

## Process for chartering an American Legion Riders Chapter

The formation of a new ALR chapter relies first and foremost on keeping a positive attitude. Remember, you will be rendering a service to the post, the community, and it's veterans. These steps serve as a suggested guideline: Charters are provided by the post or department. National does not provide charters for ALR chapters.

1. The post commander (with the approval of the members) should appoint a committee of at least three members to organize a riders chapter within the post.
2. Survey the post membership to ascertain the number of legion family members (Legionnaires, SAL, Auxiliary) eligible for membership in the ALR chapter under resolution 19.
3. The committee should obtain information and guidance from the district or department ALR chairman or your department headquarters.
4. The post should call a meeting to discuss the possibility of forming a chapter. Invite a speaker from another chapter, someone who is involved in The American Legion Riders, to discuss the organization and its activities.
5. The organizing committee should ask the post to name a director and or chairman and at least two other interested members to head up the chapter.
6. The committee should develop a program covering at least six months and establish a regular meeting day and time. The chapter should meet in the post home, and all meetings may be conducted by the guidelines in The American Legion officers guide and "Robert's Rules of Order."
7. At the ALR chapter's first meeting, the committee should select a temporary staff of officers that will serve for a three-month period, after which a regular election can be scheduled.
8. The charter should make decisions pertaining to annual membership dues. Consult with your department leadership to determine if there is a department per capita that will have to be included in your chapter dues.
9. An initiation of the members and installation of the chapter officers should be conducted by the post officers or by some American Legion ceremonial group.
11. The post committee and the chapter officers should plan meetings and chapter programs for at least the next year.
12. The post committee should prepare a report for each post-meeting, outlining the accomplishments and goals of the chapter.
13. Encourage chapter members to participate in all post functions, organize rides and fundraisers to support the post and bring awareness.
14. The post should notify the chapter of all upcoming events such as parades, memorial services, and other functions in which they could take part. The chapter should make itself useful in assisting the post as much as possible.

**\*\*New squadron procedures may vary from department to department. It is suggested to contact your department for their specific procedure and guidelines.**