do not wish to wear a patched vest or jacket may wear a plain black vest or jacket (13.2).

The front and back of a vest or jacket are determined by buttoning or snapping the vest front and placing it on a flat surface. The back is everything seen when the front closure is facing down and centered; the front is everything seen when the vest or jacket is placed flat on its back and centered (13.4C).

Front of Vest - Required Patches (13.4)

- Top left: the American Flag, purchased through the National Quartermaster, red, white, and blue with gold border. It shall be the highest patch on the front of the vest.
- Top right: a POW/MIA patch SHALL be worn above the hat patch but lower than the American Flag. (Changed from optional to REQUIRED in the 2026-2027 By-Laws.)
- Top right: a 2" or 3" hat patch for AMVETS, Auxiliary, or Sons of AMVETS, worn under the POW/MIA patch.
- Support Members: the Riders Support Member patch, worn beneath the hat patch (5.4E).

Other patches, pins and insignia 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 jacket, with no prior approval needed. Chapter and Department Charter Member patches are worn on the front of the vest only (13.8). Quality Chapter award patches with year tabs are also worn on the front.

Back of Vest

- Riders are authorized to purchase 8", 10" or 12" RIDERS LOGO patches in the approved multicolor Red, White, Blue, and Gold with Gold trim. The patch is worn centered on the back of the vest or jacket (13.3).
- All center patches and rockers must be purchased from the designated National AMVETS Riders Quartermaster. Back patches from a local or other source are not authorized.
- Only the logo patch and authorized rockers (13.3, 13.3A-C, and embroidery under 13.3E when authorized) may be worn on the back. There shall be no exceptions (13.4C-2).
- The AMVETS Riders logo/patch shall not be altered or defaced in any manner (13.7).
- Embroidery in place of cloth patches is permitted if it complies with the color, size, and shape in Article XIII and is approved by the Riders National Executive Committee (13.3E).

Rockers (13.3A-D)

- The first Chartered Chapter in a State decides on rocker lettering, color, and wording; this is the "Standard" for all other Chapters in that Department. Once a Department is chartered, rocker lettering, color, and wording lies with the Department membership.
- All members of a Chapter shall maintain uniformity in rocker color and wording.

- The top rocker is for the Post or Chapter number. The bottom rocker is for the City and/or Department of the Chapter.
- Rockers shall have a white background with gold trim and blue, black, or red lettering.
- Rockers are placed touching the Riders logo patch top and bottom, without a gap, to show a monolithic patch.
- Should a Department or Chapter choose not to wear a top or bottom rocker for safety reasons, it must first obtain permission from the National AMVETS Riders Executive Committee before wearing a vest or jacket without the authorized rockers.

Riders Jacket (13.5)

The Riders jacket shall be black with long sleeves. American Flag on the left shoulder of the sleeve; POW/MIA patch on the right shoulder of the sleeve; State flag or shield, or the appropriate AMVETS Riders Department banner, on the top left front; the AMVETS organizational 2" or 3" patch on the top right front. The back of the jacket matches the vest. A plain jacket without patches may be worn, with no restriction on type or color.

Prohibited Items (13.6)

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. No organizational patches for any other organization shall be worn, with the following exceptions only: a small Patriot Guard patch may be placed on the front of the vest and/or coat, and honorary veterans groups may be authorized in the future only by a Convention By-Laws change. Don't be the guy that, in public, a Mom with her daughter has to try and explain what a bad word means.

Honor Guard Uniform (13.13)

There shall be an AMVETS Riders Honor Guard conforming to the established AMVETS military funeral honors requirements and local rule. The Honor Guard uniform is worn only during Honor Guard duties and consists of:

- Black pants with a red stripe, no smaller than 7/8" and no wider than 1.5", on the outside of the legs
- Red button-up long or short sleeve shirt, as ordered by the Honor Guard Commander
- Black boots and a black unadulterated beret
- Black leather vest of the same style and quality
- Back of vest: 8" or 12" Riders logo patch, centered, with a top rocker reading HONOR GUARD (white background, gold trim, blue, black or red lettering) and no bottom rocker
- Front left: the American Flag (highest patch) and a round Honor Guard patch showing the member is trained and authorized
- Front right: POW/MIA patch above the 2" hat patch, and a black name tape with white lettering and border showing the surname (no road names)

Unified Constitution and By-Laws (CBL)

The Unified CBL is the most important document that the membership develops and adopts. It lays out the ground rules for members to follow. The rights and responsibilities established must be fair and understood by all the members. Beyond what the Unified CBL does not cover, each Chapter and Department must create a Standard Operating Procedure. The current copy (2026-2027, revised August 22, 2026 in Orlando, Florida) can be found on the Forms and Documents page of amvetsridersnational.org. The By-Laws may be amended at a National Convention by majority vote with 30 days' notice, or without notice by a two-thirds vote (By-Laws 22.1-22.2); the Constitution requires a two-thirds vote with notice, or a unanimous vote without notice (Constitution 12.1-12.2). Both are automatically amended by any action of the National AMVETS Organization affecting the Riders.

Standard Operating Procedures (SOP)

The Judge Advocate is responsible for writing, maintaining, interpreting and updating the SOP. The SOP is not meant to be a copy and paste of the Unified CBL, but a unique document of the day-to-day operations of the Chapter/Department, and can be changed at any regularly scheduled meeting by vote of the membership. A majority vote of the members sends the SOP to the next higher level for review. Chapter SOPs go to the Department Judge Advocate (National if no Department) and then to the National Judge Advocate for final approval. An SOP must be approved and on file before it takes effect, and is required for revalidation. SOPs are uploaded through the Member Portal (By-Laws Appendix E). An example SOP is found in the back of the Unified By-Laws.

Why Parliamentary Law?

Because AMVETS Riders meetings are conducted according to the newest edition of Robert's Rules of Order, each Chapter should have a copy of this publication available at every meeting. The highest-ranking officer, usually the President, serves as the meeting's chairman.

- The chairman must maintain an orderly meeting, so that all business transacted is discussed and follows proper sequence. No member should speak unless first recognized by the chairman.
- The President, when presiding, always accedes to the will of the majority of the members present. It is not his place to insist on points against the decision of the members.
- Only one issue at a time is addressed.
- All members can freely debate each proposal presented to the Chapter.
- All members have equal rights.
- The will of the majority is carried out, yet the minority has the right to present its case.
- The motions put forward should serve to accomplish organizational goals and promote the welfare of AMVETS and the AMVETS Riders.
- As a reminder, Robert's Rules of Order come secondary to any Federal, State, and Local laws and organizational rules and Standard Operating Procedures.

Flag Etiquette

When wearing the beret, the hand salute is used during the posting and retiring of the colors, the Pledge of Allegiance, or any occasion when called for, in the same way as when the military uniform is worn. It is appropriate to salute even as a Sons of AMVETS or AMVETS Ladies Auxiliary member, as well as veterans, when in proper AMVETS Riders uniform.

When wearing the U.S. flag, certain rules apply. The following information was published by the Institute of Heraldry, United States Army, as revised Oct. 20, 1976:

- Wearing a flag pin: The lapel flag pin, being a replica, should be worn on the left side near the heart.
- Wearing a flag patch: When worn on the right shoulder sleeve, it is proper to reverse the design so that the union is to the observer's right, to give the effect of the flag flying in the wind as the person passes. When worn on the left shoulder sleeve, the union (blue field) is uppermost and to the observer's left. In other words, the union is always forward when it is displayed flat against a surface.

Wearing of the U.S. flag on the Riders vest falls within the first rule, as wearing the pin. It is a replica of the flag, not the actual flag.

AMVETS Riders Flags (By-Laws Article XVII)

- The AMVETS Riders flag is two-sided: a solid scarlet red background, 3'x5', 4'x6', or 5'x7', with the AMVETS Riders logo centered and a gold double-fold banner below it, each space equal in size.
- The banner reads "National" in black block letters. Departments and Chapters replace "National" with their Chapter number, City name, Department name, or two-letter State abbreviation, or a combination of these.
- Motorcycle flags are scarlet red, two-sided, and bear only the AMVETS Riders logo.
- Nothing shall be sewn or hung on the AMVETS Riders flag or its staff.
- The flag is flown at all official Riders meetings and events; the Sergeant-at-Arms has sole responsibility for its safeguarding and display.

AMVETS Riders Ceremonies

Each President should understand and make full use of AMVETS Riders ceremonial rituals. All ceremonial functions should be carried out with dignity. Those participating in the rites should study and rehearse the procedures and memorize their lines. The Pledge of Allegiance should open all ceremonies.

If observing the room from the rear of the hall, the U.S. flag should be posted to the left and the Riders colors to the right. The colors should be placed towards the back of the officers.

Before the opening ceremony or the exemplification of any AMVETS Riders ceremony, the Sergeant-at-Arms must ascertain that only AMVETS Riders members or honored guests are present. The SAA should then report his findings to the President. Any member entering the hall after the meeting has opened shall salute the flag and take a seat at the rear.

Activation and Dedication

The complete activation ceremony, used at formal inaugurations of new Chapters or Departments, is divided into two parts: activating the Chapter and installing the officers. The ceremony may be slightly changed to allow the former officers of a Chapter to install the elected officers. The ceremony for installing officers should be used for all annual installations.

The State activation committee should be comprised of three persons: the President (or officer authorized to conduct the ceremony); the Sergeant-at-Arms (or officer to act in that capacity); and the Chaplain.

At a scheduled time and place, the activation committee should meet publicly with the new Chapter's members and elected officers and conduct the ceremony. Prior to opening the meeting, the colors must be placed in their proper position; all ceremonial equipment is placed on a stand or small table near the speaker's rostrum or the altar. If symbols of office are not used, the portions of the ceremony referring to them should be omitted. The use of symbols such as a gavel, however, is recommended.

Activating the Chapter

The activation officer should make a short address about AMVETS Riders and its Mission Statement. On conclusion of the address, a messenger, usually the elected Judge Advocate, steps to the speaker's platform and presents the activation officer with the new Chapter's petition for activation. The messenger should address the activation officer as follows:

> *"Sir, I have been instructed to inform you that AMVETS Riders Chapter (number) of (city, state) has received authority from the National AMVETS Riders and the Department of (state) and is desirous of becoming a duly activated and dedicated Chapter and that the officers of this Chapter be designated and recognized by AMVETS Riders National Headquarters and AMVETS Riders Department of (state). We are now gathered together for this purpose and await your pleasure."*

He hands the petition to the officer, who states:

"Fellow Riders, kindly inform your brothers-in-arms that the wishes of your Chapter of AMVETS Riders will be complied with without further delay, and that the Chapter will be activated and dedicated and its officers installed; and for the members of your Chapter to present themselves for this purpose immediately."

The messenger then retires and returns with the elected officers and members of the new AMVETS Riders Chapter. Members neatly arrange themselves before the speaker's stand in rank and file with the elected officers in the front rank. The messenger and the elected President then step before the speaker's platform and the messenger introduces the President to the activation committee. The elected President then addresses the activation officer in the following manner:

"Fellow Riders. A number of Riders have worked to establish an AMVETS Riders Chapter in (city, state). We have made application to the National AMVETS Riders and have been granted a charter. We now elect to be duly installed in accordance with the rules and regulations of the AMVETS Riders organization."

He hands the charter to the activation officer who, after looking over the charter, responds: "With the greatest of pleasure, sir, I will proceed to comply with your request."

The Judge Advocate reads the charter for all assembled to hear. (The elected President should hand the charter to the acting Judge Advocate and retire to his group.) All are seated while the acting Judge Advocate reads the charter. Then the activation officer says:

"AMVETS Riders, (all members of the Chapter rise) I have found your request to be reasonable and in order, your charter is granted and approved by duly recognized authorities and you have complied with all regulations. Therefore, I now charge that this Chapter of AMVETS Riders become active and enjoy the benefits to be derived from such activity; that the Chapter will hold meetings at regularly stated intervals, all in accordance with the Unified Constitution and By-Laws of the AMVETS Riders, and that you will perform such duties as are required thereby. I now return your charter." (He returns the charter.) "Preserve it well and perform with all seriousness the tenets contained therein. I now declare this Chapter of AMVETS Riders to be duly activated. The Chaplain will now offer a dedicatory prayer."

Installation

Before the officers of a new Chapter can be installed, preparations must be made for the ceremony, with responsibilities carried out as follows:

The President should:

- Meet with the Communications Officer to discuss who will be the guest speakers and how long each will speak (the Communications Officer should make sure that press releases are sent out and media coverage is arranged);
- Send an invitational letter to the speakers and officers being installed;
- Send invitations to the AMVETS Post, Department Officers, AMVETS Auxiliary and the Post Sons of AMVETS;
- Make detailed plans to include refreshments.

The installing Judge Advocate should:

- Compile a list of names and positions of elected officers;
- Review and prepare for the ceremony;
- Explain to both the appointed officers and the elected officers just what they will do and what is expected of them (read the Mission Statement of the AMVETS Riders to the elected officers); and
- Tell the installing officer what has taken place and give him the list of elected officers.

The installing officer should:

- Review the ceremonial procedures with the President; and
- Be prepared to notify the Department and the National Headquarters after the ceremony is completed and ensure the new officers are recorded with the revalidation in the Member Portal.

Procedures and Oath

Guests should always be invited to AMVETS Riders installation ceremonies. AMVETS Riders has no secret ceremonies or rituals; therefore, the public, prospective members and the families of members should never be kept in the dark as to the aims, purposes and principles of AMVETS Riders. The installing officer should be a current or Past Chapter President, Department or National Officer, or a duly authorized officer of another Chapter or Department. The retiring President assumes his position in the center of the platform or stage with the incoming officers seated to his left. The retiring officers, installing officer, honored guests and speakers are seated to the left so that when they rise to recite the AMVETS Riders oath they will be facing the U.S. flag, which is to the right of the platform.

The Chaplain can say his own prayer or use the following invocation:

> *"Our Father, who art in Heaven, may Thy name ever be hallowed by the people of America, whom Thou hast blessed as Thou hast blessed no other people. Bless all nations; we beseech Thee that they may dwell together in peace and justice. Bless our nation that she may ever be strong and generous, right and victorious, among the family of nations on this earth. Bless us, banded together for good in this organization, that we may serve our nation and our fellow men well, in peace as in war. Bless, we beseech Thee, our fallen comrades and those whose price of patriotism causes them to suffer today from mental and physical disability. In Thy holy name, most humbly do we pray. Amen."*

The assembly should remain standing if The Star-Spangled Banner is sung or played after the invocation or if the Pledge of Allegiance is recited. One rap of the gavel signifies that the audience is to be seated. The retiring President then speaks to the assembly and gives a report on past activities of the Chapter and the duties that the new officers and members are to assume.

Oath of Office

The Sergeant-at-Arms leads the Officers to be installed to the rostrum, with the exception of the President. The installing officer raps the gavel once, signifying the start of the installation.

> *SAA: "I present to you the officers-elect, with the exception of the President, of AMVETS RIDERS Chapter (#), Department of (name), for the purpose of installation."*

Installing Officer: "Fellow AMVETS RIDERS, you have been chosen by the members of your chapter to represent them in your respective capacities. Are you prepared to take your oath of office?"

Assembled Officers: "I am."

Installing Officer: "Raise your right hand and repeat after me, using your name where I use mine." (Raps gavel three times; all stand.)

"I (name) solemnly swear that I will support and defend the Constitution of the United States, that I will defend and support the United States from all her enemies both from within and without, and that I will support and obey the Constitution and the Principles of the AMVETS RIDERS, and that I will carry out the duties of my office to the best of my ability, so help me God."

Installing Officer: "You may lower your hands. SAA, you will lead the President to this rostrum so that he/she may be installed."

The SAA leads the President-elect to the rostrum, salutes and takes two steps back, covering the President.

Installing Officer: "You have been chosen by your fellow AMVETS RIDERS to lead them for the following year. The responsibilities will be great. Your leadership will be tested and questioned. Knowing this, are you willing to assume your duties and take your oath of office?"

Incoming President: "I am."

Installing Officer: "Then you will raise your right hand. Repeat after me, using your name where I use mine."

"I (name), solemnly swear that I will support and defend the Constitution of the United States, that I will defend and support the United States from all her enemies both from within and without, and that I will support and obey the Constitution and the Principles of AMVETS RIDERS, and that I will carry out the duties of my office, leading by example and demonstrating the principles of Loyalty, Respect and Brotherhood, to the best of my ability, so help me God."

(Gavel is rapped once; all are seated.)

Installing Officer: "You have been elected to the highest office that this Chapter can bestow upon any member. This office exemplifies authority. Use it wisely and with discretion. Congratulations." (The installing officer hands the gavel to the new President.) "Having complied with our rules and regulations, with the power vested in me by the National AMVETS RIDERS, I hereby declare AMVETS Riders Chapter (number), Department of (state), duly and legally installed for the years 20__ and 20__."

The Sergeant-at-Arms salutes, does an about face, salutes the installing officer, does an about face and retires. The installing officer then thanks the Chapter, Post and audience. The installing party retires to places of honor on the platform and the newly installed President takes the chair and completes the meeting.

Funeral Rituals

Military funerals should follow the rituals as prescribed in the authorized publications of the various U.S. military services. Funeral services should be simple and in accord with the solemnity of the occasion. When the remains are to be interred in a local cemetery, the burial ritual should be conducted at the gravesite. Church or home services are best left in the hands of the family or spiritual advisor.

Funeral Escort: When requested by the family for the AMVETS Riders to perform a motorcycle funeral escort, it is customary to ask all the veterans organizations in the area to participate. The uniform is the full Riders uniform per the Unified CBL (red collared shirt, vest and beret). Formal military funeral honors are performed by the AMVETS Riders Honor Guard in the Honor Guard uniform (By-Laws 13.13).

Motorcycles will line up at the funeral home in front of the hearse prior to the funeral. Riders can stand a flag line if the deceased is a veteran. This should be done at the front door, lined up on either side of the walkway. Flags will be held in the right hand, pulled into the shoulder, at the position of attention. After the service, Riders will line up on either side of the walkway from the door to the hearse. When the casket or remains exit the doorway, the Rider in charge will call "Riders, Attention," "Present Arms," and all will render a hand salute. After the casket is placed in the hearse, the Rider in charge will call "Order Arms" and then proceed to the motorcycles.

If a police escort is involved, Riders should line up in staggered formation behind the police car. The lead Rider shall keep an eye on the hearse to ensure they do not get too far ahead. Once at the gravesite, Riders should park so as not to block traffic and proceed to the gravesite. If there are flags present, Riders should surround the grave and seats with the flags at the position of attention.

Grave Site Ritual: All personnel at the gravesite except the active pallbearers follow the example of the officiating chaplain. If he/she uncovers, they uncover. If he/she remains covered, they remain covered.

Motorcycle flags: Riders may at any time display flags on the motorcycles. When flying the U.S. flag, it shall always be on the Rider's right side of the motorcycle unless flown alone. When flown alone or with two other flags, it shall be flown in the center. AMVETS Riders motorcycle flags are scarlet red, two-sided, and bear only the Riders logo (By-Laws 17.2).

Ritual for Retirement of Unserviceable Flags

This ritual provides for the retirement of unserviceable U.S. flags in a dignified manner.

- Participants, wearing their AMVETS Riders beret, take their places. The participants consist of the President, 1st Vice President, Sergeant-at-Arms, Judge Advocate, Chaplain, and additional members as needed.
- The Sergeant-at-Arms, with two persons acting as aides, collects all the flags to be retired and makes a list containing the names of the donors.
- The flag should be folded in its customary manner.
- The fire should be fairly large and of sufficient intensity to ensure complete burning of the flag.
- Place the flag on the fire.

- The individuals come to attention, salute the flag, recite the Pledge of Allegiance and have a brief period of silent reflection.
- After the flag is completely consumed, the fire should be safely extinguished and the ashes buried.
- Make sure you are conforming to local and state fire codes or ordinances.

Programs

As they assume office, one of the first duties of the President and 2nd Vice President is to review sponsored programs. They must develop a master plan (complete with committee assignments), set goals, establish timetables, promote existing programs to their fullest potential, and consider and adopt new programs, beginning with National and Department programs modified to fit the Chapter's needs. Each Chapter must hold a minimum of two (2) runs or events per year; National and each Department must hold at least one (1) (By-Laws 18.2). National programs include Ride to Remember, Rolling to Remember, the WE GOT YOU veterans suicide prevention program (with officer training available on request), Gold Star Families support, and the RNP Project.

Successful programs not only help the community but also involve members in structured activities. A well-organized program that demonstrates an answer to a need will generate interest, stimulate media coverage, increase involvement and promote membership. The Communications Officer should contact newspapers, radio and TV stations to advise them about what is being planned, who is involved and what will be accomplished. Remember to acknowledge and thank those who helped; a little recognition goes a long way. As each program progresses, document all pertinent information for future reference.

To get volunteers, personally call on members who were active before or who haven't been active at all. Look beyond your Chapter membership: go to the Post, Auxiliary, Sons of AMVETS and Junior AMVETS. Also look to other community service-oriented organizations like the Legion Riders, VFW Riders, Combat Vets and ABATE. Lastly, if a program works, share it with other Chapters, Departments and National Headquarters. It may be adopted nationwide.

Programs Reporting Guide

Sharing information is critical to the continued success and future development of AMVETS and AMVETS Riders programs. Your reports become the basis of our report card as a Veterans Service Organization to Congress and the public. AMVETS is a Congressionally Chartered Veterans Service Organization and as such must report to Congress on our participation in our communities. The values reported give AMVETS a stronger voice and add to the clout of the National Commander on important issues concerning veterans. Reporting also fulfills an IRS accountability requirement for a tax-exempt organization at all levels; if a Chapter were audited, it must be able to show what it has done with its time and money.

Program values are calculated from volunteer hours and mileage using the Independent Sector volunteer-hour value and the IRS volunteer mileage rate. These rates change each year; the online reporting system applies the current figures (the 2021 manual's $19.51 per hour and 14 cents per mile are out of date).

Submission

Reports are submitted online through the AMVETS programs reporting site; a Program Reporting Tutorial video is on the Training Resources page. Your Department and National leadership receive your online report immediately when you hit submit. For help, contact the Riders National 2nd Vice President or the AMVETS Programs Department.

What Not to Report

- Chapter meetings (including set up, take down, buying food and drinks)
- Hanging out at the Post canteen for camaraderie
- Department and National conferences, SEC, NEC and conventions
- Volunteer events for other organizations (for example, a Ladies Auxiliary event; they claim it, and we can't double dip)
- Coaching a little league team or volunteer activity such as volunteer firefighting not directly related to your Chapter or AMVETS
- Attending a luncheon for another organization
- Volunteer hours served in a VA Medical Center or VA-related facility; these hours are reported through the VA

Activities to Report (a sampling)

- Attending a school or Eagle Scout meeting to tell students about the Americanism contest
- Mileage and hours associated with any and all Military Funeral Honors
- Fundraising activities, including time, mileage and money spent buying supplies and setting up for the event
- Time spent taking a sick or hospitalized veteran to and from doctor's appointments
- All volunteers and their hours for your events, even if they are from other organizations
- Riding in a parade for Memorial Day with your AMVETS Riders vest
- Supporting and attending local Stand Downs
- Mileage and hours for visiting veterans in a retirement home
- Conducting or supporting Troop Return celebrations
- WE GOT YOU suicide prevention outreach and training

Deadlines

Chapters are required to report to their respective Departments at a minimum of twice each year. The six-month periods are January through June and July through December. With online reporting, you may report at any time; reports are shared immediately with your Chapter, Department and National Officers and included automatically in the semiannual National reports.

Social Media

Social media is any website or medium (including video) that allows for communication in the open. Speak respectfully about the AMVETS Riders and our current and potential members. Do not engage in name-calling or behavior that will reflect negatively on the AMVETS or AMVETS Riders reputation.

Members can be disciplined by the organization for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that create a hostile environment on any AMVETS Riders social media. Publicly viewed postings shall not be of a politically subversive nature, as we are a non-partisan organization. The AMVETS Riders Social Media Policy is on the Forms and Documents page of amvetsridersnational.org.

Robert's Rules of Order

Meetings shall be conducted according to the By-Laws, the National Constitution, and Robert's Rules of Order. It is the duty of the President to maintain an orderly meeting, and to conduct the meeting in such a manner that all business transacted or discussed follows in proper sequence. The President, when presiding, always accedes to the will of the majority of the members present. He should not allow discussions between members across the floor. No member may speak unless first recognized by the President. Each AMVETS Riders Chapter should have a copy of Robert's Rules of Order at each meeting, so there should never be a doubt as to procedures or decisions.

Rules for meetings enable the business of the AMVETS Riders to get done with speed and efficiency, while at the same time protecting the rights of all the members. These might be stated briefly as follows:

1. Only one subject can come before the meeting at one time.
2. Each proposal coming before the AMVETS Riders shall be freely debated.
3. Each member has rights equal to those of every other member.
4. The will of the majority shall be carried out, yet the minority shall have the right to present its case.
5. The desires of the membership should be brought together in such a way that the welfare of the organization as a whole is served.

How Business Gets Done

Unanimous Consent

A great deal of the business of the meeting can be accomplished by unanimous consent. For example, when the Secretary has finished reading the minutes, the President will ask, "Are there any corrections?" and then, if none are made, "If there is no objection the minutes will stand as read" (or "as corrected"). The same procedure may operate with communications and reports that do not require action: "If there is no objection, the letter will be received and filed," or "If there is no objection, the report will be accepted." Long-winded communications can be avoided by having

them go to the executive committee, which decides which shall be read, or by having the Secretary summarize the less important ones.

Motions

Whenever a body desires to take action on any problem it does so through the passage of a motion. Almost all of the activity of a meeting revolves around motions and what happens to them: whether they are adopted, amended, defeated or postponed.

Getting the Floor

No one has a right to talk at an AMVETS Riders meeting unless first recognized by the President, that is, "given the floor." A member desiring to present a motion or speak on any question rises and addresses the chair as "President." Ordinarily the President or Sergeant-at-Arms recognizes the first member to rise. The President recognizes a member by nodding or pointing to them, or by calling out their name or position, such as "Rider Hatfield."

Making the Motion

Every motion should begin with the words "I move that," not "I make a motion that." Motions should be stated positively, requiring some action. A motion cannot be made while another motion is on the floor, except for certain types noted later. Every motion must be "seconded" before it can be discussed, to ensure that at least two people are interested in it. In most AMVETS Riders meetings, all that is required to second a motion is for a member to call out "Second" while remaining seated.

Stating the Question

When a motion has been made and seconded, the President should repeat it clearly so that all members know what is before the body. If the motion is awkwardly worded, the President, with the permission of the maker, should reword it. If the President believes the motion is "out of order," he/she should say so as soon as it is made.

Discussion

After stating a motion, the President asks for discussion: "It has been moved and seconded that... Is there any discussion?" The maker of the motion is usually given the first opportunity to speak. A member who has not yet spoken on the motion is given preference over one who has. It is good practice to alternate speakers for and against a motion; a member who seldom talks should be given preference over one who speaks frequently. Discussion should be strictly limited to the matter before the meeting. The President has the right to speak on a motion but should not dominate the meeting.

Amendments

An amendment may be offered at any time after the motion has been seconded and before the vote is taken. The mover must get the floor in the usual way, and the amendment must be seconded. The maker should state clearly what the amendment is and to which part of the motion it applies; for example, "I move to amend that the date of the picnic be August 22 instead of August 15." No amendment can be made which is directly contrary to the motion.

Amend the Amendment

An amendment may itself be amended once; there can be no amendment to an amendment to an amendment. When neither the motion nor the motion as amended appears satisfactory, the best plan is to offer a "substitute for the whole." There cannot be two amendments to a motion before the meeting at the same time. Once an amendment is before the body, discussion is limited to the amendment until it is disposed of. The President can sometimes save time by asking the maker and seconder of the motion whether they will accept the amendment as part of the original motion; if they agree and no member objects, it is done.

Voting

When there has been sufficient discussion, the President may ask, "Are you ready for the question?" So long as anyone desires to debate, the President himself cannot close debate; that can only be done by the body. Before putting the matter to a vote, the President should make clear just what the members are acting on. When a motion with an amendment is before the body, the vote on the amendment comes first; if it passes, the body then acts on the motion as amended. A "substitute for the whole" is voted on first. When amendments concern different numbers (such as committee size), vote on the largest figure first. In most instances, members vote vocally: "All those in favor say aye... those opposed, no... the ayes have it and it is so ordered."

Show of Hands

When there is doubt as to which side has the majority, a vote is taken by show of hands: "The chair is in doubt. We will vote by show of hands." Any member may call for this by calling "Division" from his seat, and the chair should grant it. In large meetings the President may appoint tellers, or ask voters to stand.

Keeping the Order

It is the duty of the President to see that the rules are followed, calling them to the attention of members as they are violated. If a member persists in being out of order, the President may have them removed from the floor.

The Point of Order

A member who believes the rules are being violated may rise and say "Point of order," even while another has the floor. The President must ask, "What is your point of order?" and then rule: "Your point is well taken" or "Your point of order is not well taken." A point of order is not an excuse to slow down a meeting, interrupt a speaker, make a speech, or criticize the President; it is better to keep quiet about a minor infraction than to disrupt the meeting.

Appeal from the Decision of the Chair

When a member feels a grave injustice has been done, or that the President's decision definitely violated the rules, the member may say, "I appeal from the decision of the chair," immediately after the ruling. After discussion, the chair puts the question: "All those in favor of upholding the ruling of the chair, say aye... opposed, no." The chair is either sustained or overruled, and business continues.

Point of Information

A member who needs information to vote intelligently may rise and say "Point of information." The President recognizes the questioner but he/she cannot interrupt another speaker. Questions to

another member are addressed through the chair, and that member may decline to yield.

Parliamentary Inquiry

When the information sought concerns the rules of procedure, it is a "parliamentary inquiry," such as "Is it in order now to make a motion about...?" The President's answer is not a decision that can be appealed.

How to Do What You Want to Do

Subsidiary motions help in handling business rather than dealing with it directly. Many of them can interrupt a speaker, require no second, cannot be debated, or require more than a majority to carry.

Objecting to the Consideration of a Question

When discussing a motion would cause ill feeling or harm, a member may rise immediately after it is made, before discussion, and say "I object to the consideration of the question." The President asks, "Will the assembly consider it?" and the matter is voted on immediately without discussion. If two-thirds vote against considering it, it cannot be brought up again during that meeting. This should be used only in exceptional cases.

Withdrawing a Motion

After a motion has been made and seconded it belongs to the body. The maker asks permission to withdraw it: "If there is no objection the motion will be withdrawn." If anyone objects, withdrawal is put to a vote; it requires no second, is not debatable, and needs a majority.

Table, Defer, or Defer Indefinitely

To "table" a motion is intended to set it aside temporarily in order to take up more pressing business: "I move to table this motion in order to determine..." It requires a second and is decided without debate. A tabled motion can be "removed from the table" once other business has been transacted, by majority vote without debate. Tabling is not the proper way to kill a motion. To delay action pending more information, move to "defer the motion until we can receive additional information as to..."; to drop the matter altogether, move to "defer this indefinitely." Overusing deferral to kill a measure is unwise; it is better to close debate in the regular fashion and defeat the motion.

To Limit or Extend Debate

Debate can be limited or stopped only by action of the members. Motions to limit debate (by setting a time to vote, limiting the number or length of speeches, or allotting time to each side) or to extend debate require a second, are not debatable, and are made only by a member who has the floor.

The Previous Question

To cut off debate entirely and vote at once, a member who has been recognized says "I move the previous question" (or "I move that we close debate and vote on the question"). It requires a second, is not debatable, and requires a two-thirds vote. Members calling out "Question" from their seats should not be used to close debate when members still wish to speak.

To Reconsider

When it is felt that the body acted hastily, or new information shows a decision was unwise, a motion to "reconsider" brings the matter up anew. It must be made on the same day as the original vote, by someone who voted with the majority, but any member may second it.

Motion to Adjourn

A motion to end the meeting requires a second and a majority vote. It is a privileged motion with precedence over ordinary business, and is not debatable. Note: if more than one motion is proposed, the most recent takes precedence over the ones preceding it.

Glossary of Commonly Used Terms and Phrases

Member or Member in Good Standing - A member who has complied with all their explicit obligations and paid dues for the current dues year, and who has neither voluntarily withdrawn nor been expelled or suspended after appropriate proceedings under the Unified Constitution and By-Laws.

Ex officio member - A position someone automatically gains because of another position the member already holds.

Hand Salute - Traditionally, members of the nation's veterans service organizations render the hand salute during the National Anthem and at events involving the National flag only while wearing their organization's official uniform and headgear.

(The) Chair / Chairman - The presiding officer.

On the Floor - A motion has been made, seconded and is the only subject under discussion.

Has the Floor - A particular person has the Chair's permission to speak and is generally allowed to continue until finished (unless out of order).

Point of Order - When a member believes the speaker is out of order, he may rise and, without waiting to be recognized, state "Point of Order." The Chair stops the speaker, hears the reason and rules on it.

Table a Motion - Action on the motion on the floor is set aside to be acted on later at the same meeting.

Postpone (Defer) a Motion - Action on the motion is moved to a later meeting, generally to allow more information to be gathered.

Body - The members present at any meeting.

Annual Meeting - The yearly Chapter meeting at which new officers are elected and yearly reports of all officers are given. It is held prior to the Riders Department Annual Convention, usually in May.

The Rostrum - The desk or platform where the presiding officer conducts the meeting, usually with the President, Sergeant-at-Arms and 1st Vice President.

Constitution and By-Laws - Also called the Unified CBL; the rules which organize the AMVETS Riders. Current edition: 2026-2027.

Standard Operating Procedure (SOP) - Rules established by the Chapter, Department and National organization that govern day-to-day operations not covered by the CBL, such as how monies can be spent. SOPs cannot conflict with the CBL and must be approved by the next higher level before taking effect.

Member Portal - The National AMVETS Riders Membership Database, the official record for members and renewals, officers and rosters, transfers, invoices and payments, SOP uploads, and IRS 990 compliance.

S.E.C. State Executive Committee - Department Elected and Appointed Officers, all Department Past Presidents (one collective vote), and all Chapter Presidents or their designated representatives.

N.E.C. National Executive Committee - National Elected and Appointed Officers, all National Past Presidents (one collective vote), and all Department Presidents or their designated representatives.

N.E.B. National Executive Board - National Elected Officers and the Immediate Past National President.

MAL - Member-at-Large.

PNP - Past National President

IPNP - Immediate Past National President

RNP - Riders National President

RDP - Riders Department President

RCP - Riders Chapter President

Credits

Conceived and directed by Riders National President George Cummings.

Written by RN1V Tom McNamara, 7-31-2018.

2021 update by IPNP8 Tom McNamara and RN2V Natalie Cummings, 11-6-2021.

August 2026 update to conform to the 2026-2027 Unified Constitution and By-Laws (revised August 22, 2026, Orlando, Florida) and the 2026-2027 National SOP.