

# **Riders Standing Operating Procedures (SOP)**

## **1. NAME**

1.1 The name of this organization shall be American Veterans AMVETS Riders Chapter 5 it will exist as a hybrid chapter both virtually and at a physical location defined in our standard operating procedures (SOP), and it shall be here after referred to as the chapter.

## **2. MEMBERSHIP**

2.1 Membership in the chapter shall be limited to members in good standing of AMVETS, AMVETS Ladies Auxiliary, or Sons of AMVETS including members of other posts who do not have a rider's chapter.

## **3. GOVERNANCE**

3.1. The members of the chapter agree to abide by all rules of their parent organization.

3.2 The members of the chapter agree that it will follow all rules defined in the National AMVETS Riders "Unified" Constitution and By-Laws and the

3.3 The members of the chapter agree that it will follow all rules defined in the Department of Ohio Standard Operating Procedures.

3.4 The members of this chapter agree to abide by all the rules defined in these Standing Operating Procedures.

## **4. QUORUM**

4.1 A quorum at all annual, general, or general special chapter meetings shall be 6 providing at least one of them is an elected officer.

4.2 A quorum at all executive committee or special executive committee chapter meetings shall be 5 elected officers.

## **5. CHAPTER MEETINGS**

5.1 The chapter will acknowledge four types of meeting: the annual meeting, the general meeting, the executive committee meeting and special meetings.

5.2 The chapter annual meeting it will be held on the first Wednesday in June following the post annual meeting that begins at 6.00 p.m.

5.3 The chapter general meeting it will be held on the first Wednesday of July – May following the posts general meeting that begins at 6:00 p.m.

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- 5.4 The chapter executive committee meeting it will be held on the first Wednesday monthly following the Post executive Board Meeting that begins at 5:30 p.m.
- 5.5 Chapter special meetings can be called by any member but must meet the quorum requirements, rules, and membership notification timeline.
- 5.6 Disciplinary meetings will be held in executive session.
- 5.7 The order of business shall be prescribed by the executive committee but may be changed, when necessary, by the chair.
- 5.8 All business meetings of this chapter shall be conducted in accordance with *“Robert’s Rules of Order, the newest edition”*.
- 5.9 Chapter members may attend any meeting physically or virtually.
- 5.10 Chapter members attending physically should report at the time outlined in Section 5 for the appropriate meeting at the location identified in Section 11.
- 5.11 Chapter members attending virtually should report at the time outlined in Section 5 for the appropriate meeting at the location identified in Section 11 then choosing the meeting tab.

### 6. **CHAPTER OFFICERS**

- 6.1 Chapter officers shall consist of the President, 1<sup>st</sup> Vice, 2<sup>nd</sup> Vice, Treasurer, Judge Advocate, Secretary, Sergeant at Arms, Immediate Past President, Chaplain, Communications Officer, Quartermaster, and Road Captain.
  - a. The President will oversee all areas of the chapter, appoint officers and committees as designated and break all ties on votes.
  - b. The 1<sup>st</sup> Vice is responsible for the keeping of accurate membership records and shall ensure all monies are collected through membership or renewals are forwarded immediately to the Treasurer.
  - c. The 2<sup>nd</sup> Vice will monitor and report all programs of the chapter to national.
  - d. The Treasurer shall keep accurate records of all financial transactions of the chapter and make sure the chapter 990 is filed annually.
  - e. The Judge Advocate shall advise the president and other officers on legal matters pertaining to the chapter, CBL, SOP, Etc. The Judge Advocate will also review and approve all SOP changes prior to their submittal for approval.

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- f. The Sergeant at Arms shall maintain order at all meetings. The sergeant at arms shall post and retire the colors and lead the Pledge of Allegiance at all meetings
  - g. The Secretary will keep accurate records and minutes of all chapter meetings.
  - h. The Chaplain shall offer comfort and solace to our members in their time of need and shall offer opening and closing prayers at all meetings.
  - i. The Communications Officer
  - j. The Quartermaster will make sure that all uniform requirements of the chapter are coordinated with the supplier.
  - k. The Road Captain shall coordinate all rides of the chapter.
- 6.2 Elected Officers of the chapter are the President, 1<sup>st</sup> Vice, 2<sup>nd</sup> Vice, Treasurer, Judge Advocate and Sergeant at Arms.
- 6.3 Appointed Officers of the chapter are the Immediate Past President, Secretary, Chaplain, Quartermaster, Communications Officer, and the Road Captain as approved by the Executive Committee.
- 6.4 An elected Officer term shall be limited to one year beginning on July 1<sup>st</sup> ending on June 30<sup>th</sup>.
- 6.5 Appointed Officer term shall be limited to one year beginning on July 1<sup>st</sup> ending on June 30<sup>th</sup>.
- 6.6 All elected offices have no term limits if positions are uncontested. If an office is contested it can only be held by the incumbent for a maximum of two years. There are no term limits to how many times and office can be held.

### **7. ELECTIONS & APPOINTMENTS**

- 7.1 Elections shall be held annually at the Chapter annual meeting.
- 7.2 Appointments shall be turned in at the Chapter annual meeting after the elections.
- 7.3 Nominations for elected chapter officers shall begin at the May general meeting annually.
- 7.4 Final nominations and the elections will be at the June annual meeting.

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## 8. EXECUTIVE COMMITTEE

- 8.1 The Executive Committee shall consist of the President, 1<sup>st</sup> Vice, 2<sup>nd</sup> Vice, Treasurer, Judge Advocate, Secretary, Sergeant at Arms, Immediate Past Chapter President, Communications Officer, Quartermaster and Road Captain.
- 8.2 The chapter president will serve as the Chair of the executive committee.
- 8.3 The current elected officers and the immediate past chapter president are the only voting members of the executive committee.

## 9. FINANCIAL

- 9.1 The total annual dues of this chapter shall be twenty dollars (\$20.00) payable annually at the January general meeting (\$12.00 National & \$8.00 Chapter)
- 9.2 The President and Treasurer will have signature on all chapter accounts.
- 9.3 The chapter will donate ten percent (10%) to American Veterans AMVETS Post 5 from all fundraising activities.
- 9.4 The chapter president will choose the chapters charity annually.
- 9.5 The chapter president has the authority to spend two hundred and fifty dollars (\$250.00) without membership approval.

## 10. ADMINISTRATIVE RULES

- 10.1 Annually upon membership renewal each member shall provide a valid driver license with a motorcycle endorsement along with proof of insurance (excludes supporting members).
- 10.2 Standard operating procedures may be amended after one (1) reading and membership approval.
- 10.3 Any Department Officer who is elected or appointed, who oversees Any account that requires usernames and or passwords (such as bank accounts, webpages, Facebook, etc.) shall be required to share that information with the chapter president and secretary.

## 11 LOCATIONS

- 11.1 The physical location of the chapter shall be at VFW 4719 located at 75. W. Johnstown Road Gahanna, OH 43230.
- 11.2 The Virtual location of the chapter will be at <http://www.ohamvets5.org>

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### **12. VFW 4719**

- 12.1 All members of the charter agree while utilizing any of the property of the VFW 4719 located at 75. W. Johnstown Road Gahanna, OH 43230 will abide by all their posted rules.
- 12.2 Any member of the charter violating any house rules of VFW 4719 will be subject to the disciplinary procedures of their house committee and any appeals will be handled in accordance with their house rules.
- 12.3 The chapter executive committee must receive approval from AMVETS Post 5 and the VFW 4719 House Committee for events and fundraisers on VFW 4719 property.
- 12.4 Chapter members are responsible for their guests while they are on the property, and they must leave when the member leaves.