

District and Department Suggested Guidelines for a Veterans of Foreign Wars Riders Group (VFWRG)

Picacho Peak Riders (Arizona District 10)

1. DEFINITIONS

- a. **Motorcycle:** Two or three wheeled vehicles manufactured for use on public roads and highways, 500cc or larger. VFWRG does not recognize scooters, mopeds or vehicles where the passenger is seated next to the driver.
- b. **Director:** Presiding Officer of the VFWRG. Elected by the members of VFWRG as a leader of VFWRG.
- c. **Assistant Director:** Assist to the Presiding Officer of the VFWRG. Elected by the members of VFWRG as a leader of VFWRG.
- d. **Secretary:** Term for the designated individual made responsible for maintenance of meeting minutes or other pertinent documents related to VFWRG. Appointed by the Director.
- e. **Treasurer:** Term for the designated individual made responsible to handle receipts and disbursements of funds related to VFWRG/Chapter. Elected by the members.
- f. **Quartermaster:** Term for the designated individual made responsible for maintenance of all items belonging to and for sale by the VFWRG. (i.e. Patches, Coins etc.) Appointed by the Director.
- g. **Road Captain:** Term for the individual with the VFWRG as a ride leader within the VFWRG. Typically assigned to an individual with extensive riding experience and planning abilities for events and rides. Appointed by the Director.
- h. **Sergeant-at-Arms:** Term for the individual with the VFWRG assigned to maintain order within the By-laws of the VFW or policies within the VFWRG. Appointed by the Director.
- i. **Chaplin:** Term for the designated individual made responsible for opening prayer and closing prayer within the VFWRG. Appointed by the Director.
- j. **Public Relations Officer (PRO):** Term for the designated individual made responsible for taking pictures of Events within the VFWRG. Appointed by the Director.

2. GENERAL COMMENTS

- a. VFWRG is not a Motorcycle Club (MC).
- b. VFWRG is a family-oriented group.
- c. Discrimination based on race, religion, gender or any other protected class will not be tolerated.
- d. VFWRG will abide by the laws and usages of the Veterans of Foreign Wars of the United States.

3. MISSION

- a. To promote and support the programs of the Veterans of Foreign Wars.
- b. To promote motorcycle safety programs.
- c. To provide a social atmosphere for VFW members who share the same interest.

4. VFWRG MEMBERSHIP

- a. The Veterans of Foreign Wars Motorcycle Riders Group is a motorcycle group made up of members in good standing of the Veterans of Foreign Wars (VFW), VFW Auxiliary and invited Supporters who enjoy the pastime of motorcycling.
- b. Members and Supporters who are the legally registered owner of a street-legal motorcycle and must possess a valid motorcycle driver's license/endorsement in their state of residence and maintain proper levels of insurance; or passenger thereto; or non-riding persons volunteering on behalf of the group in an active supporting role.

- 1) Members will fall into one of four categories after meeting the above listed criteria for membership.
(1) Charter Member, (2) Full Member, (3) Medically Retired Member, (4) Permanent Member and (5) Supporter.

- (1) Charter Member:

- 1.1 Charter Members are those members who helped start the chapter and are listed on the Chapter's Charter. Charter Members must meet all the requirements of a Full Member as listed below. Charter Members are permitted to wear a tab on the front of their vest indicating this status.
- 1.2 A Chapter may choose to keep the Charter open for a period not to exceed 60 days after they stand up as a Chapter.

- (2) Full Member:

- 2.1 A Full Member must be a member in good standing of the VFW or the VFW Auxiliary.
- 2.2 If the Full Member will be the driver of the motorcycle as defined in this SOP they shall at the time of application and annually thereafter, show a valid motorcycle license/endorsement, valid registration as well as proof of required insurance.
- 2.3 All Members shall be members in good standing of the sponsoring District.
 - 2.3.1 Any Member currently a member of a Chapter who is a member of a District other than the sponsoring District will be grandfathered as long as they maintain continuous membership in the Chapter.

- (3) Medically Retired Member:

- 3.1 A Full Member who has with a doctor's direction become no longer capable of riding a motorcycle.
- 3.2 The status of Medically Retired Member will be granted by a vote of the Chapter and the results of said vote will then be forwarded to the Department VFWRG Chairperson.

- (4) Permanent Member:

- 4.1 A Permanent Member is honorary within the VFWRG and will only be conferred posthumously. Any Member who dies while in good standing will be carried on the Chapter rolls as a Permanent Member.

(5) Supporter:

- 5.1 Persons otherwise not eligible for the VFW or VFW Auxiliary, will be permitted to become VFWRG Supporters provided such policy is adopted by the VFWRG.
- 5.2 Such Supporter classification does not constitute membership in the VFW or VFW Auxiliary nor come with the promise of any material, financial or other benefit to the VFWRG, its members or committee; nor to any other member at any other organizational level with the VFW or VFW Auxiliary; nor will there be any similar gains for the honoree through the conferring of "Supporter" status, but is intended as a means to provide recognition to those who show strong support to the VFW/VFWRG stated purpose.
- 5.3 Supporters, otherwise not eligible for VFW or VFW Auxiliary, subsequently become eligible for VFW or VFW Auxiliary membership, must join.
- 5.4 Supporters who will be the driver of a motorcycle as defined in this SOP shall provide at application and annually thereafter proof of a valid motorcycle license/endorsement, valid registration and proof of required insurance.

5. BY-LAWS/STANDARD OPERATING PROCEDURES/ADOPTED RULES AND REGULATIONS

- a. Sponsoring units (Districts) shall establish a standard operating procedure for the governance of their VFWRG. Such procedures shall be subordinate to and consistent with the By-Laws of the sponsoring unit.
- b. VFWRG may propose a standard operating procedure, or propose additional rules and regulation for the governance of the unit. Such procedures, or rule shall only become effective upon the approval of the sponsoring unit/District by a majority vote of members present at a regular or special meeting called for that purpose.

6. OFFICERS

- a. Each VFWRG will annually elect/appoint officers from within its ranks as follows prior to the District Convention:

(1) Director: Elected

- 1.1 Must be a member in good standing of the Veterans of Foreign Wars and a member of the sponsoring unit/District.
- 1.2 Duties: Presiding officer of all VFWRG meetings. The Director will act as a liaison between the VFWRG and the sponsoring unit/District and community organizations. The Director will give Quarterly report of the unit's activities to the District Commander. As well as said report to the Department Chairperson.

(2) Assistant Director: Elected

- 2.1 Must be a member in good standing of the Veterans of Foreign Wars and a member of the sponsoring unit/District.
- 2.2 Duties: Will perform the duties as presiding officer in absence of the Director. Assist in the planning of VFWRG events. Coordinates the flow of information provided to VFWRG/ members and advises the Director of concerns of VFWRG members.

(3) Secretary: Appointed

- 3.1 Must be a member in good standing of the Veterans of Foreign Wars and a member of the sponsoring unit/District.
- 3.2 Duties: Responsible for keeping all the VFWRG records, written reports and correspondence between outside organizations. The Secretary will maintain all applications and Waivers of Liability forms. They will call roll at VFWRG meetings and be responsible for recording the meeting minutes. It is the Secretary's duty to notify all members of special meeting times and dates other than the normally scheduled meetings. The Secretary will maintain the By-Laws of the VFWRG noting any changes as voted on and approved by the sponsoring unit/District.

(4) Treasurer: Appointed

- 4.1 Must be a member in good standing of the Veterans of Foreign Wars and a member of the sponsoring unit/District.
- 4.2 Duties: Maintains financial records of the VFWRG. The Treasurer collects monies from all fundraising events and coordinates disbursement of funds. The Treasurer shall give a detailed report of all receipts and disbursement of funds at all VFWRG meetings. Shall provide a monthly financial report to the sponsoring unit Quartermaster for inclusion in the sponsoring unit's financial report. The Treasurer collects all VFWRG dues, if any, from the VFWRG members.

(5) Sergeant-at-Arms: Appointed

- 5.1 Must be a member in good standing of the Veterans of Foreign Wars and a member of the sponsoring unit/District.
- 5.2 Duties: Makes certain to uphold rules of the VFWRG and keeps order at all meetings and events. Reports actions of its members who do not conform to rules of the VFWRG or its sponsoring unit/District to the Director.

(6) Chaplin: Appointed

- 6.1 Must be a member in good standing of the Veterans of Foreign Wars and a member of the sponsoring unit/District.
- 6.2 Duties: Provides spiritual guidance to VFWRG members.

(7) Road Captain: Appointed

- 7.1 Must be a member in good standing of the Veterans of Foreign Wars, VFW Auxiliary or participant of VFWRG and a member of the sponsoring unit/District that meets criteria as ride leaders capable of executing rides and functions pertaining to the VFWRG.
- 7.2 Duties: The Road Captain is responsible for route planning and if needed the coordination of support vehicles for events. When on an event, they are the ranking officer if the Director and Assistant Director are not present and therefore leads the VFWRG formation on the ride. If the Director is on the ride, the Road Captain rides at the front of the group with the Director. The Road Captain will give a pre-ride safety briefing to all participants on the event including support vehicle drivers and passengers.

(8) Quartermaster: Appointed

- 8.1 Must be a member in good standing of the Veterans of Foreign Wars and a member of the Chapter.
- 8.2 Duties: The Quartermaster is responsible for maintaining all the VFWRG/Chapter patches that are unused as well as a record of the patches each member has in their possession. The Quartermaster will also be responsible for keeping any coins, key chains and any medallions.

(9) Public Relations Officer (PRO): Appointed

- 9.1 Must be a member in good standing of the Veterans of Foreign Wars and a member of the Chapter.
- 9.2 Duties: The Public Relations Officer (PRO) is responsible for taking all the photos at Chapter Events.

7. MEETINGS

- a. Each VFWRG will hold regularly scheduled meetings at a date, time and location as set by the VFWRG.
- b. Meetings will be conducted in an orderly manner.

8. UNIFORMS

- a. When participating in an event other than just a ride, the uniform is our VFWRG long sleeve white polo shirt (red short-sleeve shirt maybe worn on Fridays), black pants or blue jeans and vest/cut with our VFWRG Patch on the back.
- b. All VFWRG back patches shall be approved by the Commander-in-Chief and consistent with the requirements of the VFW.
- c. At no time will any VFWRG utilize a 3-piece Patch design, nor display patches identifying their group as a "MC". In addition, the use of rockers or appearance thereof is deemed unacceptable.
- d. The VFWRG Back Patch may be worn by all VFWRG members and Supporters in good standing when approval is obtained consistent with the requirements of the VFW. Each Back Patch may contain the VFW logo, emblem, name or other protected mark (or VFW Auxiliary logo for Auxiliary members, if so adopted.) All invited supporters wearing the Back Patch utilizing the VFW logo must carry the designation "Supporter" within or just below the Patch.
- e. VFWRG approved Back Patches will be the only patch to be worn on the back of jackets, vests/cuts to identify a unit.
- f. The VFWRG Back Patch and other related articles of clothing incorporating the VFW logo, emblem, name or other protected mark must be worn in a manner consistent with the VFW requirements.
- g. The VFW reserves the right to revoke authorization granted to a VFWRG or any VFWRG member or participant to wear or display any VFW logo, emblem, name or protected mark.

9. DRESS

- a. The VFWRG is a representation of the VFW and as such, members shall dress in a manner that promotes a positive image of the VFW, particularly when operating in group activities of interacting with the community.
- b. No patches with profanity, depicting acts of a sexual nature or otherwise not within the keeping of the standards set forth by the VFW will be worn.

10. GENERAL CONDUCT

- a. VFWRG members and supporters will conduct themselves in a manner consistent with the values and mission of the VFWRG and of the VFW.
- b. Alcohol consumption during VFWRG sanctioned riding activities shall be prohibited until Kick Stands are Down (KSD) at the end of said event.
- c. VFWRG policies should address General Conduct of VFWRG members and supporters and outline steps in correcting misconduct.
- d. VFWRG members and supporters may be dismissed from a meeting or activity/ride as a result of inappropriate behavior.
- e. VFWRG members and supporters are responsible for the actions of their guest(s) at a VFWRG event. Actions of a guest of the member or participant can be grounds for dismissal of the guest and/or the VFWRG member and participant.
- f. The carrying of a weapon will be done in accordance with applicable State and Federal laws. In order to preserve the image of the VFW and the VFWRG, at no time will a weapon be openly carried during any VFWRG event. The intent of this section is in no way intended to limit the rights of VFWRG members, but is intended to ensure that the public image of the VFW and VFWRG is maintained.

11. REPORTING

- a. VFWRG shall make a quarterly report to its sponsoring District at their District meeting and forward said report to the Department Chairperson.
- b. VFWRG will report annually at a minimum to the National VFWRG Advisory Committee
 - (1) A full accounting of VFWRG members and participants to include VFW Members, VFW Auxiliary Members and invited supporters.
 - (2) Their activity, which should include the number of VFWRG events, mileage and hours.
 - (3) An accounting of funds raised and disbursed by the VFWRG for the year.

12. WAIVERS AND LIABILITY

- a. All VFWRG members and supporters will complete a yearly membership application. This application will include verbiage outlining a release of liability which will be signed by the individual, or guardian thereto. The yearly application will include language indicating the member carries liability insurance for themselves if a rider, which also implies that their passengers are covered by the minimum State, City and other local requirements. Those individuals not meeting the criteria to sign a yearly waiver as a legal adult will be required to have a parent/legal guardian sign for that individual. The application and release will include, to the fullest extent permitted by law, language that requires the VFWRG to indemnify and hold the District, Department and National VFW and the officers and employees of each, harmless from any and all claims arising from or in connection with (i) the conduct or management of the VFWRG; (ii) any act, omission or negligence of the VFWRG or any VFWRG member or participant; (iii) any accident, injury or damage whatsoever occurring during or related to any VFWRG event. This application and release shall be retained by the sponsoring unit for seven (7) years.
- b. Ride activities by the sponsoring unit will be required to have liability release waivers for each participant outside of the VFWRG, regardless of age or status, if those individuals will be participating in or on a motor vehicle for the event.
- c. Waivers and liability release forms will comply with the National Policy as well as guidelines from the American Motorcycle Association (AMA).