



# **AMVETS (American Veterans) Riders**

## **Department of Florida Chapter 44**

### **STANDARD OPERATING PROCEDURE**

#### **Directives**

1. AMVETS National Riders Bylaws/Standard Operating Procedure dated: August 20, 2021
2. AMVETS Department of Florida Riders Bylaws/Standard Operating Procedure dated: August 20, 2021; August 24, 2019; No revisions made in 2021
3. Robert Rules of Order 12th edition dated: September 2020

#### **Purpose**

The purpose of this standard operating procedure (SOP) is to establish guidelines for the use of the AMVETS Chapter 44 Riders in accordance with National and Department of Florida Riders rules and regulations, promote motorcycle safety programs, and to provide a social atmosphere for AMVETS family members who share the same interest.

#### **Procedure**

The name of this organization shall be AMVETS (American Veterans) Riders Chapter 44, Department of Florida, Inc., and it shall hereinafter be referred to as Florida AMVETS Riders Chapter 44.

Members of the AMVETS Riders come from AMVETS, Auxiliary, and Sons of the AMVETS, collectively "The AMVETS Family," who share an interest in motorcycling. The AMVETS Riders Chapter 44 has been growing rapidly since its beginnings. Our many members are proof that AMVETS Riders and Riders Supporters programs, goals and efforts are worthy of support. The annually elected and appointed officers work together to accomplish the AMVETS Riders mission. Each year, representatives from these levels attend the AMVETS Riders National convention held in August at a time and place selected by AMVETS to a previous convention, to make decisions on issues affecting veterans and the organization. The AMVETS Riders National Headquarters is located at the determination of the AMVETS Riders National President and approved by the National Executive Board.

The AMVETS Riders are not a motorcycle club (M/C) and does not practice M/C rules or regulations. There is no patching or pledging permitted.

AMVETS Riders Chapter 44 does not own an interest in any social quarters, clubroom, canteen facility, or any other fund-raising activity operated by AMVETS Post 44 and said organization does not derive any profit from such facilities or activities. AMVETS Riders Chapter 44 shall not, in any way, be responsible for the neglect or wrongful acts, omissions, contractual obligations, or debts of any subordinate activity or clubroom. These activities shall, always, be under the direct control of AMVETS Post 44.



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#### **Authorization**

Members of the AMVETS Chapter 44 Riders are authorized to operate their personal motorcycle for direct support of the AMVETS, Auxiliary, Sons, Juniors, Riders, or charity events if they possess a valid driver's license endorsed for motorcycle operation.

#### **Use of Motorcycles**

AMVETS Chapter 44 motorcycles are used primarily for program hours supporting but not limited to honoring veterans/family members, community engagement, education, poker runs, Toys for Tot, memorial rides, and group rides. This does not preclude the use of an AMVETS Riders Chapter 44 in special assignments when approved by a Chapter 44 Executive Board (E-Board) and members.

#### **Operation of Motorcycle**

Chapter 44 motorcycle operators shall operate the motorcycle in accordance with the provisions of Florida Motorcycle Law FL Statute 316.405.

In all cases, when an AMVETS Chapter 44 Rider elects to exercise the freedoms provided by the State of Florida, National and Department Rider rules, operators must exercise due regard to personal and public safety.

#### **Motorcycle Inspection**

Motorcycle operators shall inspect their motorcycle for cleanliness and proper operation. Any deficiencies should be corrected prior to operation.

Check Yourself and Your Passenger, make sure you are alert, feeling well, and appropriately dressed. Any Chapter member operating a motorcycle in a Chapter ride must be properly licensed and insured to operate a motorcycle.

### **Article I - Membership**

1.0 The following are requirements to become an AMVETS Chapter 44 Rider:

1.1 Must be a member in good standing of the AMVETS, Auxiliary or Sons.

1.2 Must first meet Unified CBL requirements, meet any additional requirements imposed by a particular Florida Chapter, and then be voted in by a majority of the members of that respective Florida Chapter. whether Rider or Supporter.



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1.3 Must establish and maintain membership, IAW, **Article V of the AMVET Riders National & Department Unified By-Laws contain specifics for Riding & Supporting Members.**

**Excerpt:** “be the legally registered owner of a motorcycle or be the spouse of the legally registered owner of the motorcycle. Riding membership eligibility may also be accepted in States and/or County jurisdictions that acknowledge joint ownership and/ or registration to persons that are not legally married. Multiple names such as boyfriend, girlfriend, friend, or relative may be listed on the vehicle title or registrations in these jurisdictions. The operator of the motorcycle must be the Riding Member that actually has a legal motorcycle endorsement and listed on either the title or registration along with the unrelated owner. Proper insurance must also be documented. Only two (2) Riding Members per motorcycle may be accepted. All other requirements of Article V must be met. Documentation of these States and Jurisdictions must be provided by the Riders Department involved (Chapters where no Department exists) to the National AMVETS Riders before any memberships will be processed” Rider or Supporter.

1.4 Help with 2 Chapter 44 Riders dinners.

1.5 Attend 2 Chapter 44 Riders meetings.

1.6 Go on 2 Chapter 44 Riders rides before getting patched in as a member.

**Note 1:** An exception to the requirements in item 1.4 – 1.6 above can be made by a majority vote of the membership for certain circumstances (for example, member can't do all three items listed but does do many other things for the good of the group).

**Note 2:** No payment will be taken until member or supporter is voted in.

**Note 3:** Member **must** pay their membership dues by December 31 of the current year for the upcoming year's membership.

## II - Meetings

2.1 Chapter 44 Riders regular membership meetings are scheduled for the third Wednesday of every month.

2.2 Chapter 44 E-Board meetings are scheduled for the Thursday prior to Steak Night which is the 1<sup>st</sup> Friday of every month.

2.3 Special meetings and Time-Sensitive meetings are scheduled by the E-Board as needed. Special meetings are held when needed to discuss one major topic (chapter closing, major expenditure, etc.) and time-sensitive meetings are those needed to discuss a topic that for whatever reason is deemed by the E-Board to require discussion before the next regular membership meeting. When convened there must be a minimum elected officer presents of 50% to continue.



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2.4 Chapter 44 Riders and Supporters must pay respect to the flag upon entering and exiting the meeting. For those who have been in the military it is the military hand salute, for those who did not serve in the Armed Forces must place their right hand over your heart. Any military member in full Rider's uniform may render the military hand salute.

2.5 Chapter 44 Riders membership uniform is a red shirt and in-compliance vest. Jeans, shorts, and closed shoes are authorized during a membership meeting. Any exceptions to the dress will be approved by the President.

2.6 In our monthly meetings, elected and appointed officers will be in official uniform minus the Beret including an in-compliance vest. IAW, Article VIII, Uniform and Insignias "Unified" By-Laws 2021-2022

2.7 There is no smoking within the meeting area during meetings.

2.8 You MUST be registered with your parent organization to attend the SEC / convention for the Riders.

2.9 Members electronic devices will be turned off or in a silent mode during the Chapter Meetings and any Special Meetings. Any electronic device noise will result in a \$2 fine to be paid to the Chapter unless deemed otherwise by the President through the Sgt-at-Arms (i.e., member responding to an emergency).

### **III - Finances**

3.1 Chapter 44 President is approved to spend up to \$100.00 per month without membership and or E-Board approval. All receipts will be turned in to the treasurer and reported at the next Riders meeting.

3.2 Chapter 44 E-Board is approved to spend up to \$250.00 without membership approval per month with receipt turned in and reported at the next Riders meeting.

3.3 Chapter 44 membership may entertain and or make a motion to donate up to \$250.00 for military and up to \$100.00 for non-military people, and \$500.00 for military and \$250.00 for non-military for events and causes.

3.4 Chapter 44 must pay AMVETS Post 44 \$100.00 per quarter for supplies.

3.5 Plant City, Chapter 44 Riders annual dues are \$25.00 payable between September 1<sup>st</sup> and December 31<sup>st</sup> each year.

### **IV - Events**

4.1 The Chapter will hold raffles in support of the Chapter, Community and Veteran causes.



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4.2 The Chapter will have a Riders Dinner on the 1<sup>st</sup> Friday of each month for the purpose of supporting various charities and covering Chapter Business.

4.3 The Chapter will hold at least one Annual Chapter Run. This run will benefit a charity, as approved by the membership, No less than 80% of the net gain will go toward the charity.

#### **V - Committees**

5.1 Chapter 44 committees are formed by the Chapter 44 President and approved by the E-Board.

a. Patch Committee will have a minimum of 3 active members

b. Special committees when appointed will have a minimum of 3 active members when required.

#### **VI - Rides**

6.1 Chapter 44 must conduct a ride safety briefing in advance of the start of each event ride.

6.2 Chapter 44 Chaplain will initiate an invocation in advance of the start of each event ride.

6.3 Fill Your Gas Tank – All Riders are to begin the ride with a full tank of gas. All rides are planned with ample gas stops considering the smallest tank in the group, and that everyone starts with a full tank.

6.4 Make Sure You Arrive for the Ride on Time – Not only is it fun to socialize prior to the ride, the Lead Rider/President will make any announcements and give the pre-ride and route briefings during this time. These briefings normally will be conducted at least 10-15 minutes before the ride departs (Kick Stands Up: KSU).

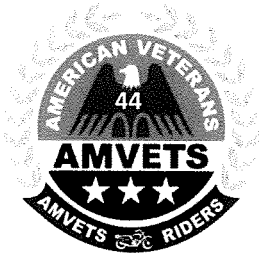
6.5 A first aid kit will be taken on all rides and returned to the Post when the ride is completed.

6.6 Without violating Health Insurance Portability and Accountability Act (HIPPA) laws and regulations, on a willing basis, ask riding members if they want to reveal known medical conditions, such as diabetes, asthmatic, etc.

6.7 A small tool kit will be taken on all rides and returned to the Post when the ride is completed.

6.8 Chapter 44 battery charger/portable jumper will be taken on all rides and returned to the Post when the ride is completed.

6.9 It is the Presidents responsibility to make sure the Safety kit is present for all rides. He will ask for a volunteer to take charge of the Kit and return it after the completion of the riding event.



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## VII – Standard Operating Procedures

7.1 Standard Operating Procedures (SOP)s, unlike resolutions to the By-Laws that are changed only at the Annual Meetings, may be adopted, or changed at any regular meeting of the membership at all levels of the Organization.

7.2 This SOP will be reviewed each year by the incoming ELECTED Officers for content and substance.

AMVETS Riders Ch 44 President:

Date: 11/16/22

AMVETS Riders Ch 44 Secretary:

Date: 11/16/22

AMVETS Riders Ch 44 J/A :

Date: NOV 16 2022

AMVETS Riders Dept of FI J/A:

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Date: \_\_\_\_\_

AMVETS Riders National J/A:

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Date: \_\_\_\_\_