

**CODE OF PROCEDURE  
AMERICAN LEGION RIDERS COMMITTEE**

**Approved DEC: October 2019**

1. The Oregon American legion Riders (ORALR) Committee shall be composed of five members; The ORALR elected officers with terms ended or extended as annual elections are held. Director, Vice Directors East and West and the Secretary, treasurer. The Department Internal Affairs Commission Chairman shall serve in an advisory capacity to the Committee. The ALR Commission chairman shall be appointed by the Department Commander. The ALR Chairman will be a member of the American Legion Riders and Internal Affairs Commission with a vote on that Commission.
2. The ORALR Committee shall oversee the activities of The American Legion Riders as the liaison between the ALR Post Chapters and the Internal Affairs Commission and Department Executive Committee.
3. As the ALR Chapters coordinate rides and support numerous events throughout Oregon and the Western United States, they are to report to the Internal Affairs Commission quarterly for the Department Executive Committee on current and recent activities. These activities would include but not be limited to attending Memorials, Parades, Fund Raising events and contributions.
4. The ALR Commission Chairman is to communicate with headquarters by phone, email or directly in support of the Oregon American Legion Rider Program. Official communications with department will be in writing/email.
5. The ORALR Committee shall have a Standard Operating Procedure (SOP) serving as a base to be adopted by each chapter and as an initial requirement for the establishment of new chapters. The SOP will include information on current state laws and liability insurance, vest and patch standards and attire during ceremonies and Department functions.
6. Each Chapter of the Oregon American Legion Riders program will actively support at least (1) existing American Legion Program. This may be a separate American Legion Riders project or in conjunction with the American Legion Post.
7. The ORALR Committee shall meet at the call of the ALR Chairman, Internal Affairs Commission or Department Commander, and in any event at least once annually following Department convention
8. Three members shall constitute a quorum at any meeting of the ORALR Committee. Any action taken by less than a quorum shall be ratified at the next meeting of the ORALR Committee.

9. The ALR Chairman shall request in writing, to the Department Commander, the removal of a Committee member for failure to participate actively in the work of the Committee; a copy of such request shall be sent to the member concerned.
10. The ALR Chairman shall submit a written report annually of the year's committees' activities to the Department Commander as required by Article V, Section 7 of the Department Constitution
11. Changes in the Code of Procedure shall be made by majority vote of the Committee members and submitted to the Internal Affairs Commission and Department Executive Committee for approval at the Fall DEC.
12. The ALR Chairman shall prepare and submit a budget for the following year to the Permanent Finance Commission for approval by the Department Executive Committee. No expenditures on behalf of the committee shall be made until the Committee Code of procedures has been submitted for annual review and approved by the Department Executive Committee and without prior notification to and approval of the ALR Commission Chair.
13. A notice of scheduled meetings and subsequent copy of each meeting minutes for the Oregon American Legion Riders (ORALR) committee, shall be sent to the Internal Affairs Commission and Department Executive Committee for his/her information.

---

*American Legion Department of Oregon*  
Internal Affairs Commission Chair

---

*American Legion Riders*  
Commission Chairman

---

*State Director*  
*American Legion Riders*