



American Legion Riders Department of Missouri



PAPERWORK PROCEDURES

TO BE COMPLETED BY EACH CHAPTER PER THE ALR OF MISSOURI'S CONSTITUTION

Per Constitution Article VII. Paragraph 7: Each Chapter shall elect officers at a regular meeting not less than thirty (30) days prior to the Riders Annual Meeting at the Department Convention and report these officers to the Riders Secretary at least twenty (20) days prior to the Annual meeting. Installation of said officers shall be held within sixty (60) days of the Annual Meeting.

This means each Chapter should hold elections NLT early June of each year and use the [Chapter Officer List form](#) found on the ALR web page. This form should be received at The American Legion Department of Missouri, Inc., attn.: ALR, PO Box 179, Jefferson City, MO 65102-0179 NLT 15-20 June. The form can also be e-mailed to programs@missourilegion.org

Installation of Officers can be held either prior to or shortly after the Annual meeting that is generally held in early to mid-July of each year.

Per Constitution Article XIII. Each Chapter and Riders District shall adopt a Constitution and By-Laws. In the formation of such, there shall be no conflict with any provision of this document governing the American Legion Riders. Please provide the Department Director with a copy of your Chapter's By-Laws by mailing to The American Legion Department of Missouri, Inc., attn.: ALR Director, PO Box 179, Jefferson City, MO 65102-0179. You may e-mail them to alrmodirector@gmail.com. These will be filed in your Chapter's file for review if necessary. If you update either, please provide a copy of such to the Department Director.

Per Constitution Article XIV. Finances Paragraph 2. The amount of such annual dues shall be fixed by the Riders, and shall become due and **payable on October 20** of each year for the succeeding calendar year, and be considered **delinquent by December 31**. The Riders membership year will be aligned with the American Legion. This means that each Chapter's fiscal year should run by the calendar year. Start collecting dues as early as August.

An [ALR Membership Transmittal Sheet](#) is provided on the web page for the ALR under forms. This form needs to be submitted along with a check for \$4.00 per member. Attached to this form you would also use **RENEWAL ONLY form** for current members plus [NEW MEMBERS ONLY form](#) if you are submitting for a new member, but all are listed on the Transmittal Sheet. You can also find a [MISSOURI Member Data Form](#) on the web page – this form is used to report any name correction, new address, transferring from one Chapter to another Chapter and also to report and death on a member. Once again all these forms are sent ASAP to: The American Legion Department of Missouri, Inc., attn.: ALR, PO Box 179, Jefferson City, MO 65102-0179, or e-mail to programs@missourilegion.org.



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The next form that each Chapter should be submitting is the [Chapter Consolidated Report](#). This form is also on the web page. The reporting period is 1 June – 31-May. Be sure to provide the supporting Post Adjutant a copy NLT 1 June so it can be combined with the Post's activities for the year. Also mail a copy of said report to the Director of the ALR of Missouri NLT 1 June of each year.

And now for the last – this would be your Chapter's nomination for **Rider of the Year**. There is not an actual form to be used, but within the letter of nomination there are three important areas to be addressed. These are **Impact in the Chapter**, **Impact in the Post/Auxiliary/SAL**, and **Impact in the Community**. The nomination should be sent to the ALR of Missouri Director NLT 31 January. This enables the Executive Committee to consider all nominations during the Spring Conference which is held during the month of February each year.

To view or download all of the ALR Forms go to the ALR of Missouri website at <http://alrmissouri.wixsite.com/alrmo> and select the Forms Tab or [click here](#).