

**Bylaws**  
**Of The**  
**Sons of The American Legion Squadron # \_\_\_\_\_**  
**Attached to American Legion \_\_\_\_\_ Post # \_\_\_\_\_**  
**Detachment of California**

**ARTICLE I**

**MEMBERSHIP**

**Section 1)** Applications for membership shall be made in writing on blank application forms 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. 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 and preside over the election. A nominating committee of three members may be appointed by the Commander for these purposes.

**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 extreme 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 a voice vote or secret ballot, received a simple majority of the votes of the Squadron members in good standing present at the meeting at which the election takes place. Just one member's request for a written secret ballot shall compel one. Uncontested offices may be approved by a motion of a single unanimous ballot being cast by the Adjutant from the floor.

**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-to-be (current Commander).

**Section 7)** The newly elected Officers 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. *(Note: usually July 1).*

**Section 8)** All Squadron Elections must take place no less than thirty (30) days and no more than ninety (90) 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 oversee Squadron membership. He shall preside in the absence of the Commander. 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 oversee Squadron activities. He is next in line of succession after the First Vice Commander. 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, who corresponds to the Treasurer of an organization, 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 be the primary check-signer. He shall perform such other duties as are usually incident to the office.

**Section 6) Sergeant-at-Arms:** The Sergeant-at-Arms shall be charged with the “floor work” and the responsibility of preserving order at all Squadron meetings. He shall be given the custody of the Squadron Colors. He shall perform such other duties as are usually incident to the office.

**Section 7) 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 8) 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 year's activities.

## **ARTICLE IV**

### **EXECUTIVE COMMITTEE**

**Section 1)** The Executive Committee is comprised of the elected officers (including the immediate Past Commander) and up to three (3) other members as may be appointed by the Commander and ratified by the extant members of the Executive Committee. All other Past Squadron Commanders are Executive Committee members with voice but no vote. Squadron business may be conducted by the committee between regular membership meetings with a quorum, with any such actions by the committee being subsequently ratified by the floor. The floor always has the last word. Any officer or executive committeeman may be removed for inefficiency by the Executive Committee, a two-thirds vote of said committee being necessary to affect 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 present at a regular or special meeting.

## ARTICLE V

### STANDING COMMITTEES

**Section 1)** Appointments by the Squadron Commander, as ratified by the Executive Committee, shall annually be made to standing committees, as shall be deemed advisable for the benefit of the membership of the Squadron as a whole.

**Section 2)** This Squadron may have the following standing committees: *a Budget and Finance Committee, a Constitution and Bylaws Committee, an Americanism Committee, a Children and Youth Committee, a V.A. and R. Committee, and an Auditing Committee.*\*

## ARTICLE VI

### MEETINGS

**Section. 1)** The Annual Meeting of this Squadron shall occur at the regularly scheduled meeting in May in each calendar year.

**Section 2)** The regular stated meeting of this Squadron shall be held on the *third Friday of each month (except December)*\* at a time which may be set by the Executive Committee. There shall be a minimum of ten (10) meetings per year.

**Section 3)** Special meetings shall be called upon a majority of vote of the Executive Committee, upon the written request of five (5) Squadron members, or by request of the Commander.

**Section 4)** Every member shall furnish to the Adjutant his most current 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 (or emailed) to such address so furnished. In default of an address having been furnished by a Squadron member, any notice or documents will be held to have been duly served upon such member five (5) days after the same shall have been deposited in the local post office addressed to such member at such last furnished postal address (or emailed to last known email address).

**Section 5)** Notice of all special meetings of the Squadron shall be direct mailed or e-mailed to each Squadron member at least five (5) days previous to the holding of such meeting.

**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)** Any meetings (to include the transaction of business and voting) may be held in person or by electronic means such as connecting by speaker on cell phone,

teleconference, or videoconference (Zoom, Skype, etc.), or a combination thereof. All other sections regarding quorums, notice, etc. still apply. Notices must then contain instructions for connection for electronic attendance and voting options.

**Section 8)** 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 three members of the Executive Committee.

## **ARTICLE VII**

### **QUORUM**

**Section 1)** Four (4) Squadron members in good standing, including at least one (1) qualified presiding officer, shall constitute a quorum at any meeting of the Squadron.

**Section 2)** A minimum of at least three (3) members of the Executive Committee shall constitute a quorum for the legal transaction of business at Executive Committee Meetings.

## **ARTICLE VIII**

### **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. The Adjutant's administrative account need not be a separate checking or bank account and may be treated as a "sub-account" on the books made up of funds restricted by budget for that purpose.

**Section 2)** The officers authorized to sign on these accounts shall be the Commander, Vice Commander, Adjutant, and Finance Officer, and the Chairman of the Post Supervisory Committee. 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. Signers must be at least eighteen (18) years of age.

## **ARTICLE IX**

### **RULES OF ORDER**

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

## ARTICLE X

### 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 Chairman of the Squadron delegation, unless unable to attend. The First or Second Vice Commander, Adjutant or a Past Commander would then take his place as Chairman.

**Section 2)** The number of delegates will be determined by Squadron membership strength, and 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 in good standing must have attended at least 50% of the Squadron general membership meetings for the last year. Those also attending at least one District or Area meeting shall be given preference.

**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, as funds may allow and by a vote of the floor.

**Section 6)** Expenses for transportation and meals will only be reimbursed if approved in advance of such convention by the general membership. The amount of per diem for meals will not exceed the amount allowed by TAL National and/or Department. Mileage reimbursement will be at the rate as set from time to time by the Detachment.

**Section 7)** All provisions set forth in Sections 5 and 6 of this Article will be based on funds available for that year.

## ARTICLE XI

### DISTRICT

**Section 1)** The Squadron Commander and Adjutant are automatic delegates to the District and Area. Subject to the approval of the Squadron general membership, the Squadron Commander shall appoint any additional or substitute delegates as may be needed or authorized by the number of Squadron members in good standing. 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 XII

### AMENDMENTS

**Section 1)** These Bylaws are adopted subject to the provisions of the National Bylaws and the Detachment Bylaws, Sons of the American Legion, of which this Squadron is a subordinate unit. Any amendment to the SAL National or Detachment Bylaws which conflicts with any provision hereof shall be regarded as automatically repealing or modifying the provisions of these Bylaws to the extent of such conflict. Where any or all levels of SAL Bylaws may be silent, the bylaws of the Department of California, TAL will first apply, then TAL National bylaws.

**Section.2)** These Bylaws may be amended at any regular 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 (5) 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 for the American Legion Post # \_\_\_\_\_

Sig: \_\_\_\_\_ Date: \_\_\_\_\_  
 Post Commander, American Legion Post # \_\_\_\_\_, Department of California

APPROVED BY: Signature: \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name: \_\_\_\_\_  
DETACHMENT CONSTITUTION AND BYLAWS CHAIRMAN

DATE SENT TO FILE WITH DETACHMENT \_\_\_\_/\_\_\_\_/\_\_\_\_

*\*Language appearing in red italics is example text meant to be adjusted as necessary for each Squadron.*