

The American Legion

Department of Montana



The American Legion Riders© Program

Program Guidelines and Standard Operating Procedures

AMERICAN LEGION RIDERS® PROGRAM:

The American Legion Riders program was established as a national program through Resolution 35: "American Legion Riders as a National Program" (NEC, October 17-18, 2007); and amended by Resolution 32: "Amend Resolution 35: "American Legion Riders as a National Program" (NEC, May 4-5, 2011). On August 5, 2016, the National Adjutant submitted a memorandum to Department Commanders, Department Adjutants, National Executive Committeemen and National Vice Commanders; subject: American Legion Riders® Program Recommendations. The memorandum also referenced Resolution 11, Rules and Regulations Governing Use of the Name and Emblems of The American Legion (include resolution no./ adoption date) and Resolution 37, Reaffirmation of the American Legion Policy Concerning Affiliation with Other Organizations (NEC, May 4-5, 1988). Resolution 19, Updated Program Guidelines for the American Legion Riders® (ALR®) National Program (NEC, Oct 2020), was superseded and rescinded by Resolution 5, Guidelines for the American Legion Riders® National Program (NEC May 5-6, 2021). The American Legion Riders® and ALR® are protected trademarks of The American Legion.

The ALR® program provides a social atmosphere for members of The American Legion Family that share a common interest in motorcycle ownership and pleasure riding for veteran causes, and 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.

NAME

The Name of this Committee shall be **THE DEPARTMENT OF MONTANA AMERICAN LEGION RIDERS® ADVISORY COMMITTEE** (The MTALRAC shall operate as a standing committee in accordance with The American Legion Department of Montana Constitution and By-Laws, Article I Section 2: Department Standing Committees, and established Department directives.

PURPOSE

The American Legion National Headquarters and the Department of Montana shall maintain general oversight of the ALR® program as regards to the proper use of the name and emblem of The American Legion, ALR® and The American Legion Legacy Run and in compliance with the National Constitution and By-Laws of The American Legion.

The MTALRAC shall maintain continuity and communication between ~~District~~, and Post ALR® Program Director within the Department of Montana to ensure ALR® groups operate in compliance with the American Legion National Constitution and By-Laws as well as, guidelines and directives of the Department, Post, or other duly constituted Department governing body.

The MTALRAC shall utilize all available educational resources from the Montana Department of Motor Vehicles, The Motorcycle Safety Foundation, and other sources

deemed necessary to develop recommended Standard Operating Procedures for group and sub-group formation riding and event planning.

The MTALRAC shall provide guidance to assist in the forming of new local chapters of the American Legion Riders®, ensure local chapters receive timely updates to the National ALR® program, department directives, and to assist in filing an annual ALR® chapter consolidated report.

DEPARTMENT ORGANIZATION AND STRUCTURE

As Ex officio chairman of all standing committees, the Department Commander shall appoint the Director of the Department of Montana American Legion Riders Advisory Committee.

The Department ALR Director appointees shall be a Legion members in good standing of an Montana American Legion Post. And the Assistant Director (if appointed) shall be a members in good standing of an Montana American Legion Post or the Sons of the American Legion Squadron of Montana. Although American Legion Auxiliary members may participate, they shall not be tasked with Department Director and Department Assistant Director authority of an American Legion standing committee.

The MTALRAC Standing Committee shall consist of the Department Legion Rider Director, the Assistant Director, if one is appointed, and all duly elected and confirmed directors from Chapters across the state. Additional committee positions/titles may be assigned but must come from Chapter Directors already assigned to the committee; those positions may include: Department ALR Historian, Road Captain, Chaplain, Sergeant at Arms, Treasurer, and Secretary. The Department ALR Director shall be appointed annually by the Department Commander. The Department ALR Assistant Director shall be appointed by the Department ALR Director. The Department ALR Director shall have the authority to appoint individuals from within the committee to fill any officer positions that become vacant or for which no nominations are received, ensuring the continued functionality and continuity of the program. The MTALRAC shall retain the ability to nominate and elect individuals to each officer position annually. All MTALRAC officer positions shall be elected or appointed annually from among the Directors and confirmed at the Executive Committee meeting immediately following the close of Department Convention.

All MTALRAC appointees must be members in good standing of The American Legion, Sons of The American Legion or the American Legion Auxiliary, however members of The American Legion Auxiliary may not serve in the roles of Montana ALR Director or Assistant Director but may be elected or appointed to other Department-level committee leadership positions provided they are one of the duly elected and confirmed Chapter Directors.

Due to potential conflicts of interest and to maintain consistency with Department policies, the Department Judge Advocate shall serve as the Judge Advocate for all American Legion programs, including the MTALRAC.

MTALRAC funds obtained through **Department level** ALR annual dues, events/rides and donations to the MTALRAC shall be deposited with the Department and handled the same as other committee funds in accordance with the Department Constitution and By-Laws. Any funds in the account on 30 June of the current year will be allocated as directed by the MTALRAC and approved by the DEC.

DIRECTOR

The MTALRAC Department Director shall maintain general oversight of the American Legion Riders® program regarding the 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 By-Laws as well as, conform to and abide by the regulations and decisions of the Department, Post, or other duly constituted Department governing body.

The MTALRAC Department Director shall be the presiding officer of all meetings of the MTALRAC and shall make an annual report to the Department Convention. The MTALRAC Department Director shall make reports to the DEC and other conference and/or caucus meetings when called upon to do so. Reports shall include the most recent statistical data regarding the number of active ALR® Chapters operating within the department and up to date membership totals.

ASSISTANT DIRECTOR

The MTALRAC Department Director may appoint a MTALRAC Assistant Director from the recommendation of the MTALRAC. The MTALRAC Assistant Director shall perform the duties of the Department Director in their absence. If needed, the Department Director can appoint a Zone or District Director upon approval from the DEC.

The Assistant Director shall assist as needed with the coordination of statewide ALR® programs, rides, and events, The Assistant Director shall attend MTALRAC meetings and support leadership continuity and succession planning.

HISTORIAN

The MTALRAC Historian shall be responsible for maintaining an accurate and detailed record of the history, legacy, and accomplishments of the Montana American Legion Riders. The Historian shall collect and archive materials such as photographs, ride logs, event flyers, and Chapter reports.

The Historian may assist with Department newsletters, public relations efforts, and promotional materials by providing historical context and content. The Historian shall prepare an annual historical summary for presentation at the Department Convention.

ROAD CAPTAIN

The MTALRAC Road Captain shall be responsible for planning, coordinating, and ensuring the safe execution of all Department-level sanctioned rides. The Road Captain shall develop ride routes, assess safety concerns, and ensure that all riders are briefed on group riding protocols and safety procedures prior to departure. The Road Captain shall be versed in all Montana laws and regulations as they pertain to motorcycle safety.

The Road Captain shall work closely with Chapter Road Captains and serve as a point of contact for ride logistics, emergency preparedness, and compliance with local and state traffic laws.

CHAPLAIN

The MTALRAC Chaplain shall provide spiritual guidance and perform ceremonial duties for the Department-level American Legion Riders. The Chaplain shall offer invocations, benedictions, and reflections at MTALRAC meetings, rides, and memorial services as requested.

The Chaplain shall be available to provide support and comfort to Riders and their families during times of loss, illness, or hardship. The Chaplain may also assist with planning and conducting ceremonies that honor fallen comrades and support community outreach in conjunction with the Department Chaplain.

SERGEANT AT ARMS

The MTALRAC Sergeant at Arms shall be responsible for maintaining order and decorum at all MTALRAC meetings and official MTALR functions. The Sergeant at Arms shall ensure proper display and care of the Colors and other official emblems of the American Legion and American Legion Riders.

The Sergeant at Arms may assist with setting up meeting spaces, guiding participants, and supporting the Director in executing ceremonies, processions, or official presentations.

TREASURER

The MTALRAC Treasurer shall be responsible for ~~maintaining~~ providing accurate financial records of Department-level ALR events, fundraisers, and donations. The Treasurer shall coordinate with Department Headquarters to ensure proper deposit, tracking, and reporting of funds in accordance with the Department Constitution and By-Laws.

The Treasurer shall present financial summaries at MTALRAC meetings, assist in planning event budgets, and ensure transparency and accountability in all financial matters.

SECRETARY

The MTALRAC Secretary shall be the primary administrative support officer for the Department-level ALR program. The Secretary shall prepare and distribute agendas, take

and maintain meeting minutes, manage official correspondence, and maintain accurate rosters of MTALRAC officers and Chapter Directors.

The Secretary shall coordinate closely with the Department Office and other Legion staff to ensure timely communication, documentation, and dissemination of updates or decisions.

CHAPTER DIRECTORS (MTALRAC Members)

Each Chapter Director shall serve as a representative of their local American Legion Riders Chapter on the MTALRAC. Chapter Directors shall be elected by their respective Chapters and duly confirmed and are responsible for conveying information to and from the Department ALR leadership.

Chapter Directors shall attend all MTALRAC meetings, vote on matters brought before the Committee, and actively participate when possible in statewide rides and events ~~programs and initiatives~~. Chapter Directors should also educate and promote the 4 Pillars of the American Legion and the programs within. Chapter Directors shall report on local chapter activities, membership status, and upcoming events.

CHAPTER STRUCTURE

Any Post desiring to form an ALR© chapter shall notify the Department Director for guidance and to receive the most recent updates to the National ALR© program and a copy of the MTALRAC Guidelines, SOPs, and DEC directives.

- The chapter shall become a standing program under the Charter, Constitution and By-Laws of the sponsoring post.
- The Chapters shall appoint a finance officer who will be responsible for the finances of the Chapter. The finance officer shall handle all funds and prepare a monthly report. The Post finance officer shall have signatory on the ALR Chapter accounts; that are established with expressed permission using the Post EIN.
- While it is the intent for all programs to operate at no extra dues costs to our members and be funded through in-kind donations and external fundraising, we understand that that may not always be possible. Should a Chapter need to assess dues, it should be voted on and assessed annually by a quorum of the Chapter and it is recommended that it not exceed \$25.00 for participation in the ALR© program.
- While a Chapter must be sponsored by a specific Post, the sponsoring Post retains the authority to accept eligible members from any geographic area, not limited solely to its immediate Post jurisdiction.
- Each Chapter shall be formally designated by the name and number of its sponsoring Post, followed by the term "Chapter" and the Chapter's assigned number.

Example: *Lewis and Clark Post 2, sponsor of Lewis and Clark Chapter 2.*

A sponsoring Post may further identify its Chapter by reference to a regional designation if so desired, provided such designation is not derogatory, defamatory, or otherwise inconsistent with the values of The American Legion.

Example: Lewis and Clark Post 2, sponsor of Lewis and Clark Chapter 2, sponsoring members of the Tri-County region of [X, Y, Z], hereinafter referred to as The Tri-County Chapter 2.

- Chapters may adopt or use informal or customary designations for internal or social purposes; however, such usage shall not replace the formal naming convention required for all legal, financial, and administrative purposes (e.g., insurance policies, bank accounts, contracts).
- The Chapter Director shall be elected through vote by the Chapter body during the Chapters annual elections and then confirmed by the Post body.
- The Chapter Director shall be a member of the Post, Auxiliary Unit or Son's Squadron of the Montana American Legion sponsoring Post.
- For organizational structure, Chapters may elect titles at the Chapter (Chapter Director, Finance Officer, Historian, Secretary etc) level to identify responsibility within the Chapter. Chapter level electees will be confirmed in the same manner as the duly elected Chapter Director.
- The Chapter Director shall be responsible for filing an annual ALR® chapter consolidated report. The annual ALR® chapter consolidated report is required to maintain an active program status.
- The Chapter Director shall be responsible for filing a quarterly Chapter membership report to the Department Director to maintain a tracking of the growth of the program across the state.
- The Post Commander will advise the Department Director when the Post is seeking to suspend or discontinue a Chapter for just cause and/or non-compliance. Post programs may be canceled or suspended by order of the Department Executive Committee for just cause and/or non-compliance.

The Chapter ALR ® Director shall make recommendations to the Post Commander for the structure and organization of the Chapter ALR® Committee necessary to attend to the administration of the group. All officer recommendations shall be confirmed by the Post membership.

The Chapter ALR® Director shall ensure that program activities are conducted in compliance with the most recent updates to the National ALR® program and the MTALRAC Guidelines, SOPs, DEC directives and decisions of any other duly constituted Department governing body.

The Chapter ALR® Director shall report to the Post membership on program activities and finances at every scheduled Post meeting or in accordance with the Post Constitution and By-Laws regarding Standing Committees reporting procedures.

ELIGIBILITY AND MEMBERSHIP

Montana American Legion Riders® membership shall be established at the Post level. The Post membership shall confirm the duly elected ALR® Chapter Director who shall ensure all

members uphold the declared principals of The American Legion as well as conform to and abide by the regulations and decisions of the Department, Post, or other duly constituted Department governing body.

- All members of the ALR© shall be current members of the American Legion, American Legion Auxiliary or Sons of the American Legion.
- To establish a Chapter a minimum of 5 eligible members is required.
- Each ALR© member shall establish and maintain membership by owning, individually or through marriage or a common-law marriage, a motorcycle licensed and insured as required by the ALR© member's state laws.
- ALR© programs may allow for continued membership for those (established) members who have given up motorcycle ownership because of age, illness, injury, or other reasons outside of the member's control.
- Must be minimum age of 18 years of age.
- Motorcycle must be a minimum of 350cc or greater.
- Member must be endorsed, licensed, and insured for operation of a motorcycle.

Support Riders Provision

1. Definition

- A "Support Rider" is an individual who wishes to support the mission, programs, and activities of the American Legion Riders but does not meet the full criteria of a Rider as defined by National Resolution requirements (e.g.: not age 18 or greater; do not have an endorsement; are not a legally registered owner of a motorcycle of 350cc or greater; and have appropriate insurance).
- Support Riders may be motorcycle passengers, veteran/non-veteran supporters, or family members who wish to actively participate in ALR functions.

2. Eligibility

- Support Riders must be members in good standing of **The American Legion, The American Legion Auxiliary, or the Sons of The American Legion.**
- Each Support Rider must meet the membership requirements outlined in the American Legion Riders National Program guidelines and maintain current membership in their respective organization.

3. Privileges

- Support Riders may attend meetings, participate in fundraising, and assist with events and activities.

- Support Riders may wear ALR Support patches as approved by the Department ALR and consistent with branding standards.
- Support Riders have voice but no vote in ALR Chapter business unless they are an officer or committee member appointed by the Chapter Director.

4. Restrictions

- Support Riders may not hold the office of Director, Assistant Director, or Road Captain.
- Support Riders are not counted toward minimum motorcycle ownership requirements for Chapter chartering as established by the National ALR guidelines.

5. Purpose

- The purpose of including Support Riders is to strengthen the American Legion Riders program by recognizing the valuable role that family, friends, and supporters play in mission success while maintaining the motorcycle-centered identity of the ALR

RESPONSIBILITY OF MEMBERS

ALR© members shall maintain the image of The American Legion, protect The American Legion's Emblems, which symbolizes the integrity and principals of The American Legion and if wearing Emblem items then the Emblem items will be American Legion authorized Emblems.

ALR© members vests shall display the integrity, principles and values of The American Legion and the ALR© program 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.
3. To maintain an image of continuity across the department in all chapters, All ALR Chapters will apply a minimum of 4 patches in this manner:
 - The American Flag: (highest placement on left chest)
 - State of Montana Flag: underneath the American Flag (left chest)
 - Yellow Buffalo Patch: underneath Montana Flag
 - POW/MIA Patch: Right Chest (slightly lower than American Flag)

ALR© members shall obey all local, municipal and Montana State laws and, when applicable, Canadian laws, as well as the laws of other states in which they ride.

No individual ALR® member, being a member of The American Legion Family, unless specifically, previously authorized by the proper body, shall have the right to speak in the name of The American Legion, Department of Montana, or any Post (Chapter) of the American Legion or on behalf of the ALR® national program. An individual action is full and unhampered, being that of an American citizen, but shall not present such action to be that of any Legion organization.

MEETINGS

Regular meetings of the MTALRAC shall be held monthly via Zoom in coordination with Department HQ for the purpose of communication and coordination across the Department. Special meetings shall be convened at the Call to Convention, Conference, or Caucus by the Department Commander.

The Montana ALR Director shall have the authority to suspend or reschedule a monthly meeting as necessary, provided advance notice is given to Chapter Directors.

To promote consistency and communication across the Department, each Chapter is strongly encouraged to ensure representation at Department meetings of the Montana American Legion Riders Advisory Committee. Chapters should aim to have a representative attend at least 9 of the 14 scheduled meetings each year with 2 of them being the in person meetings. If a Chapter is unable to send a representative, the Chapter should notify the Montana ALR Director in advance.

The MTALRAC Department Director shall report to the advisory committee any updates to the national program, advance notification of the annual American Legion Legacy Run, Department activities and any pending resolutions referred to their committee for recommendation.

All resolutions and recommendations to the Department Convention or the Department Executive Committee shall follow established protocols. The Chapter shall submit the resolution through the Post and if passed, then to the District for their review and recommendation before forwarding to the Department.

All meetings of the MTALRAC shall be governed by Robert's Rules of Order, newly revised.

SPECIAL EVENTS/ EVENT PLANNING/ LIABILITIES/WAIVERS

The MTALRAC shall be tasked with utilizing all available educational resources from the Montana State Department of Motor Vehicles, The Motorcycle Safety Foundation, and other sources deemed necessary to develop recommended Standard Operating Procedures for group and sub-group formation riding, event planning and fund-raising activities.

Most special events include sponsoring or participating in motorcycle runs for the support and benefit of local, department and national American Legion charities, programs, and veteran causes; riding to honor fallen military men and women, and to protect the sanctity

of their funerals from those who would dishonor their memory; and escorting deploying military personnel to departing airports and welcoming them home upon return.

The sponsoring organization (Post, ~~and/or District~~) shall review liability insurance coverage to ensure that adequate coverage is available to insure/cover the organization, including insurance coverage for any specific special riding events.

RESOURCES

www.legion.org › [publications](#) › [national-constitution-and-laws](#)

www.legion.org › [riders](#) › [about](#)

<https://www.mtlegion.org>

[Motorcycle Safety | Montana Department of Transportation \(MDT\) \(mt.gov\)](#)

<https://msf-usa.org/>

AMENDMENTS

These guidelines shall be amended from time to time by the Department Executive Committee whenever and in so far as necessary to conform to changes hereafter made to the National American Legion Riders © program and Department of Montana Resolutions and Directives.

ATTACHMENTS

- Recommended procedures for event planning. (To be developed by the MTALRAC).
- Recommended group/subgroup riding formations and communications. (To be developed by the MTALRAC).
- Chapter Annual Consolidated Report. (To be developed by the MTALRAC).

Upon approval of these guidelines any associated District, Post or Chapter Constitution and By-Laws regarding ALR programs in the state of Montana are superseded and rescinded.

Approved: ____ June 2024 Lowell Long_____

Amended Ken Simon 2/3/2025

Amended Kim Kay McCarty Martin 10/25/2025
