Constitution of

{Enter Post Name} Squadron, attached to {Enter Post Name} Post {Enter Post #},

Department of Florida

# PREAMBLE TO THE NATIONAL CONSTITUTION

Proud possessors of a priceless heritage we male descendants of veterans of all wars associate ourselves together as “Sons of The American Legion” for the following purposes:

* To uphold and defend the Constitution of the United States of America;
* to maintain law and order;
* to foster and perpetuate a true spirit of Americanism; to preserve the memories of our former members and the association of our members and our forefathers in all wars;
* to inculcate a sense of individual obligation to the community, state and nation;
* to combat the autocracy of both the classes and the masses;
* to make right the master of might;
* to promote peace and goodwill on earth; t
* o safeguard and transmit to posterity the principles of justice, freedom and democracy;
* to consecrate and sanctify our friendship by our devotion to mutual helpfulness;
* to adopt in letter and spirit all of the great principles for which The American Legion Stands;
* and to assist in carrying on for God and Country.

**ARTICLE I**

# NAME

**Section 1.** The name of this organization shall be the Sons of The American Legion Squadron, attached to {Enter Post Name} Post {Enter Post #}, Department of Florida.

**ARTICLE II**

# NATURE

**Section 1.** The Sons of The American Legion Squadron, attached to {Enter Post Name} Post {Enter Post #}, Department of Florida, is a civilian organization.

Membership therein does not affect nor increase liability for military or police service.

**Section 2.** The Squadron shall be absolutely non-political and shall not be used for the dissemination of partisan principles or for the promotion of the candidacy of any person seeking public office or preferment.

**Section 3.** The Squadron shall be absolutely non-sectarian.

**Section 4.** Each member shall perform his full duty as a citizen according to his own conscience and understanding, in accord with the law.

**ARTICLE III**

# ORGANIZATION

**Section 1.** This Squadron is organized as a subordinate body of the Sons of The

American Legion, Detachment of Florida, and under the sponsorship and jurisdiction of {Enter Post Name} Post {Enter Post #}, Department of Florida, The American Legion pursuant to Article V of the Squadron By-Laws.

**Section 2.** This Squadron shall be governed by such rules and regulations as may be prescribed by the National Executive Committee of The American Legion, by such rules and regulations as may be prescribed by the Detachment of Florida Headquarters, approved by the Department of Florida Executive Committee of The American Legion, and by such rules and regulations as may be prescribed by its sponsoring Post of The American Legion, not inconsistent with those prescribed by the National Organization.

**ARTICLE IV**

# ELIGIBILITY

**Section 1.** All male descendants, adopted sons, and stepsons of members of The American Legion, and such male descendants of veterans who died in service during the period of April 6, 1917, through November 11, 1918, or any time from December 7,

1941, to date, who served honorably, as set forth in Article IV of the National Constitution of The American Legion, or who died subsequent to their honorable discharge from such service, shall be eligible for membership in the Sons of The American Legion.

**ARTICLE V**

# OFFICERS

**Section 1.** The officers of this Squadron shall be a Commander, Vice Commanders

(As many as may be required), a Finance Officer, a Chaplain, a Historian and a

Sergeant-at-Arms, all of whom shall be elected at the annual meeting of the Squadron.

**Section 2.** In addition to the elected officers, the Squadron Commander shall appoint a Squadron Adjutant, a Judge Advocate and such other officers as necessary, all of whom shall be approved by the Squadron Executive Committee.

**ARTICLE VI**

# EXECUTIVE COMMITTEE

**Section 1.** Between Squadron meetings, the administrative power of the Squadron shall be vested in the Squadron Executive Committee, which shall consist of all elective officers for the current year and in addition the immediate Past Squadron Commander. {Feel free to add a member(s) at-large if your Squadron does this}

**Section 2.** All other Past Squadron Commanders shall be members of the Squadron Executive Committee without vote. {Section 2 is optional}

**ARTICLE VII**

# DUES

**Section 1.** The annual membership dues of this Squadron shall be determined by vote of the Squadron membership, as necessary, for the following year and are payable on October 20th of each year.

**Section 2.** A member whose dues for the current year have not been paid by January 1st shall be classified as delinquent. If his dues are paid on or before February 1st, he shall automatically be reinstated. If he is still delinquent after February 1st, he shall be suspended from all privileges. If he is still under such suspension on June 13th of such year, his membership in the Sons of The American Legion shall be forfeited. A member so suspended or whose membership has been so forfeited may be reinstated to active membership in good standing by vote of the Squadron and payment of current dues for the year in which reinstatement occurs.

**ARTICLE VIII**

# AMENDMENTS

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

**Section 2.** This Constitution may be amended at any regular Squadron meeting by vote of two-thirds (2/3) of the members attending such regular meeting; provided that the proposed amendment shall have been submitted in writing, and read at the immediate preceding Squadron meeting, and provided further, that written notice shall have been given to all members at least {Write Number} ({Enter #}) days in advance of the date which such amendment is to be voted upon, notifying said members at such meeting a proposal to amend the Constitution is to be voted upon.

**SQUADRON REVIEW AND APPROVALS**

### Squadron Commander

{Name} and Signature Date

### Squadron Adjutant

{Name} and Signature Date

### Squadron Judge Advocate

{Name} and Signature Date

## POST REVIEW AND APPROVAL

### Post Commander

{Name} and Signature Date

### Post Adjutant

{Name} and Signature Date

### Post Judge Advocate

{Name} and Signature Date

# DETACHMENT / DEPARTMENT REVIEW AND APPROVAL

## Detachment Judge Advocate

{Name} and Signature Date

## Department Judge Advocate

{Name} and Signature Date

## Detachment Commander

{Name} and Signature Date

By-Laws of

{ENTER POST NAME} Squadron, attached to {ENTER POST NAME} Post {ENTER POST #},

Department of Florida

**ARTICLE I**

## MEMBERSHIP

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

**Section 2.** The Squadron shall be the judge of the qualifications of its members, provided such members are eligible for membership in the Sons of The American Legion and the eligibility is verified and certified by the Post Adjutant.

**Section 3.** All applications for membership shall be acted upon at the next meeting of the Executive Committee following the Post Adjutant’s verification and certification. The Executive Committee shall present such application to the Squadron at its next regular meeting with its recommendation for acceptance or rejections. If a majority of Squadron members cast their vote against the acceptance of such applicant, then such applicant shall be recorded as rejected.

**Section 3.** Members may be suspended or expelled from the Squadron and the Sons of The American Legion only upon a showing of cause. Charges shall be based upon disloyalty, neglect of duty, dishonesty and conduct unbecoming a member of the Sons of The American Legion. All charges must be made under oath and in writing by the accuser(s) and no member in good standing shall lose his membership until given a fair trial in such manner and form and in accordance with such rules, procedures, and regulations prescribed by the Sons of The American Legion, Detachment of Florida, and The American Legion Department of Florida.

**ARTICLE II**

## NOMINATION AND ELECTION OF OFFICERS

**Section 1.** At the regular meeting in {ENTER MONTH} the Commander shall appoint a nominating committee of {Write Number} ({Enter #}) members who will, acting together with and under the advice of the Advisory Committee of the Post, present to the next regular meeting in {ENTER MONTH} a list of one or more candidates for each office required to be elected pursuant to Article V, Section 1 of the Constitution of this Squadron.

**Section 2.** At the conclusion of the report of the nominating committee, any Squadron member may present the name of any other Squadron member for nomination to any office for which such Squadron member is not nominated by the nominating committee, and upon said nomination being seconded, the same shall be considered as though contained in the report of the nominating committee after said report has been accepted and adopted by the Squadron. The nominations will remain open until the regular meeting in {ENTER MONTH} where nominations will be closed.

**Section 3.** A list of nominated officers shall be posted within ten (10) days of the {ENTER MONTH OF ANNUAL MEETING} annual meeting on the Post bulletin board and the list provided to the Squadron Adjutant to have printed ballots made to conduct the election using the secret ballot method pursuant to Article II, Section 4 of the Squadron By-Laws.

**Section 4.** Elections of Squadron Officers shall be held no more than ninety (90) days, and no less than ten (10) days prior to the Annual Detachment Convention pursuant to the Detachment of Florida Constitution Article X, Section 13.

**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 annual meeting.

**Section 6.** The newly elected Squadron officers and members of the Executive Committee shall take office at the Post Joint Installation, at which time they shall be installed by proper authority.

**ARTICLE III**

## DUTIES OF SQUADRON OFFICERS

**Section 1.** Commander: The Commander 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 By-Laws and the policies and mandates of the National and of the Department Committees of the Sons of The American Legion and of the Executive Committee of the Squadron.

**Section 2.** First Vice Commander: The First Vice Commander shall act as representative of the Commander on all matters referred to him and shall specifically be in charge of membership. He shall perform such other duties as are usually incident to the office.

**Section 3.** Second Vice Commander: The Second Vice Commander shall likewise act as 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. {Can add additional Vice Commander Sections as required to outline duties}

**Section 4.** Adjutant: The Adjutant, who corresponds to the Secretary of an organization, shall be charged with the administrative duties required on carrying out the policies and mandates of the National and Department Committees of the Sons of The American Legion and of the Executive Committee of this Squadron.

**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 and shall make reports upon the condition of the Squadron treasury monthly, and when called for by the Commander or the Executive Committee; provided, however, that all disbursements shall first be approved by the Squadron Membership. He shall perform such other duties as are usually incident to the office.

**Section 6.** Chaplain: The Chaplain shall perform such divine and non-sectarian service as may be necessary; adhering to such ceremonial rituals as may be prescribed by the National Membership and Post Activities Committee of The American Legion.

**Section 7.** Historian: The Historian shall collect from year to year all records and data of value and interest to the Sons of The American Legion and The American Legion and shall compile during his term of office a complete history of the year’s activities.

**Section 8.** Judge Advocate: The primary duty of the Judge Advocate is to supply professional advice in the conduct of the Squadron business or to procure proper counsel and is the guardian of the constitutional form of Squadron government including the construction of the Squadron Constitution and By-Laws and the interpretation of the National and Detachment Constitution and By-Laws. He shall perform such other duties as are usually incident to the office.

**Section 9.** 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 custody of the Squadron Colors. He shall perform such other duties as are usually incident to the office.

**ARTICLE IV**

## EXECUTIVE COMMITTEE

**Section 1.** The Squadron Executive Committee shall fill any vacancy in the membership of the committee occurring between annual Squadron meetings for the remainder of the unexpired term.

**Section 2.** Any officer or executive committeeman may be reprimanded, suspended or expelled from the office in accordance with Sons of The American Legion Detachment of Florida Constitution, Article X, Section 18.

**ARTICLE V**

## POST ADVISORY COMMITTEE / PROGRAM OVERSIGHT

**Section 1.** The jurisdiction of {Enter Post Name} Post {Enter Post #}, Department of Florida, The American Legion, over this Squadron shall be exercised through a committee comprised of members of said Post appointed annually by the Post Commander with the approval of the Post Executive Committee.

**Section 2.** The Sons of The American Legion is a program of The American Legion and as such, the program, or any participant in the program can be terminated by vote of The American Legion Post membership at a regular / special and/or Executive Committee meeting.

**ARTICLE VI**

## STANDING COMMITTEES

**Section 1.** The Squadron Commander, immediately upon taking office. and subject to the approval of the Executive Committee, shall appoint such standing committees as he shall deem advisable for the benefit of the membership of the Squadron as a whole.

**ARTICLE VII**

## MEETINGS

**Section 1.** The annual meeting of this Squadron shall be held during the regular meeting day in Month of each year of said date.

**Section 2.** The regular stated meeting or meetings of this Squadron shall be held on the Week # Day of each and every month.

**Section 3.** Special meetings shall be called upon a majority vote of the Executive Committee or upon written request of {Write Number} ({Enter #}) Squadron members.

**Section 4.** Every member shall furnish to the Adjutant his address, 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 an address having been furnished by a Squadron member, any notice or documents will be held to have been duly served upon such member {Write Number} ({Enter #}) 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 the annual meeting of the Squadron shall be mailed to each Squadron member no later than {Write Number} ({Enter #}) days in advance of the holding of said meeting.

**Section 6.** Notice of all special meetings of the Squadron shall be mailed to each Squadron member no later than {Write Number} ({Enter #}) days in advance of the holding of said special meeting.

**Section 7.** The notice of special meetings shall state the object and purpose thereof, and no business shall be transacted at such special meetings except for such business as is contained in the notice thereof.

**Section 8.** The Executive Committee shall meet for organization and such business as may come before it within {Write Number} ({Enter #}) days after the annual election on the call of the Commander. Thereafter the Executive Committee shall meet at least every {Write Number} ({Enter #}) months at the call of the Commander and as often as said Commander may deem necessary.

**Section 9.** The Commander shall call a meeting of the Executive Committee upon the written request of {Write Number} ({Enter #}) members of the committee.

**ARTICLE VIII**

## QUORUM

**Section 1.** {Write Number} ({Enter #}) members, besides a qualified presiding officer, shall constitute a quorum at any regular or special meetings of this Squadron.

**Section 2.** {Write Number} ({Enter #}) members of the Executive Committee shall constitute a quorum for the legal transaction of business.

**ARTICLE IX**

## FINANCES

**Section 1.** The revenue of this Squadron shall be derived from the annual membership dues and from such other sources as approved by the Executive Committee and/or the Squadron regular meeting.

**Section 2.** All funds of this squadron shall be deposited in a bank by the Finance

Officer. Withdrawals shall only be made upon draft or check signed by the Commander, Finance Officer and/or the Chairman of the Post Advisory Committee or Post Finance Officer.

**Section 3.** This Squadron shall pay to the Detachment of Florida membership per capita dues for each member of this Squadron according to the procedures prescribed by the Sons of The American Legion, Detachment of Florida.

**Section 4.** All Squadron and Post officials handling Squadron moneys shall be properly bonded with a good and solvent bonding and surety company, as surety, to cover double the average amount of moneys handled in a single year.

**ARTICLE X**

## RULES OF ORDER

**Section 1.** The procedure at all Squadron meetings shall be governed by the Sons of The American Legion Squadron Handbook as published and authorized by the National Organization.

**Section 2.** Any procedures that are not covered by the Sons of The American Legion Squadron Handbook or the Squadron Constitution and By-Laws shall be governed by latest version of Roberts Rules of Order.

**ARTICLE XI**

## AMENDMENTS

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

**Section 2.** These By-Laws may be amended at any regular Squadron meeting by vote of two-thirds (2/3) of the members attending such regular meeting; provided that the proposed amendment shall have been submitted in writing and read at the immediate preceding Squadron meeting, and provided further, that written notice shall have been given to all members at least {Write Number} ({Enter #}) days in advance of the date which such amendment is to be voted upon, notifying said members at such meeting a proposal to amend the By-Laws is to be voted upon.

## SQUADRON REVIEW AND APPROVALS

### Squadron Commander

{Name} and Signature Date

### Squadron Adjutant

{Name} and Signature Date

### Squadron Judge Advocate

{Name} and Signature Date

## POST REVIEW AND APPROVAL

### Post Commander

{Name} and Signature Date

### Post Adjutant

{Name} and Signature Date

### Post Judge Advocate

{Name} and Signature Date

# DETACHMENT / DEPARTMENT REVIEW AND APPROVAL

## Detachment Judge Advocate

{Name} and Signature Date

## Department Judge Advocate

{Name} and Signature Date

## Detachment Commander

{Name} and Signature Date