The American Legion Riders Department of Tennessee

Standard Operating Procedures (SOP)

Published 28 June 2026

"For the cause, NOT the applause"

Table of Contents

Background **3**

Article I: Department ALR Committee **4**

Purpose 4

Section 1: SOP Trustees 4

Section 2: Membership 4

Section 3: Qualifications 4

Section 4: Committee Appointments and Selections 4

Section 5: Qualifications and Duties 5

a. Department Chairman 5

b. Adjutant/Finance Officer 5

c. Division Chairman 6

d. District Chairman 7

e. Safety Officer 7

f. Chapter Consultant 7

Section 6: Committee Meetings 8

Section 7: ALR Sub-Committee Chairman 9

Section 8: Special Events 9

Section 9: Financial 10

Section 10: Amendments to the American Legion Riders SOP 10

Article II: American Legion Riders Chapter **12**

Purpose 12

Section 1: Establishment of Chapters 12

Section 2: Member Qualifications 12

Section 3: Organization 13

Section 4: Officers 13

Section 5: Post ALR Officer Duties 14

a. Chapter Director 14

b. Assistant Director 14

c. Adjutant 14

d. Treasurer 15

e. Road Captain 15

f. Safety Officer 15

g. Chaplain 15

h. Sergeant-at-Arms 16

Section 6: Discipline 16

Section 7: Election of Officers 16

Section 8: Finances 16

Article III Patches and Apparel **17**

Section 1: Riders Vest Guidelines 17

Section 2: Uniforms 18

Section 3: Use of Copyrighted Material 18

Attachments:

1. **National Executive Committee, Resolution No.5 (5-6 May 21)** **20-21**
2. **Four Rules of an American Legion Program** **22**
3. **Participant Accident Waiver/Release of Liability Form** **23**
4. **ALROH/ALROY SOP's (Temporarily Attached)** **24-25**
5. **Chapter SOP Adoption Acknowledgement** **26**

BACKGROUND

The American Legion Riders (ALR) is a program of The American Legion. Members of the ALR come from The American Legion, The Sons of the American Legion, and The American Legion Auxiliary, collectively "The American Legion Family," who share an interest in motorcycling. They can be found partaking in parades, motorcycle events and· supporting the communities in which they live, work.

The American Legion Riders is formed to promote the aims and purposes of The American Legion as a family-oriented motorcycling activity for members of The American Legion Family.

The American Legion Riders chapters shall abide by The American Legion National Constitution and By-laws as well as their established Post, District, and Department Directives. The American Legion National Headquarters and The American Legion Department of Tennessee shall maintain general oversight of The American Legion Riders Program.

Resolution Number 5 passed by The National Executive Committee on May 5-6, 2021 (see attachment 1), shall provide overall guidelines for The American Legion Riders program. The Department of Tennessee American Legion Riders provides guidelines for this program through The American Legion Riders committee and this document.

The ALR is not a motorcycle club (M/C) and does not practice M/C rules or regulations. There is no patching or pledging permitted. An ALR Chapter Member is not permitted to join the "Council of Clubs."

Per NEC Resolution No.37, May 4-5, 1988, ALR Chapters do not have the authority to enter any formal association or club/council membership with any outside organization that may act or vote in any manner outside the control of the American Legion.

ARTICLE I
DEPARTMENT ALR COMMITTEE

Purpose: To ensure The American Legion Riders (ALR) operate in accordance with the Department of Tennessee rules and procedures and operate within the guidelines of Resolution No. 5, passed 5-6 May 2021 and any subsequent resolutions as adopted by the National Executive Committee.

Section 1. SOP Trustees: Shall consist of three (3) trustees; Department Commander, Department Adjutant, and Department ALR Chairman; To ensure that this SOP does not supersede Department and National Guidelines in its adoption or any future amendments to this SOP.

a. In accordance with the Department of Tennessee Constitution and Bylaws, this SOP must be reviewed annually at the Department Summer Convention by the incoming Department Commander and Department ALR Chairman for continuity.

Section 2. Membership: May consist of the following members:

a. Department ALR Committee: Department ALR Chairman; Adjutant/Finance Officer; Three (3) Division Chairman (West, Middle, East); Ten (10) District Chairman; Chapter Consultant; Safety Officer; American Legion Rider Of Honor Coordinator (ALROH).
b. Special Appointed Committee Members: Chaplain; Sergeant at Arms (SAA); Road Captain; Historian; Media and Communications Coordinator; Public Relations Officer (PRO); Special Projects Consultant; Events Coordinator; Web Master.

Section 3. Qualifications: Must be a member in good standing of The American Legion Family (The American Legion, American Legion Auxiliary, and Sons of The American Legion) within the Department of Tennessee.

Section 4. Committee Appointments and Selections

1. Department ALR Chairman: Appointed by The Department of Tennessee Commander.
2. Division ALR Chairman: Selected by Each Division Vice Commander.
3. District Chairman: Selected by Each District Commander.
4. ALR Committee, Special Appointed Committee members in Section 2 above and Sub-Committee Coordinators are appointed at the discretion and as

needed by the Department ALR Chairman.

5. All members of the Committee are highly encouraged to attend all Department of Tennessee events, Conferences, and Conventions.
6. Division Vice Commanders and District Commanders are encouraged to consult with the Department ALR Chairman when making their selections.

Section 5. Qualifications and Duties

a. Department Chairman

1. Must be a member in good standing of The American Legion family and a current American Legion Rider within the Department of Tennessee.
2. Must be a current or past Post ALR Chapter Director, or Division Chairman of Department of Tennessee American Legion Riders.
3. Charged with the oversight of the Committee and the American Legion Riders post programs in the Department of Tennessee, reporting directly to the Department Commander and the Internal Affairs Officer (IA).
4. Sets the agenda for all meetings of the Committee.
5. Monitors to ensure all Chapters are following the Rules and Procedures as set forth by the Department.
6. Monitors to ensure all functions participated in by the Chapters are within the guidelines set forth by The American Legion, Department of Tennessee, and the National Organization.
7. Monitors to ensure that the good name of The American Legion is not tarnished by the actions of American Legion Riders or Legion Rider Chapters that could be perceived as detrimental to our image in our community.
8. Monitors to ensure the motto "Legion Family First, Rider Second" is instilled in every Chapter.
9. Ensures all necessary reports are submitted promptly to the Department Commander and Adjutant as required.

b. Adjutant/Finance Officer:

1. <u>Adjutant</u>
   - i. Records minutes of all committee activities.
   - ii. Maintains copies of minutes and reports.
   - iii. Handles all administrative functions and correspondence of the committee at the discretion of the Chairman.
2. <u>Finance Officer</u>

i. Accurately manages, maintains, and records all transactions of the Department ALR Committee in their respective ALR Chapters Bank account or designated Department ALR Bank account.
    1. These funds are subject to oversight by the Dept. ALR committee and the Post Commander and/or Finance Officer to ensure proper reporting and accounting when disbursement(s) and purchases(s) are requested by the committee or sub-committee(s)
    2. Must request approval of their Post Executive Committee for use of post EIN and proper bonding.
    3. Must be bonded through their post for a minimum amount of $100k
ii. Provides financial reports at the ALR Committee Meetings.
iii. All expenditure and purchases must be approved by the ALR Committee by majority vote.
iv. Submit annual budget forecast by Mid-Winter Conference for each year.

c. Division Chairman

1. One (1) Division Chairman shall be selected to assume the duties of the Department Chairman in his/her absence at the instruction of the Department Chairman, Commander, or Senior Vice Commander after a selection vote from the ALR Committee.
2. Shall notify the Department Chairman before the Mid-Winter Conference, and the Department Convention, or as needed as follows:
    i. District Chairman Appointments.
    ii. Annual Post ALR Officer Changes as needed from District Chairman or Post Directors.
    iii. Anything for the good of The American Legion Riders.
    iv. Dept. sub-committee programs and events tasks by the Dept. Chairman or Sub-Committee Chairman.
3. Monitor to ensure all Chapters are following the rules and procedures set forth by this SOP, The Department of Tennessee and the National Organization.
4. Visit as many chapters as possible within their Division at least once annually per American Legion Year.
5. Coordinates with the ALR Chapter Consultant on posts within their Division that wish to sponsor an ALR Charter. The Division Chairman shall

assist the ALR Chapter Consultant in ensuring the Post Understands all their requirements prior to the Department approving an ALR Chapter.
6. Represent Chapters within their Division at all Committee meetings.

d. District Chairman

1. There shall be a total of Ten (10) District Chairman, one (1) for each of the 10 presiding districts in the Department and not limited to ALR members.
2. Monitor to ensure all Chapters are following the rules and procedures set forth by this SOP, The Department of Tennessee and the National Organization.
3. Visit as many chapters as possible within their Division at least once annually per American Legion Year.
4. Disseminate information to and from Division Chairman and Chapter Directors.
5. District Chairman shall be appointed by the District Commanders.
6. Report any pertinent information concerning Chapters to their respective District Commander.
7. Their duties may include, but are not limited to:
    i. Representing the Department of Tennessee ALR at their respective District meetings and Conventions.
    ii. Performing other duties as assigned by the Division Chairman.

e. Safety Officer

1. Provides safety information and public sources to riders.
2. Assists the Chapter Road Captains in educating members about "Group Riding" techniques and general safety principles.
3. The primary duty is to ensure the safe operation of group rides and events by following all applicable Federal, State, and Local laws.
4. Provides safety information, and training when appropriate to ALR members.
5. Retrieve accident reports from Chapter Directors and forward to Department ALR Chairman and Adjutant.

f. Chapter Consultant

1. Advisor and consultant to the Department ALR Chairman.
2. Recommended that Chapter Consultant be a Past Department Chairman/Director.

3. Assists Posts considering sponsoring an ALR Chapter. Provides application, charter template, Officer Notification /Roster, Training and other Department or Program documents as applicable.
4. Ensures sponsoring Posts have the required number of qualified riders to start an ALR Chapter and continues to monitor their status till the charter is issued by the Post Executive Committee.
5. Prepares charter for new chapters. Turn completed information over to the Division Chairman for presentation scheduling.
6. Meets with sponsoring post leadership to ensure the post understands obligations of the sponsoring post and the ALR chapter's reporting requirements to both the sponsoring post and the Department ALR Committee. Provide guidance to the sponsoring post ALR committee to establish a financial account with the post as an administrator and an ALR email address (For Department Share Drive Purposes, preferably a Gmail Account).
7. Coordinate administrative preparations of a new chapter charter with the Department ALR Chairman, ALR Adjutant, and Dept. Internal Affairs Officer, as well as Post Commander, Chapter Director , Division Chairman, and others as necessary.
8. Conducts ongoing support for all chapters regarding accountability and continuity as a Post Program
9. Chapter Consultant should play a pivotal role as a liaison to Chapters with questions concerning this SOP, and any attached documents, programs, and events.

Section 6. Committee Meetings

a. There shall be two (2) official Committee meetings held annually as scheduled by the Department Adjutant. These meetings are held at the:
    1. Department Mid-Winter Conference and the
    2. Department Summer Convention.
b. All Committee members are encouraged to attend the above events.
c. The Department ALR Chairman should attend the above events for the purpose of reporting on Department Rider activity.
d. Additional meetings may be called by the Committee Chairman at his/her discretion. Minutes of additional meetings shall be prepared by the Department ALR Adjutant.
e. Each Post American Legion Riders chapter in the state shall be entitled to the voting strength of one (1) delegate.

1. The Post ALR Chapter shall be in good standing with the five (5) members required for Charter.
2. No delegate shall be seated unless the annual dues have been received by the Department ALR Adjutant prior to Chapter delegate selection.
3. Delegates shall be chosen at Post ALR meetings and approved by the Sponsoring Post not less than one week before the Committee Meetings.
4. Each registered delegate shall be entitled to one vote on behalf of their Chapter.
5. Chapter Delegates shall be in attendance at the committee meetings to cast a vote.

f. Legion Riders Shall not wear the Legion Riders Beret to the Department Mid-Winter Conference or Summer Convention. The Only authorized Cap for such events and committee meetings is the official American Legion, American Legion Auxiliary, or SAL cap.

Section 7. ALR Sub-Committee Chairman

a. The following appointments are to be established as directed by the ALR Chairman and approved by the ALR Committee.
    1. Media and Communications (for ALR Social Media)
    2. Public Relations Representative (for ALR Public Media and News Relations)
    3. Special Events Subcommittee(s)
    4. American Legion Rider Of Honor (ALROH) Chairman/Coordinator as needed
    5. Ad-Hoc as required

Section 8. Special Events

a. There may be several Department-wide ALR events held annually. The Division Chairman will provide advisory assistance to Chapters supporting any Department-wide ALR event. These events include, but are not limited to:
    1. Mid-South Roundup. This annual three-day event is to bring chapters, Posts, Units, Squadrons together for Fun Competition and camaraderie. The last Day MAY be utilized as a Department ALR Meeting as deemed necessary by the Department ALR Chairman and Committee. A Roundup Sub-Committee shall be formed directly following the Department Convention with members that will provide or assist in coordinating and planning of events.
    2. Tennessee Legacy Run (TLR). This event is conducted to bring chapters

together as a department. All funds collected will be for designated Legion Charities. The Dept. ALR committee will select a TLR Chair, and the Chair will select Legion Family members to fill committee positions as needed for the event. Route planning, sponsorships, fundraisers, and execution shall be the sole responsibility of the TLR committee, working in conjunction with the committee Safety Officer. Planning meetings will be held as required; following each a written summary will be provided to the ALR committee Chair through the Dept ALR Adjutant. All other standard guidelines for American Legion activities apply.

3. The Chair of any ALR committee appointed subcommittee conducting a fundraiser in the name of The American Legion, Department of Tennessee, will work with the Chairman and Adjutant of the ALR Committee to ensure the Department Commander and Internal Affairs is notified of the plans for handling of funds.

Section 9. Financial

a. The American Legion Riders, Department of Tennessee, is a "self- funding" program of the Department.
    1. Department ALR Funds collected from event(s), (after recouping expenses) should be distributed according to the event(s) committee budget requirements.
    2. The Department ALR Committee shall vote on an annual budget to allow for allocation of final account balance for the fiscal year two weeks prior to the Department Convention.
    3. Proceeding the 2026 Department of Tennessee Summer Convention and the adoption of this SOP, there will be a Five Dollar ($5.00) Department membership due required for all Members of The American Legion Riders Department of Tennessee:
        i. All Funds will be either mailed or sent electronically to the Department ALR Adjutant/Finance officer
        ii. Funds will solely be allocated for any Travel and Administrative costs incurred by the Department ALR Chairman and/or Administrative costs incurred by the Dept. ALR Adjutant/Finance Officer with the approval of the ALR Department Committee.

Section 10. Amendments to the American Legion Riders SOP

a. Amendments to the SOP may only be made at the two official committee meetings per year (Mid-Winter Conference and Summer Convention).
    1. Requests must start at the Post Chapter and must be submitted in

writing to the Division Chairman and finally to the Department ALR Chairman and Adjutant **No Later Than two (2) months** prior to committee meetings.

2. Administrative and clerical changes can be made by the Department ALR Committee as necessary.

b. Post ALR Chapter Requests
    1. Chapter ALR must vote and annotate in their Meeting Minutes.
    2. ALR Director, Post Commander and Adjutant must sign written requests for Amendments to the SOP.
        i. If Commander and Adjutant are ALR members, a Post Officer and/or Post Executive Committee members NOT an ALR member shall sign to prevent conflicts of interest.
c. Division Chairman
    1. Report all written requests to Amend the SOP to the Department ALR Chairman, Adjutant/Finance Officer and Committee Members.
    2. Division Chairman must sign the request after reading and before forwarding to the Department Committee.
    3. Tasked with notifying all District Chairman and Chapters within their Division of any requests to Amend once accepted by the Department ALR Committee.
d. Department Chairman
    1. Must consult with the Department Internal Affairs Officer on any requests to Amend the SOP prior to committee meetings and final vote to ensure compliance with Department/National guidelines are met.
    2. Must report to the Department Committee on accepted amendment requests.
    3. Ensures all accepted amendment requests are read and voted on during the Department ALR Committee meetings

ARTICLE II
AMERICAN LEGION RIDERS CHAPTER

Purpose: The purpose of the Riders Chapter is to support the programs of The American Legion Family by organizing and participating in charity events helping out veterans, their families and the local community by promoting motorcycle safety programs among Legion Family members that share a common interest in motorcycling. The ALR chapter should strive to represent the virtues, values, ethics, and morals of The American Legion in support of freedom, democracy, and the safety of our citizens.

Section 1. Establishment of Chapters

a. Chapters must have a sponsoring Post.
b. Chapters must have a minimum of five (5) qualified Riders that Must be members of the sponsoring Post, Squadron, and/or Unit. Of these five (5) members, three (3) must be eligible and current Legionnaires.
c. Chapters must take the Post number and name of the sponsoring Post. *Any chapters with approved charters prior to the adoption of this SOP are grandfathered in and may retain their present name and Charter as written.*
d. The ALR committee will ensure the proposed chapter will be in compliance with National and Department guidelines.
e. The Post Commander and appointed New Chapter Chairman should contact the Department ALR Chairman and Chapter Consultant to discuss his/her intention to charter an ALR chapter.
f. Posts sponsoring a chapter agree thereby to having their ALR activity subject to oversight by the Department of Tennessee for compliance with this SOP.

Section 2. Member Qualifications

a. Must be a member in good standing of The American Legion Family (The American Legion, American Legion Auxiliary, and Sons of The American Legion) and comply with the bylaws of the sponsoring Post.
b. Members of a sponsoring post may not at any time hold membership in more than one Chapter of the ALR.
c. Each ALR member shall establish and maintain membership by owning either individually or through marriage, a common-law marriage, a life partnership, or a long- term relationship, a motorcycle licensed and insured as required by the ALR member's state laws. The operator must have a license with proper endorsement. (Per National resolution #5).

d. Individual ALR Chapters may allow for continued membership for those members who have given up motorcycle ownership due to age, illness, injury, as stated in Resolution 5.
e. Support Members. Chapters may accept support members.
    1. Support members must be in good standing of The American Legion Family (The American Legion, American Legion Auxiliary, and Sons of The American Legion) under the guidelines of one of the three organizations and identified by a rectangular (No bottom Rocker) "Supporter" Patch under the ALR back patch or designated patch/Pins for (Optional) non-vest owners.
    2. A Supporter may only be a Supporter of one ALR Chapter.
    3. May not hold any Department ALR Committee or Post Chapter officer positions.
    4. Supporters shall have no voting rights at any Department-level meetings.
f. Future Rider and Junior Rider Members. Chapters may accept Future Riders and Junior Rider members, but at a minimum, they must:
    1. Be a Qualifying Junior member of the American Legion Auxiliary or Sons of The American Legion and be identified by a Future or Junior Rider patch.
    2. The Parent or Legal Guardian must sign the Participant Accident Waiver/Release of Liability form.

Section 3. Organization

a. An ALR Chapter is a Post Level Program of The American Legion and exists at the discretion of the sponsoring Post.
b. It is understood that the finances of the chapter will be monitored by the sponsoring post. Refer to Section 5,d, Line 3.
c. ALR Chapters are encouraged to adopt “ALR Standing Rules” and must be approved by the sponsoring post as well as any changes suggested by the Chapter and shall not supersede any Post Bylaws or this SOP.
    1. A Copy of the Chapters Standing Rules Shall be sent to the Department ALR Committee.
d. The Rider Charter document is the property of the sponsoring Post.

Section 4. Officers

a. Elected Officers: Director, Assistant Director, Adjutant, Treasurer, Road Captain, and Safety Officer.

1. Director, Assistant Director, Adjutant, Treasurer MUST be members of the Sponsoring Post Family (i.e., TAL, ALA, SAL).

b. Appointed Officers: Sergeant-At-Arms, Chaplain, Membership Chairman Historian, Media and Communications, and other positions as needed.

Section 5. Post ALR Officer Duties

a. Chapter Director:

1. Serves as Chief Administrative Officer of the Chapter and presides over all meetings.
2. Serves as liaison to the Executive Committee of the sponsoring Post.
3. Supervises all affairs of the Chapter.
4. Coordinates with other ALR Officers at the Chapter, District, Division, and Department level.
5. Submits reports as required by the sponsoring Post, District, Division and Department

b. Assistant Director:

1. Perform such duties as directed by the Chapter Director.
2. Executes the duties of the Chapter Director during his/her absence or disability.

c. Adjutant:

1. Shall maintain membership records sufficient to establish:
    i. Members in good standing through annual verification of American Legion Family memberships through Post Adjutant.
    ii. Contact Information.
2. Maintains a full and accurate record of all chapter proceedings at meetings.
3. Process new member applications, issue membership decals or applicable methods as suited by the Department ALR Committee and ensure the Treasurer receives new dues. (This duty may be delegated to a chapter membership chair, if one is established).
4. Ensure Commander Signs membership roster for membership verification before sending Officer Notification and Roster to Department ALR Adjutant, Division Chairman, and Department Chairman.
5. Ensure the “SOP Adoption and Acknowledgement” and “Four Rules of an American Legion Program” are re-signed in the case of any changes in Chapter Director and/or Post Commander, and amendments to this SOP from the Department ALR Committee.

d. Treasurer:

1. Maintains accurate records of all transactions in accordance with the sponsoring Post's financial requirements.
2. Deposits funds in the ALR Chapter bank account and disburses funds as approved by the Chapter.
3. Provides financial reports to the sponsoring Post Commander as directed.
4. Collect Post Chapter dues as Voted on Annually by Post Chapter.
    i. Department Dues of $5.00 must be included and sent to the Department ALR Adjutant/Finance Officer as directed before the end of the year.

e. Road Captain:

1. Responsible for organizing group rides and reporting details to the Post Adjutant and/or Commander.
2. Responsible for reporting to the Chapter Adjutant the following information for inclusion in the Chapters Monthly Activity Report:
    i. Date and name of the event or ride.
    ii. Length of event or ride in both hours and miles
3. Assigns additional road captains as necessary. It is each chapter's responsibility for conducting safe rides, to include,
    i. Assigning sweeps (tail gunners) for large groups
    ii. Determines safe number of riders in each group
    iii. Giving a pre-ride briefing covering the route, hazards, and hand signals.
    iv. Ensuring all guest riders sign a waiver of liability before all rides. Signed waivers will be given to the riders Adjutant for filing.

f. Safety Officer:

1. The Safety Officers' primary duty is to ensure the safe operation of group rides and events in their individual chapters in accordance with all applicable Federal, State, and local laws.
2. Chapter Safety Officers shall assist the Chapter Director in gathering information from any members involved in reportable motorcycle incidents during official functions.
3. Promote safe riding techniques and ongoing training.

g. Chaplain:

1. Offer the invocation at the beginning and the benediction at the end of all meetings and Chapter functions.

2. Visit sick and distressed members, their immediate family and fellow veterans, reporting to the membership their status and needs.
3. Report the death of any Chapter members to the Director, the District, Department Chairman and Post Chaplain.

h. Sergeant-at-Arms:

1. Preserve order at meetings and gatherings.
2. Assist the Road Captain in enforcing all rules of safe riding during rides, runs, and events.
3. Ensure members attending ALR meetings are current members and are in good standing, identify any guest(s) and their business with ALR and make Introductions when called upon.
4. Be responsible for the logistics and proper staging of flags and meeting room for all meetings and the appropriate staging of Flag Bikes and motorcycles during parades and escorts.

Section 6. Discipline

Posts are the basic unit of The American Legion, and each Post is the judge of its own membership, subject to the restrictions of the Constitution and By-Laws. Disciplinary actions against members (suspension or expulsion) must follow due process, including written charges, a fair trial, and the right of appeal to the Department Executive Committee.

Section 7. Election of Officers

All officers of The American Legion Riders Chapter shall be elected, no later than December 1st annually. Elected officers must be approved by the Sponsoring Post Commander or Executive Officer NOT a member of the ALR.

Section 8. Finances

a. Finances will be derived from Membership Dues, sale of approved merchandise and such other revenue sources as approved by the ALR General Membership.
b. An ALR Chapter may not incur any debt in the name of the Post without prior approval of the Post membership documented in the Post Memberships minutes.
c. The ALR Chapter of a Post is a subordinate organization to the sponsoring Post which is a non-profit organization and a tax-exempt Corporation under the laws of the State of Tennessee.
d. Should the ALR Chapter be dissolved, all funds and assets will be immediately turned over to the sponsoring Post for disposition.

ARTICLE III
PATCHES AND APPAREL

Section 1. Riders Vest Guidelines. There are two types of rider patches:

a. Standard three (3) Line patch worn by all ALR members. These include:
   1. The ALR Back Patch. Centered, left to right, and attached to the back of the vest.
      i. The only authorized back patch worn by current members of The ALR chapter, is copyrighted and sold by The American Legion Emblem Sales.
      ii. 3-Line (8.5”x12”). Top line will be TENNESSEE, and the bottom second line will be the Post Number (Example: POST 77) and the third line will be the Post Location (Example: LEXINGTON)
      iii. Rectangular patches are authorized, as long as they do not resemble rockers and do not claim territory. Limited to; Veteran, Auxiliary, Squadron, Charter Member, Branch of Service (United States Armed Forces Only).
      iv. Rockers will be Authorized solely at the discretion of the Chapter and sponsoring post combined.
         1. The only Rocker authorized above the Back Patch is the Division Rocker (West, Middle, East Tennessee).
         2. No Rockers, Patches or pins may touch the American Legion Riders Back Patch per American Legion Copyright and Trademark Laws.
         3. As per ALR National Resolution 35 recommended guidelines of the ALR Program:
            a. 5. All The ALR groups shall avoid the perception of being a “motorcycle club” or biker club”.
            b. 8. No use of rockers with the ALR patch because touching the patch violates trademark laws of the ALR patch.
   2. US Flag patch
      i. Attached to the upper left side of the front of the vest (wearer’s left)
      ii. Nothing is permissible above the flag as worn on the vest except for religious symbology (i.e., Cross, Star of David, etc.).
      iii. Other official American Flags should NOT be worn below any other Patches front or back.

3. POW/MIA Patch. Should be one of three colors authorized and sold at The American Legion Emblem Sales. The patch shall be placed and worn "Respectfully" at the discretion of the Post ALR Chapter.

b. Individual Patches should display the integrity, principles and values of The American Legion and ALR by avoiding patches with:
    1. Explicit, derogatory, or offensive language and/or images.
    2. Political or partisan language and/or images.
    3. No patches and pins Indicating membership or direct support to any Motorcycle Club are permitted on the ALR Vest.
    4. The Director shall restrict patches that are not appropriate.
c. Pins
    1. When placed on the vest the pin will present a positive image of The American Legion and the ALR.
    2. The Director shall restrict pins that are not appropriate.
d. Any appeals pertaining to Article III Section 1, should start at the sponsoring post commander. If resolution fails, refer to the Department ALR Committee Leadership Chain of command.
e. All extra patches/pins described and voted as mandatory by the ALR Chapter membership should be listed an/or written in the ALR Chapters "Standing Rules" and approved by the Post Executive Committee.
f. All vests should be in compliance with this SOP no later than the Department Convention June 2027.
g. This Article III Section 1, Line (f) will be administratively removed in accordance with Article 1, Section 8 following 2027 Department Summer Convention.

Section 2. Uniforms
Suggested member dress for Funerals and Special Events (Veterans Day and Memorial Day Ceremonies, etc.) should be dark pants, white shirt, rider vest, and appropriate Legion Family headgear.

Section 3. Use of Copyrighted Material
The American Legion owns, controls, protects and defends the American Legion's intellectual property, composed of trademarks, and copyrighted emblems. Permission must be obtained from the American Legion Emblem Sales prior to using any items bearing American Legion copyrighted material.

ACKNOWLEDGEMENT & APPROVED BY:

Tonya Launsby
Department Commander

Jared "RODEO" Melton
Department ALR Chairman

Mike Griffin
Department Adjutant

Roy Bud Davis
Department ALR Adjutant

NATIONAL EXECUTIVE COMMITTEE OF
THE AMERICAN LEGION May 5-6, 2021
Virtual

Resolution No. 5: Guidelines for the American Legion Riders National Program Origin: Internal Affairs Commission
Submitted by: Internal Affairs Commission

WHEREAS, American Legion Riders (ALR) was established in 1993 as a post-level activity at Garden City American Legion Post 396, Department of Michigan; and

WHEREAS, Resolution No. 35: "American Legion Riders as a National Program," NEC, October 17-18, 2007, Resolution No. 32: "Amendment to Resolution No. 35," NEC, May 4-5, 2011 and Resolution No. 19 (NEC, Oct. 2020), Subject: "Updated Program Guidelines for the American Legion Riders (ALR) National Program" were guiding documents for the post and department ALR programs under the support of the hosting posts and departments and are combined in this resolution; and

WHEREAS, Today there are more than 2,100 ALR chapters at the post, district and department levels whose membership consists of members of The American Legion, Sons of The American Legion and the American Legion Auxiliary who share a common interest in motorcycle ownership and pleasure riding for veterans' causes; and

WHEREAS, The ALR has expanded to more than 150,000 members, 2,100 local chapters in all 50 domestic departments and in two foreign departments; and

WHEREAS, The purpose of the ALR is to use their common interest and association to promote the aims and purposes of The American Legion as well as the promotion of motorcycle safety and awareness; and

WHEREAS, Since 2014, ALR has raised approximately 1 million dollars annually for the American Legion Legacy Scholarship Fund while raising The American Legions brand awareness and penetration in their communities and promoting the American Legion Family; and

WHEREAS, Membership growth in The American Legion has increased in many posts that have supported ALR and in some cases these members now serve in leadership positions within The American Legion; and

WHEREAS, Many posts, districts and departments of The American Legion have acknowledged ALR as a local American Legion program and are tasked with establishing guidelines for their ALR program to follow; and

WHEREAS, ALR supports those individuals serving in uniform today through participation in such activities as the Patriot Guard, which was founded by the Department of Kansas ALR to provide escorts for our fallen heroes returning from war and taking care of the needs of the families left behind; and

WHEREAS, All ALR members strive to maintain the image of The American Legion by upholding The American Legion name and brand which symbolizes the integrity and principles of this great organization; and

WHEREAS, It is in the best interest of The American Legion, through the ALR Advisory Committee, to review and amend from time to time such guidelines to provide more effective direction to The American Legion Riders programs in order to protect the trademarks, emblems and copyrights of The American Legion; now, therefore, be it

RESOLVED, By the National Executive Committee of The American Legion in regular meeting assembled virtually on May 5-6, 2021, That all American Legion Riders (ALR) groups be organized as programs supported by a post, department or other duly constituted department governing body of The American Legion and shall uphold the declared principles of The American Legion as well

as conform to, and abide by, the lawful regulations and decisions of their department, post and/or other duly constituted department governing body; and, be it further

RESOLVED, That because The American Legion owns, controls, protects and defends The American Legion's intellectual property, composed of trademarks, emblems and copyrights (Emblem or Emblems), the following guidelines are required to fulfill protective standards:

1. **All members of the ALR shall be current members of The American Legion, Sons of The American Legion or American Legion Auxiliary.**
2. **Each ALR member shall establish and maintain ALR membership by owning, individually or through marriage, a common-law marriage, a life partnership or a long-term relationship, a motorcycle licensed and insured as required by the ALR member's state laws.**
3. **ALR programs may allow for continued ALR membership for those ALR members who have given up motorcycle ownership because of age, illness, injury or other reasons outside the ALR member's control.**
4. **ALR programs may allow current members of The American Legion family to join ALR chapters as supporting members.**
5. **The only approved titles for ALR officers shall be chairman and vice-chairman or director and assistant director.**
6. **All ALR members shall maintain the image of The American Legion, protect The American Legion's Emblems, which symbolizes the integrity and principles of The American Legion and if wearing Emblem items then the Emblem items will be American Legion authorized Emblems.**
7. **ALR members' vests should display the integrity, principles and values of The American Legion and the ALR by avoiding patches or pins with (1) explicit or offensive language and/or images and (2) political or partisan language and/or images since The American Legion is a non-partisan organization.**
8. **The ALR chapter should strive to represent the virtues, values, ethics and morals of The American Legion in support of freedom, democracy and the safety of our citizens.**
9. **Per NEC Resolution No. 37, May 4-5, 1988, ALR chapters do not have the authority to enter into any formal association or club/council membership with any outside organization that may act or vote in any manner outside the control of The American Legion.**
10. **All ALR members shall obey the laws of their respective state and/or the state (s) in which they ride.**
11. **The ALR chapter's sponsoring organization (post, district and/or department) are strongly urged to review liability insurance coverage to ensure that adequate insurance coverage is available to insure/cover the sponsoring organization, including insurance coverage for any specific special riding event; and, be it further**

RESOLVED, That American Legion Riders programs shall abide by the American Legion National Constitution and National By-laws as well as their established post, district and department directives; and, be it further

RESOLVED, That American Legion National Headquarters and the respective departments shall maintain general oversight of the American Legion Riders program in regard to proper use of the Emblems of The American Legion, the American Legion Riders and the American Legion Legacy Run and to ensure compliance with the American Legion National Constitution and National By-Laws; and, be it finally

RESOLVED, That Resolution No. 19 (NEC, Oct. 2020), Subject: "Updated Program Guidelines for the American Legion Riders (ALR) National Program" is hereby superseded and rescinded.

FOUR RULES OF AN AMERICAN LEGION PROGRAM

The American Legion's most prized possessions are its name, emblem and logo. Its century of existence has built an environment of respect around those three things. Protecting those prized possessions is necessary to ensure that the environment of respect remains in place.

The American Legion's work under the four pillars, particularly the work involving Americanism and Children and Youth, often involves outside organizations and almost always community partnerships. Protecting the three possessions requires that rules be put in place to ensure that protection continues.

Many programs exist to carry forward The American Legion's work. Some are strictly internal, such as Sons of the American Legion and Legion Riders, while others are more external, such as American Legion Baseball and Boys State. Regardless of whether they are internal or external, these programs must obey the same set of rules, even though in some cases, seemingly independent organizations are created to assist with the work of a particular program.

All programs, whether strictly internal or organized under a subsidiary corporation or entity, must obey the following four rules. Whether the program in question is chartered by a Post, a County or District, a Department or National as the parent organization, this requirement is in place.

If one or more of these rules is violated, National will need to enforce intellectual property rights against the organization that caused the violation.

Rule #1 – *"Leadership"* – All elected and appointed leaders must be confirmed by the parent organization after each selection, or as needed.

Rule #2 – *"Rules"* – All bylaws, amendments and/or standing rules must be presented to the parent organization for confirmation and approval prior to use.

Rule #3 – *"Reports"* – The program will provide to the parent organization: (a) monthly activities reports; (b) quarterly financial reports; (c) an annual financial statement; and (d) any additional report(s) requested by the parent organization.

Rule #4 – *"Controls"* – The parent organization may provide the program with the employer identification number (EIN) and the tax-exemption status, with the necessary financial controls over their usage. All program financial accounts must have a minimum of two (2) signatories appointed by the parent organization.

By signing the following statement, you acknowledge that you have read and understand the rules and will comply with those requirements. It is recommended that this form be signed by the program leader and a post officer annually or when there is a change in leadership.

ACKNOWLEDGMENT

Post	Program Name	
Program Leader	Signature	Date
Post Officer	Signature	Date

Participant Accident Waiver/Release of Liability Form

1. I acknowledge that motorcycle activity is a potentially hazardous activity, which can be a test of a person's physical and mental limits and carries with it the potential for death, serious injury and property loss. The risks include, but are not limited to, those caused by terrain, facilities, temperature, weather, condition of rider's equipment, vehicular traffic, actions of other people including, but not limited to participants, volunteers, and spectators. These risks are not only inherent to riders, but are also present for passengers, spectators, and volunteers. I hereby assume all the risks of participating and/or volunteering in this event. I realize that liability may arise from negligence or carelessness on the part of the persons or entities organizing or conducting this event and hereby release them of all possible liability. I certify I am at least 18 years old. I promise not to sue and agree to pay all court costs and all attorney fees that result from my action, civil or otherwise.
2. I certify that I am physically fit with no known physical or mental impairment and have prepared for participation in the event(s). I acknowledge that this Accident Waiver and Release of Liability form will be used by the event holder, sponsors, and organizers of the event(s), in which I may participate and that it will govern my actions and responsibilities at said event(s). I certify that I am not under the influence of any narcotic, alcohol or other drug that may impair my understanding or judgment and that I will not at any time during the event(s) operate my motorcycle under the influence of any narcotic, alcohol, or drug. I certify that I have fully adequate insurance to cover all medical claims, the motorcycle and any other equipment and any damage or liability I may ultimately be found responsible for, during all travel connected with the event(s). I further certify that I have all the insurance required by law and I am licensed and competent to operate a motorcycle in a safe manner and my license has all motorcycle endorsements or certificates required by my state of residence. At the Department of Tennessee or National motorcycle events, a minimum of 750cc will be required to participate.
3. In consideration of my being permitted to participate in the event(s), I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows: (A) Waive, Release and Discharge from any and all liability for my death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter accrue to me during the event(s) or during my traveling to and from the event(s), THE FOLLOWING ENTITIES OR PERSONS: The American Legion, officers, sponsors, volunteers and (B) indemnify and Hold Harmless the entities or persons mentioned in this paragraph from any and all liabilities or claims made by other individuals or entities as a result of any of my actions during the event(s). Accordingly, I do hereby release and discharge The American Legion, officers, sponsors, and volunteers from all claims, demands, and causes of action of every kind whatsoever for any death, damages and /or injuries which may result from my participation in the event(s). This shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.
4. I hereby consent to receive medical treatment, which may be deemed advisable in the event of injury, accident and or illnesses during the event(s). I agree to pay for all costs related to medical response, treatment, and transport on my behalf.
5. I certify I will wear the personal protective equipment while operating my motorcycle at the event(s) that is or may be required by Tennessee and/or any state in which my participation occurs and that my motorcycle and all required personal protective equipment are in safe operational condition. I agree to abide by the directions/rules given by the organizers of the event(s) and understand that my privilege to ride may be removed without refund if I am in violation of the rules set forth or acting/performing in an unsafe manner, or any manner disruptive to the operation of the event(s).
6. I certify that I am the parent or legal guardian of_____ which is a member of the **Future Rider program**. In consideration of all aspects of the Participant Accident Waiver & Release of Liability, I agree to abide by the directions/rules given by the organizers of the event.

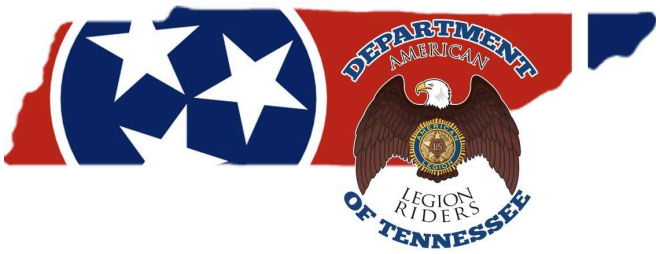
NAME: _____ PHONE #: _____

EMAIL: _____ CHAPTER#:_____ LOCATION:_____ DEPT:_____

EMERGENCY CONTACT: _____ PHONE#: _____

PASSENGER NAME: _____

SIGNATURE:_____ DATE:_____ R/C or S/O Initials____



The American Legion Rider of the Year (ALROY)
Standard Operating Procedures (SOP)

Purpose: The purpose of The American Legion Rider of the Year (ALROY) award is to recognize the exemplary service, achievements, and accomplishments of individual Riders throughout the Department of Tennessee. The annual ALROY award serves to recognize those Riders, in good standing, who have exceeded the norm in their dedication and service to community, state, and nation, and furtherance of the aims and goals of The American Legion Family.

1. The ALROY awardees will be nominated by their Chapter Directors. The Chapters throughout the Department are encouraged to recognize a deserving Rider through their own ROY programs. Nominees are not required to be Chapter ROY. Significant service, achievements, and accomplishments need not be confined to the current year.

2. The nomination should be submitted in writing, and include name, Chapter, number of years as a Rider and American Legion Family affiliation. Explain the service, achievements and accomplishments in the greatest detail possible.

3. Chapter nominations must be received by the Department Chairman no later than 31 March of each year to ensure adequate time for review and selection.

4. The Department Chairman will identify a review committee made up of three Chapter Directors. One Chapter Director will be identified as Committee Chair.

5. The review committee will have 14 days to examine all nominations and forward the selected Department ALROY to the Department Chairman, along with a synopsis explaining the selection process.

6. The selected Department of Tennessee ALROY will be announced, and presented a certificate/plaque at the Department Convention in June.

American Legion Rider Of Honor (ALROH)
Standard Operating Procedure (SOP)

Background:

The American Legion Riders of Honor (ALROH) program was created by Gary "Iceman" Stevens as a way to recognize members for their work and dedication to the ALR. The ALROH is the highest award that the ALR can give its members. This award shows that the recipient has gone far beyond the typical obligation of supporting the aims and goals of The American Legion, but has distinguished him or herself by advancing the name and reputation of the American Legion Riders and has shown a significant impact on the program.

Procedures:

1. Any American Legion Family Member with knowledge of the significant actions of an ALR member may submit a nomination. Nomination forms must have the name and signature of the Chapter Director. The Director does not need to be the recommender. They can be listed as the Chapter contact or the Chapter Officer.

2. Nominees must have been members of the ALR for not less than three years. Nominees do not need to be members of the current Chapter for that entire three years.

3. Each Chapter may submit one nominee per year. If the Chapter has a “Rider of the Year” program, the Chapter’s Rider of the Year selected would be an obvious nominee. Likewise, if the Department has a “Rider of the Year” program, the Rider selected for that honor would be a likely nominee.

4. Nominations from the Chapters will be voted on by current ALROH awardees among TN ALR Chapters, selected on a rotational basis. One nominee will be down-selected and will be the TN submission to the National Administrator.

5. Should a TN Chapter host the “Regional ROMP”, the Chapter Director will be awarded the ALROH, as long as he or she meets the three year membership requirement.

NOTE: Any nomination per paragraph 5 may be in addition to a regular nomination from the state.

6. Nominations may be submitted between November 1st and February 28th to the TN ALROH Coordinator, Currently Don “G-Man” Gerspach, Chapter 120 at gerspachdon@gmail.com.

7. If you have questions, or need nomination forms;
   a. Visit AMERICAN LEGION RIDERS FORMS AND RESOURCES
   b. Email or call Don “G-Man” Gerspach at the above email or 573-512-1419.

Department of Tennessee
The American Legion Riders

ACKNOWLEDGMENT OF THE ADOPTION OF THE STANDARD OPERATING PROCEDURES (SOP)

Approved by the Department Executive Committee of the American Legion Department of Tennessee in January 2026 and Adopted on June 28, 2026, by the Department of Tennessee Convention.

I, _____, the acting Director of ALR Chapter #_____ located in _____, TN District#_____ Acknowledges the Adoption of the American Legion Riders Standard Operation Procedures (SOP) this _____day of _____ 20____.

ACKNOWLEDGED & APPROVED BY:

Chapter Director	**Post Commander**
_____	_____
Chapter Adjutant	**Post Adjutant**
_____	_____

"For the cause, NOT the applause"