

Bylaws
Of The
Sons of The American Legion Squadron *Your Squadron #*
Attached to
American Legion Post *Name and #*

ARTICLE I

MEMBERSHIP

Section 1) Applications for membership shall be made in writing on blanks prescribed therefore by the National Organization.

Section 2) All applications for membership shall be acted upon at the next meeting of the General Membership following the making of such application. Applicants over the age of 21 must present themselves to the General Membership when their application is considered and no exceptions will be allowed except by vote of the General Membership. If 51% or more Squadron members cast their vote against the acceptance of such applicant, then such applicant shall be recorded as rejected. A rejected applicant shall not again be considered until the expiration of six months from the date of such rejection.

Section 3) Members may be suspended or expelled under the same procedures provided for the suspension or expulsion of a member of The American Legion.

ARTICLE II

NOMINATION AND ELECTION OF OFFICERS

Section 1) At the First regular meeting in April, the Commander shall accept first nominations for elected offices. Candidates for office shall be Squadron members in good standing and need not decline nomination at such time. At the First regular meeting in May, the Commander will accept second nominations for elected offices.

Section 2) Any Squadron member may present the name of any Squadron member in good standing for nomination to any office, **nomination need not be seconded**, the same shall be considered by the Squadron as being nominated.

Section 3) At the First regular meeting in May, candidates nominated at the first regular meeting in April, may decline their nomination at such time.

Section 4) Prior to election, nominees shall be present at said meeting or shall furnish acceptance of said nomination in writing to the Squadron Adjutant. Nominees may, under emergency conditions, verbally notify the Squadron Adjutant subject to the approval of the members present at said meeting.

Section 5) Those officers shall be declared elected who have by secret ballot received a majority of the votes of the Squadron members in good standing present at the meeting at which the election takes place.

Section 6) Subsequent to the election of the Commander elect, the Commander elect shall call a meeting of the newly elected officers and immediate Past Commander.

Section 7) The newly-elected and members of the Executive Committee shall take office at the next regular meeting following the Detachment Convention, at which time they shall be installed by proper authority.

Section 8) All Squadron Elections must take place no less than forty five (45) days and no more than sixty (60) days prior to the opening of the Annual Convention.

ARTICLE III

DUTIES OF OFFICERS

Section 1) Commander: The Commander, who corresponds to the President of an organization, shall be the executive head of this Squadron of the Sons of The American Legion with full power to enforce the provisions of the local Constitution and Bylaws and the policies and mandates of the National and of the Department Committees on the Sons of The American Legion and of the Executive Committee of the Squadron.

Section 2) First Vice Commander: The First Vice Commander, who corresponds to the First Vice President of an organization, shall act as a representative of the Commander on all matters referred to him and shall specifically be in charge of Squadron Membership. He shall perform such other duties as are usually incident to the office.

Section 3) Second Vice Commander: The Second Vice Commander, who corresponds to the Second Vice President, shall likewise act as a representative of the Commander, and he shall specifically be in charge of Squadron activities. He shall perform such other duties as are usually incident to the office.

Section 4) Adjutant: The Adjutant, who corresponds to the Secretary of an organization, shall be charged with the administrative duties required in carrying out the policies and mandates of the National and Department Committees on the Sons of The American Legion and of the Executive Committee of this Squadron and administer the funds associated with operating the requirements of that office.

Section 5) Finance Officer: The Finance Officer shall be the custodian of the funds of the Squadron. He shall be charged with receiving and disbursing the funds of the Squadron, monitoring the Adjutant's financial account, and shall make reports upon the condition of the Squadrons treasury when called for by the Commander or Executive Committee; provided, however, that all disbursements shall first be approved by the Squadron Executive Committee. He shall perform such other duties as are usually incident to the office.

Section 6) Judge Advocate: The Judge Advocate shall provide professional advice to the Commander on the Conduct of the members of the Squadron, he shall be the keeper of the Squadron Constitution and Bylaws, and shall interpret such Constitution and Bylaws when requested by the Squadron Commander; he shall advise the Commander on rules of parliamentary procedure; he will be the presiding officer at all formal proceedings where discipline of a Squadron member will take place and perform other such duties as are usually incident to the position.

Section 7) Sergeant-at-Arms: The Sergeant-at-Arms shall be charged with the responsibility of preserving order at all Squadron meetings and he shall be given the custody of the Squadron Colors. He shall perform such other duties as are usually incident of the office.

Section 8) Chaplain: The Chaplain shall perform such divine and non-sectarian service as may be necessary, adhering to such ceremonial rituals as may be described by the National Membership and Post Activities Committee of the American Legion.

Section 9) Historian: The Historian shall collect from year to year all records and such data of value and interest to the Sons of The American Legion, and Shall compile during his term of office a complete history of the years activities.

ARTICLE IV

EXECUTIVE COMMITTEE

Section 1) Any officer or executive committeeman may be removed for inefficiency by the Executive Committee, a two-thirds vote of said committee being necessary to effect such removal. An officer or executive committeeman who absents himself for three or more consecutive Squadron meetings can, on due investigation, by the Executive Committee, be held to be sufficient proof of inefficiency, warranting such removal subject to two-thirds vote of the Squadron membership.

ARTICLE V

POST SUPERVISORY COMMITTEE

Section 1) The jurisdiction of American Legion Post (*name or /and #*), Department of California. The jurisdiction of the American Legion over this Squadron shall be exercised through a committee of three or more members of said Post appointed annually by the Post Executive Committee on nomination of the Post Commander. The Post Commander shall appoint an adviser to the Squadron which will act as the liaison to the Post Commander.

ARTICLE VI

STANDING COMMITTEES

Section 1) Upon nomination of the Squadron Commander, the Executive Committee shall annually appoint such standing committees, as it shall deem advisable for the benefit of the membership of the Squadron as a whole.

Section 2) This Squadron shall have a Budget and Finance Committee, a Constitution and Bylaws Committee, a Children and Youth Committee, a V.A. and R. Committee, and an Auditing Committee to be appointed by the Squadron Commander with the approval of the General Membership.

ARTICLE VII

MEETINGS

Section 1) The annual meeting of this Squadron shall be held on the first regular meeting day of June in each calendar year of said date.

Section 2) The regular stated meeting of this Squadron shall be held on the *Sqd. Meeting Day* of each and every month.

Section 3) Special meetings shall be called upon a majority of vote of the Executive Committee, upon the written request of ten Squadron members or by request of the Commander.

Section 4) Every member shall furnish to the Adjutant his contact information, to which all notices and documents may be sent, and the same shall be held to have been duly sent to or served upon a member if mailed to such address so furnished. In default of a address having been furnished by a Squadron member, any notice or documents will be held to have been duly served upon such member ten days after the same shall Have been deposited in the local post office addressed to such member at such post office address.

Section 5) Notice of all special meetings of the Squadron shall be direct mailed or e-mailed to each Squadron member ninety-six (96) hours previous to the holding of such meeting, and notification of the annual meeting shall be made by E-Mail and or direct mail to each Squadron member.

Section 6) The notice of special meetings shall state the object and purpose thereof, and no business shall be transacted at such special meeting except such business as contained in the notice therefore.

Section 7) The Executive Committee shall meet for organization and such business as may come before it within ten days after the annual election on the call of the Commander, thereafter the Executive Committee shall meet at the call of the Commander at least every three months, and as often as the Commander deems necessary. The Commander shall call a meeting of the Executive Committee upon the written request of five members of the Executive Committee.

ARTICLE VIII

QUORUM

Section 1) *Four Squadron members, besides a qualified presiding officer, (Commander or Vice Commander) Shall constitute a quorum at any meeting of the Squadron. *May vary by Squadron size

Section 2) Three members of the Executive Committee shall constitute a quorum for the legal transaction of business at Executive Committee Meetings.

ARTICLE IX

FINANCES

Section 1) This Squadron shall maintain a general operating account and an Adjutant's administrative account. These accounts shall have a budget associated with said accounts.

Section 2) The officers authorized to sign on these accounts shall be the Commander, Adjutant, and Finance Officer. All disbursements against these accounts shall be authorized by two officers prior to use of said accounts, and receipts shall be turned in with a disbursement form once said expenditures have been made.

Section 3) Payment shall be made to Department for Bonding of said Officers each May. Only Squadron Members are permitted to handle Squadron Funds.

ARTICLE X

RULES OF ORDER

Section 1) The procedure at all Squadron meetings shall be governed by Robert's' Rules of Order.

ARTICLE XI

CONVENTION

Section 1) Delegates to the Detachment Convention shall be elected by the general membership at the first general membership meeting in April. The Squadron Commander and Adjutant shall be automatic delegates, and the Commander will be the leader of the Squadron delegation.

Section 2) The number of delegates will be determined by Squadron membership strength, members sent will be determined by the general membership upon recommendation by the Squadron Executive Committee.

Section 3) To be a delegate to the Detachment convention a member must attend at least **50%** of the Squadron general membership meetings; and **two District or Area meetings**, and submit an activities report to the Squadron Adjutant verifying said attendance at such meetings to be qualified as a reimbursed delegate.

Section 4) Delegates must attend all Detachment convention meetings or must reimburse all moneys allocated.

Section 5) Lodging for authorized delegates shall be provided by the Squadron. The Squadron will determine the type and location of such lodging; lodging will be based on double occupancy. Delegates who choose not to accept lodging provided by the Squadron shall be reimbursed up to an amount not to exceed **50%** of the double occupancy rate paid for Squadron approved lodging.

Section 6) Expenses for transportation and meals will only be reimbursed if approved in advance of such convention by the general membership.

Section 7) All provisions set forth in Sections 4 and 5 of this Article will be based on funds available for that year. **Note: If you're Squadron does not have the money you are not required to pay as per Section 6 above (Remove before final version – Note only!!**

ARTICLE XII

DISTRICT

Section 1) The Squadron Commander subject to the Approval of the Squadron General Membership shall appoint Delegates and Alternates to the District. The number of Delegates and Alternates appointed shall be consistent with the Constitution and Bylaws of the District. Members that have been chosen as Convention Delegates shall constitute said Delegates for the entire term.

ARTICLE XIII

AMENDMENTS

Section 1) These Bylaws are adopted subject to the provisions of the National Bylaws and the Detachment Bylaws, of which this Squadron is a subordinate member. Any amendment to the National or Detachment Bylaws which is in conflict with any provision hereof shall be regarded as automatically repealing or modifying the provisions of these Bylaws to the extent of such conflict.

Section.2) These Bylaws may be amended at any Squadron meeting by vote of two-thirds of the members attending such regular meeting, provided that the proposed amendment shall have been submitted by resolution and read at the immediate preceding Squadron meeting, and provided further, that written notice shall have been given to all members at least five days in advance of the date when such amendment is to be voted upon, notifying such members that at such meeting a proposal to amend the Bylaws is to be voted upon.

ATTEST:

Sig: _____ Date: _____
Commander Sons of the American Legion Squadron #

Sig: _____ Date: _____
Adjutant Sons of the American Legion Squadron #

Sig: _____ Date: _____
Post Advisor the American Legion Post #

Sig: _____ Date: _____
Post Commander, Post # _____, Department of California

APPROVED BY: Signature: _____ DATE ____/____/____

Print Name: _____

DETACHMENT CONSTITUTION AND BYLAWS CHAIRMAN

DATE SENT TO FILE WITH DETACHMENT ____/____/____