



**SAL ADMINISTRATIVE MANUAL
2018-2019**

GENERAL INFORMATION

At various times throughout the year, Detachment Headquarters requires Squadrons to submit certain information. This information is outlined in this section.

SQUADRON OFFICERS REPORT (Page 3)

This report is submitted by the Squadron Adjutant, or other appropriate official, for the purpose of certifying the newly elected Squadron Officers.

The **deadline** for submitting this report is **directly after Squadron elections and prior to the Detachment Convention.**

This is the most important report that will be requested by the Detachment. With the submission of the Squadron Officers Report, newly elected Squadron Officers are placed on the Detachment Directory. This Directory is the basis for all mailings from Department. The information is very essential. Complete address and phone number information should be provided.

DETACHMENT CONVENTION DELEGATE/ALTERNATE REGISTRATION FORM (page 4)

This form should be submitted by the Squadron Commander or Adjutant for the purpose of certifying the Detachment Convention Delegates and Alternates.

The form should be brought to Convention. Please do not mail it.

The first Delegate listed should be the Delegation Chairman. Additional forms should be used if further space is needed to list Delegates. The form should be signed by the Squadron Commander and the Squadron Adjutant. Any special instructions concerning advance submission of Delegates and funds will be sent in advance to the Squadrons each year.

RESOLUTIONS (Page 5)

All Resolutions, whether they are presented at a Detachment Convention or meeting of the Detachment Executive Committee, are to be submitted in triplicate, adhering to the following procedures:

DEC Resolutions are to be submitted in accordance with the provisions set forth in the Uniform Code of Procedure of the Detachment Executive Committee. It reads in part:

A) Resolution which shall be offered as the direct action of the Detachment Executive Committee shall be prepared in appropriate form containing such informative preamble in the form of "WHEREAS" followed by statements of fact and shall conclude with a resolving clause or declaration is to receive action of the Detachment Executive Committee. Such resolving clause or clauses shall contain the following leading language:

“RESOLVED, by the Detachment Executive Committee of the Sons of The American Legion in regular (or special) meeting assembled in (City, State), on (date(s)) that, etc.... and, be it further RESOLVED, That, etc.”

B) All resolutions for consideration by the Detachment Executive Committee not emanating from a Commission or Committee of the Detachment Executive Committee **must** be forwarded to the Detachment Adjutant at least fifteen (15) days prior to said meeting of the Detachment Executive Committee.

Detachment Convention Resolutions are to be submitted in accordance with provisions set forth in the Uniform Code of Procedure. It reads in part:

- 1) Resolutions shall be submitted upon proper form and shall be numbered for identification as provided by the Detachment Adjutant.
- 2) Resolutions shall be approved by the Detachment, the Detachment Executive Committee or any Standing or Special Committee of the Convention. Resolutions submitted in advance of the Convention shall be filed with the Detachment Adjutant.
- 3) Resolutions originating with and approved by a Convention Committee shall be received and processed through the Detachment Adjutant for record and assigned number. Wording of resolutions submitted to the Detachment Convention should include a resolving clause(s) containing the following leading language:

"And be it finally Resolved, by the (Convention Number) Annual Detachment Convention, of the Sons of The American Legion, meeting in (City, State), these (date(s)) days of (month), (year), that, etc..."

Constitutional Amendments may only be considered by the National Convention. Therefore, all resolutions pertaining to Constitutional changes must be submitted to the National Convention.

A sample of a resolution form is attached. If you would like a form they may be obtained from the Detachment Adjutant.

NOTICE OF OFFICER CHANGE (Page 6)

This report is used *after* you have sent in the Squadron Officer Report. If a change of officer and/or officer address and phone number has occurred, use this form. Department Headquarters mailing lists; for THE LEGION LINK, weekly membership statements, etc., are based on information you send us. *Mail will go to the last information you have given us unless we receive this form.*



This Form must be returned immediately after the election of Squadron Officers

Squadron # _____ Squadron Name _____

Squadron dues are \$ _____ Meeting day(s) _____ Time _____

Address _____

City _____ , FL ZIP _____ +4 _____

NOTE: All Department mailings are based on the information listed below.
All membership receipts will be sent to the Adjutant.

Commander Name _____ Member ID# _____

Address _____

City _____ , FL Zip _____ +4 _____

Phone (_____) _____ E-mail _____

Adjutant Name _____ Member ID# _____

Address _____

City _____ , FL Zip _____ +4 _____

Phone (_____) _____ E-mail _____

SAL Advisor / Liaison Name _____ Member ID# _____

Address _____

City _____ , FL Zip _____ +4 _____

Phone (_____) _____ E-mail _____

I certify that the above offices were duly elected at a regular or special meeting of this Squadron on _____

Signature _____ Title _____ Date _____



Squadron Name _____ Number _____ District _____

City _____

This is to **certify** that our Squadron had _____ Paid 2018-2019 members reported to Department Headquarters by delegate cut-off, **June 13, 2019**, and that this Squadron, in a regular meeting assembled on _____, 2019; elected the following Delegates and Alternates, each of them members in good standing of this Squadron:

DELEGATES

1. Chairman _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____

ALTERNATES

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____

DETACHMENT OFFICER(s): _____

PAST DETACHMENT COMMANDER(s): _____

SIGNED: _____
Chairman of Squadron Delegation

Make checks payable to: **The American Legion, Department of Florida**. Cost is \$5.00 per Delegate, including Detachment Officers and/or Past Detachment Commanders, if Squadron extends courtesy registration to them. Remit \$5.00 for each Alternate PRESENT.

**DO NOT MAIL THIS FORM!
BRING IT WITH YOU TO CONVENTION REGISTRATION**

This form must be filled out in triplicate

(All copies are to be submitted to the Detachment Adjutant, under the proper time restrictions to:
The Sons of the American 1112 S. Magnolia Dr. Apt. S106 Tallahassee, FL 32301)

Detachment Headquarters, Sons of The American Legion

Detachment Executive Committee Meeting _____

(or) Detachment Convention Assembled _____

RESOLUTION

No.: _____ Title: _____

Be Filled Out by Resolutions Chairman
Approval Recommended
Rejection Recommended
Referral To
Other Action
Signature of Resolutions Chairman:

Submitted By:
Chairman (or Commander/Adjutant)
Committee (or Detachment)
Received By:
Detachment Adjutant

REQUIRED	
Squadron #	District #

Squadron Information & Officer Change Request

Only provide information that needs to be changed.

All forms must be legible, signed and dated, with all Officer changes providing a valid member ID#. Incomplete or illegible forms will not be processed.

NEW / UPDATED SQUADRON INFORMATION	Mailing Address:	
	Post Phone #:	Post Fax #: Squadron Dues: \$
	Meeting Day / Time:	
	Have a Post Home? Y / N	Post Address:
	If No Post Home, Squadron Meets at:	
	Squadron E-mail Address:	Squadron/Post Website:
	UPS Shipping Address (If different from mailing address) ***NO PO BOX***	
NEW / UPDATED OFFICER INFORMATION	NEW / UPDATED SQUADRON COMMANDER	NEW / UPDATED SQUADRON ADJUTANT
	Member ID # REQUIRED	Member ID # REQUIRED
	Name REQUIRED	Name REQUIRED
	Address	Address
	City, State, ZIP	City, State, ZIP
	Home Phone	Home Phone
	Cell Phone	Cell Phone
	E-mail Address	E-mail Address

I HEREWITH CERTIFY the above officers, whose eligibility in the Sons of The American Legion I have certified, were duly elected in accordance with the Squadron's Constitution and ByLaws.

Current Post Adjutant (Required)

Date (Required)

Send completed form electronically to Jim Roberts by e-mail at jim.robertsfl@gmail.com
or by US Post Office at **1112 S. Magnolia Dr. Apt. S106 Tallahassee, FL 32301**



**SAL ADMINISTRATIVE MANUAL
2018-2019**



**2018 - 2019
MEMBERSHIP
TARGET DATES
SONS OF THE AMERICAN LEGION**

SEPTEMBER 6, 2018.....	10%
OCTOBER 4, 2018	25%
NOVEMBER 1, 2018	35%
DECEMBER 6, 2018	45%
JANUARY 3, 2019	60%
FEBRUARY 7, 2019	75%
MARCH 14, 2019*	80%
APRIL 4, 2019.....	90%
MAY 9, 2019	100%
June 13, 2019**	GOAL 19,500

***Legion Birthday**

****Delegate Cut-off**

2018-2019 MEMBERSHIP THEME



This year, the Detachment's Membership Theme will be "MASH" (Making All Soldiers Hero's) while (Making Amazing Stuff Happen).

Get your "SURGICAL ROOMS" ready for a Membership Challenge, and together "MAKE ALL SOLDIERS HERO'S" and support veteran's needs. The Detachment Commander will be the "SURGEON GENERAL". The Detachment Membership Chairman will be the "SURGEON". The Detachment Vice Commanders will be the "DOCTORS". All

District Commanders will be "DOCTORS AIDES" The District Vice Commanders will be "AIDES" The Squadrons will be "HOSPITALS".

This year's Detachment Commander's goal for membership is 19,500 members by the delegate cut-off in June 2019. Target dates are included in this Membership section for your Squadrons information. Take it out and post it on your Squadrons bulletin board.

This year's awards for the Legion Family will be called the "THE SURGEONS GENERAL" AWARD! This award is open to every member of The American Legion Family. In order to qualify for this award, you must renew a minimum of four (4) current S.A.L. members and recruit a minimum of four (4) new members.

"Don't go AWOL- never leave your Squadron behind"

AWARDS

On page 13 are the goal dates. Your championship goal is to reach each of the dates listed. Each goal your Squadron is able to reach, you will receive a certificate from the Detachment Commander and Detachment Membership Chairman.

Awards for membership are given by the Detachment at each Conference and Convention. Some National Awards are also handed out at this time.

Squadron:

- 1) Certificates will be sent out to each Squadron who reaches their destination on time and on target.
- 2) Detachment awards a trophy to the Squadron who has the largest percentage increase over last year's membership.
- 3) A trophy is awarded to the largest Squadron in the state.
- 4) The first Squadron to reach 100% is recognized.
- 5) The Silver Star is awarded to individual SAL members who recruit, renew or reinstate members to their Squadron.

District:

- 1) Each District is split up into categories based on membership size. The first District to reach 100% in that size group will be awarded a trophy. The category sizes are as follows:
 - a. Category I - 10 to 300 members
 - b. Category II - 301 to 650 members
 - c. Category III - 651 to 1200 members
 - d. Category IV - 1201+ members
- 2) There is a Cash Grab at Convention for the Top 3 District Commanders.
- 3) \$25.00 is awarded to each District Commander who achieves 100% by Delegate Cut-off.

Area:

- 1) The Vice Commander who leads his Area to 100% first will be presented a trophy.
- 2) \$25.00 is awarded to each Vice Commander who reaches 100% by Delegate Cut-off.

National:

- 1) Honor Ribbons will be given to those Squadrons who surpass their previous year's membership by July 1st of each year.
- 2) Citation of Achievement Awards are presented to Squadrons, who as of March 15, meet or exceed their previous year's membership.

We hope that this booklet will explain the awards and target dates. If there are questions, please contact either the Detachment Commander or the Detachment Membership Chairman.



Sons of the American Legion Individual Membership AWARD 2018-2019



Every member of The American Legion Family has the opportunity to be recognized for their outstanding efforts towards the promotion of the S.A.L. membership during the 2018 - 2019 membership year by taking part in this year's Detachment program. You can earn the Individual Membership Award by successfully meeting all of the following guidelines. This year's program is open to any member of The American Legion Family. **ALL ITEMS MUST BE COMPLETED AND ALL INFORMATION PROVIDED.**

You will qualify for this award by renewing a minimum of four (4) current S.A.L. members and recruiting a minimum of four (4) new members. **ALL INFORMATION MUST BE PROVIDED, CLEARLY PRINTED OR TYPED.**

This certification form must be completed and returned to the Detachment Adjutant no later than **May 24, 2019**. Mail form to: Jim Roberts, Detachment Adjutant, **1112 S. Magnolia Dr. Apt. S106 Tallahassee, FL 32301**

SAL / Legion / Aux

Recruiter Name: _____ Sqd #: _____
 Address: _____ City: _____ Zip: _____

RENEWED MEMBERS

Name: _____	Membership ID#: _____
Name: _____	Membership ID#: _____
Name: _____	Membership ID#: _____
Name: _____	Membership ID#: _____

NEW MEMBERS

Name: _____	6 Digit Sequential #: _____
Name: _____	6 Digit Sequential #: _____
Name: _____	6 Digit Sequential #: _____
Name: _____	6 Digit Sequential #: _____

CERTIFIED BY:

Squadron Commander: _____ Date: _____
 Squadron Adjutant: _____ Date: _____



The Sons of The American Legion, Detachment of Florida, will award a Silver Star Pin to each SAL member who has earned **ten (10)** or more points for signing up new SAL members, reinstated members, or renewal members for the Sons of The American Legion, Detachment of Florida for the membership year prior to **May 24, 2019**
.....

CERTIFICATION OF MEMBERS SECURED

Date _____ Squadron # _____ Address _____

This is to certify that the following SAL members of this Squadron have earned ten or more points for signing up new, renewal, or reinstated members for this Squadron of the Sons of The American Legion as shown opposite their respective names.

Signed: _____
SAL Adjutant/Advisor

NAME	# New	#Reinstated	# Renewals	Total Points

Instructions: Score one (1) point for each renewal member, two (2) points for each new member and two (2) points for each reinstated member. Each report shall include names, number or number of members secured in each category and total number of points earned by each member.

Certification Form: This form must be sent to Department Headquarters, PO Box 547859 Orlando, FL 32854-7859, by **May 24, 2019**. Presentation of Silver Star Pins will be at Detachment Convention. Silver Star Pins not awarded at Convention will be mailed to Squadrons.



SONS OF THE AMERICAN LEGION

Application for Five-Star Award Supplies

Information Sheet

Purpose: Post Adjutants certify winners directly to Department Headquarters via the application form. Additional forms may be requested from Department Headquarters.

Basis of Award: Recipients must accomplish any or all of the following five points to receive individual star(s). Those who accomplish all five points are eligible to receive the Five-Star Award.

THE FIVE-STAR AWARD

The Five-Star Award is for all members of the Sons of The American Legion who show perfection in the five-point Program of Service which consists of the following:

- Point 1.** A star for Patriotism to the member who shows knowledge of the history of the Flag, the proper way of displaying it, and the proper respect due it.
- Point 2.** A star for Citizenship to the member who by his usefulness in activities outside the program of the SAL displays a working knowledge of the qualities of a good citizen.
- Point 3.** A star for Discipline to the member who in all his activities shows respect for rules and obedience to them.
- Point 4.** A star for Leadership to the member who develops the qualities of leadership in athletics, drill formations, and school and church activities.
- Point 5.** A star for Legionism to the member who thoroughly understands the ritualistic work and the program of activities for the SAL.

Cost: Prices for these awards are listed in the National Emblem Sales Catalog.

Deadline: There is no set deadline.

Mail to: Send remittance and application to:

**The American Legion,
Department of Florida
P.O. Box 547859
Orlando, FL 32854-7859**



SONS OF THE AMERICAN LEGION Application for Five-Star Award

_____, 20____, _____, FL _____
(date) (city) (zip)

TO: The American Legion, Department Headquarters

This is to certify that _____, a member of Squadron
number _____, Detachment of _____,

City of _____ has successfully completed his test on:



- | | | |
|---|--------------------------|-------------|
| (1) Patriotism | <input type="checkbox"/> | (check one) |
| (2) Citizenship | <input type="checkbox"/> | |
| (3) Discipline | <input type="checkbox"/> | |
| (4) Leadership | <input type="checkbox"/> | |
| (4) Legionism | <input type="checkbox"/> | |
| (6) Has passed all of the above Star Award tests
and is entitled to have the Five Star Award Medal | <input type="checkbox"/> | |



Please mail the above insignia to: _____

Attested by: _____
Post Adjutant Post No.

City

Approved by: _____
Department Officer

NOTE: This form is to be mailed to Department Headquarters along with a check in the amount of the medal (See Emblem Sales Catalog for current prices) and made out to The American Legion Emblem Sales. Insignia for the Five-Star Award can only be given by certification. All orders must first be approved by Department or Detachment Headquarters and sent together with the remittance to The American Legion Emblem Sales, PO Box 1050, Indianapolis, Indiana 46206-1050.



SAL Membership Transmittal Sheet

Squadron# _____ Date _____ Check# _____

Phone # _____

Name of person completing this form (PRINT CLEARLY)

Number of renewals	_____	@ \$8.00 each =	_____
Number of new members	_____	@ \$8.00 each =	_____
Number of paying transfers	_____	@ \$8.00 each =	_____
Total number of paid cards	_____	Amount of check	_____
Number of non-paying transfers	_____	Number of replacement cards	_____

SAL Membership Transmittal Sheet

Squadron# _____ Date _____ Check# _____

Phone # _____

Name of person completing this form (PRINT CLEARLY)

Number of renewals	_____	@ \$8.00 each =	_____
Number of new members	_____	@ \$8.00 each =	_____
Number of paying transfers	_____	@ \$8.00 each =	_____
Total number of paid cards	_____	Amount of check	_____
Number of non-paying transfers	_____	Number of replacement cards	_____

**SONS OF THE AMERICAN LEGION
Back Dues - Continuous Years**

Complete this form and return it to **Department Headquarters** so the members are credited with the correct numbers of years. List the number of continuous years for each year being paid. Send one check to cover both the back dues and the current dues. The back dues will be listed on your membership statement as "Back Dues" minus \$8.00 for each year.

Membership ID # _____ Squadron # _____

Name _____

Address _____

City _____ St _____ Zip _____

Year Paid	Continuous Years	Year Paid	Continuous Years
Total # of years for 2019:			

.....

**SONS OF THE AMERICAN LEGION
Back Dues - Continuous Years**

Complete this form and return it to **Department Headquarters** so the members are credited with the correct numbers of years. List the number of continuous years for each year being paid. Send one check to cover both the back dues and the current dues. The back dues will be listed on your membership statement as "Back Dues" minus \$8.00 for each year.

Membership ID # _____ Squadron # _____

Name _____

Address _____

City _____ St _____ Zip _____

Year Paid	Continuous Years	Year Paid	Continuous Years
Total # of years for 2019:			

Instructions for Shipping 2019-2020 SAL Membership Cards

Date: _____

To: American Legion Dept. of Florida
Attn: Membership
PO Box 547859
Orlando, FL 32854-7859

If your Squadron will not have a representative at the 2018 Convention and wishes to have the membership cards shipped, please complete this form and return to Department Headquarters **on or before May 24, 2019.**

CARDS WILL BE SHIPPED VIA UPS. DO NOT USE PO BOX Number

Cards will be shipped after Convention to:

Squadron #: _____

Name: _____

Street Address: _____

City, State, Zip: _____



Do not ship for Squadron # _____ . We will pick up cards at Convention.

_____ Is authorized to pick up membership cards.

Signature

Title

_____ / _____
ID#

Phone #

Return on or before May 24, 2019

COMMITTEE AND COMMISSION AWARDS

Various Committee and Commissions offer contests/awards for participation with their projects. Below is a listing of such Committee/Commissions, and an explanation of their Contest/Awards. Some of the awards start on the State level and can advance to the National level.

There are several standing Committees/Commissions which have active programs but do not present official awards. Nevertheless, Squadrons are encouraged to submit activity reports, through Detachment Headquarters, to these Committees/Commissions, and provides the state organization with valuable information on the activity of its Squadrons.

AMERICANISM

The Americanism Commission is concerned with the promotion of the "true spirit of Americanism" among the communities of our State. Certainly, this should be a major project for local SAL Squadrons. There are various ways in which a Squadron may promote Americanism. The needs of the community, and ability of the local Squadrons determine the extent of the projects.

In past years, the State Americanism Commission has promoted such projects as placing of American Flags in local schools, Get Out and Vote programs, and "Service to God and Country" programs. Again, the extent of these programs is determined by the need of the local communities. Squadrons and Districts are urged to report their activities on behalf of Americanism on the report form provided in this manual to Detachment Headquarters. Please adhere to the deadline dates provided on the forms. Awards are given at the Detachment Convention for best Squadron reporting.

CHILDREN & YOUTH

A resolution passed at the October 1987 National Executive Committee meeting was the adoption of the American Legion Child Welfare Foundation. This will be an ongoing project for all Squadrons to collect and raise funds for this very important program.

Thousands of dollars have been raised over the years. Grants have been made to such programs as the Epilepsy Foundation, the Association for Birth Defect Children and the Rape and Abuse Crisis Center. Other programs promoted by the Children and Youth Committee are juvenile delinquency, and child abuse and neglect. Each of these areas is a concern of the Children and Youth Committee. Squadrons and Districts are urged to report their activities on behalf of Children & Youth. Through the reports received, the Committee is able to formulate new programs which better serve the needs of our organization and the local communities. Reports should be submitted to the Detachment Adjutant.

COMMUNITY AFFAIRS

The National Community Affairs Committee holds an annual Scrapbook Contest, open to submissions from Squadrons. The rules of the contest are very explicit. All submissions for judging must adhere directly to these rules. A copy of the rules is found at the end of this Section. As the contest is open to Squadrons, the Detachment has formulated their own judging system to allow the best entry in the Squadron section to advance to National competition.

HISTORY CONTEST

The National Historian, in conjunction with the National Executive Committee and the National Convention, conducts an annual History Contest open to submissions from Squadrons. All submissions to this contest must adhere to the prescribed contest rules. They are self-explanatory. A copy of these rules can be found at the end of this section.

MEMBERSHIP

There are several State and National membership awards available to Squadrons:

- 1) Honor Ribbons are presented to Squadrons who surpass their previous year's membership by July 1st each year.
- 2) Citation of Achievement Award-presented to Squadrons who, as of March 15th, meet or exceed their previous year's membership (December 31st total).

For the state awards, please refer to the Membership Section (II) of this manual.

VA & R Annual Report Contest

The National Rehabilitation Commission holds an annual report contest. This contest compares reports submitted from Squadrons and Districts. A copy of this can be found at the end of this Section. The winning report for the State of Florida for both District and Squadron will be submitted to the National Contest.

A report has been developed for use by Squadrons and Districts. Although all reports are requested to be submitted on this standardized form, Squadrons are urged to submit additional information which can be used in the judging of the Squadron Rehabilitation Award.

Districts should follow this as a guideline, but can formulate their own report. Provide as much information as possible and submit it for judging. An explanation of the services provided by the Rehabilitation program, man hours, and expenses should be included in this report. As Rehabilitation is service to the Veteran and his/her family, this is the basis for judging by the Commission.

VA & R Volunteer of the Year

During 1993, the approval was granted for a SAL representative in each VA Hospital/Medical Center. Many SAL members are performing volunteer work in these medical facilities and often their volunteer hours were counted for by other volunteer organizations. SAL members are eligible to apply and be certified as the SAL hospital representative and work directly with the Hospital Chief of Voluntary Services. In order to be the representative, you need to request a form from the Detachment Adjutant and when completed, submit it to back him for approval. General instructions, procedures are contained on the reverse side of the form.

Rehabilitation Volunteer of the Year award is presented at the National Convention. This award, which started in 1990, will be based on the Rehabilitation Commission judging of reports submitted. The report form is located at the end of this Section. Rehabilitation and assistance to veterans should be reported on an outstanding individual, if applicable, from any Squadron. Squadrons must submit their nominees to be judged at Detachment Convention. The winner will be submitted to the National Adjutant for consideration in the National award.

All reports are due to the Detachment Adjutant by May 24, 2019

**Sons of The American Legion
Detachment of Florida**



**Consolidated Squadron
Report**

2018-2019

Detachment of Florida **Squadron #**
Located in _____
2019 Membership _____ Final 2018 Membership _____

LEGISLATIVE

Squadron has active Legislative Chairman who reports regularly to meetings? _____

VETERANS AFFAIRS AND REHABILITATION

Emergency aid given to vets from Squadron funds \$ _____

Volunteer hours recorded at VA hospitals _____

Contributions to VA hospital Voluntary Program \$ _____

Squadron has active VA&R Committee (yes or no) _____

NATIONAL SECURITY

Blood Donor Program: # of pints donated _____

Number of Squadron member blood donors _____

PUBLIC RELATIONS

Squadron uses Post publications (yes or no) _____

Squadron uses bulletin board (yes or no) _____

During the past year Squadron has used for publicity coverage: (Check all that apply)

Radio TV Cable TV Newspaper

UNIFORMED GROUPS

Squadron sponsors: A Color Guard _____ A Firing Squad _____

Uniform group cost \$ _____

AMERICANISM AND CHILDREN & YOUTH

Boys State Program: # of boys sponsored _____ Cost \$ _____

Baseball: Legion Baseball team sponsored (yes or no) _____ Cost \$ _____

Non-Legion team sponsored (yes or no) _____ Cost \$ _____

Oratorical Contest: SAL active with Post (yes or no) _____
SAL Contestants _____ Cost \$ _____

Education: Participate in American Education Week (yes or no) _____

Schools assisted _____ Cost \$ _____

Scholarships awarded _____ Value of Awards \$ _____

Hours of service given to education program _____

Additional amounts expended on Education Program \$ _____

Scouting: Squadron sponsors Scout Unit (yes or no) _____

youth in Legion Scouting _____ Donated to Scouting Activities \$ _____

Flag Education: # flags presented locally _____ Cost \$ _____

Squadron Participation: Flag Day Get Out the Vote Veteran's Day
 Memorial Day July 4 Legion Birthday 4 Chaplains Sunday

Community Service: Estimated # of hours _____ Cost \$ _____

Junior Shooting Sports: # youth involved _____ Cost \$ _____

CHILDREN & YOUTH PROGRAM

of C&Y activities held _____ Cash aid given to needy children \$ _____

Value of goods given to children (est.) \$ _____ # of children given aid _____

Cost of operating program: _____ Administrative _____

Parties, Dinners, Gifts _____ Other expenses _____

CONTRIBUTIONS

MDA _____ All Children _____ Special Olympics _____

Handicap Children _____ \$ to Post _____ Hrs. to Post _____ CMN _____

Child Welfare Foundation _____ NEF _____ Other _____

Florida Children & Youth Fund _____

GENERAL INFORMATION

Total # of business meetings (per year) _____ Socials (year) _____

Our Squadron meets regularly on the _____ each month at _____ am/pm

Average # of members attending _____

of members attending at _____ District _____ Fall Conf. _____ Convention

of members that completed the Ten Ideals and/or Five Star Award Programs _____

**Return to: Jim Roberts
Detachment Adjutant
1112 S. Magnolia Dr. Apt. S106
Tallahassee, FL 32301**

Due by: May 24, 2019

How to Fill Out The Americanism Report

- ACTIVITY:** This is a Squadron Report form. The activities reported should cover the period from Detachment Convention to subsequent Detachment Convention
- BOYS STATE/
GIRL STATE:** Enter the number of boys sponsored by the Squadron and estimate the cost provided by the Squadron. If none, enter zero
- BASEBALL:** Enter the number of teams sponsored and the estimated cost if any
- SCOUTING:** Enter the cost of sponsoring the Scouting troop
- ORATORICAL:** Number of Contests conducted and estimated cost if any
- FLAG
EDUCATION:** Enter the number of occurrences and estimate cost, if any
- SQUADRON
PARTICIPATION:** Enter if participated in the listed activities
- EDUCATION:** Enter the number participating and estimate cost, if any
- COMMUNITY
SERVICE:** Enter the number of hours spent by Squadron members participating in events not reported elsewhere. Included any donations to other organizations that benefit mankind (medical research, prevention, etc)
- JUNIOR
SHOOTING
SPORTS:** Enter the number of youth sponsored and estimated cost if any
- COLOR GUARD:** Enter the number of Color Guard appearances
- OTHER
SPONSORSHIP:** Enter any other organized activity sponsored by the Squadron and estimate cost, if any
- REMARKS:** Enter any other Americanism activity not covered in this report that you feel should be reported. **DO NOT** enter fund-raisers for Children & Youth or Child Welfare Foundation donations
- SQUADRON
MEMBERSHIP:** Enter number of members in your Squadron for the current membership year
- MAIL TO:** **Jim Roberts**
Detachment Adjutant
1112 S. Magnolia Dr. Apt. S106
Tallahassee, FL 32301
- DEADLINE:** **May 24, 2019**



ACTIVITY 20 to 20 DETACHMENT - **FLORIDA** SQUADRON # _____
ADDRESS _____

PHONE () _____

COMPLETE APPLICABLE ITEMS ONLY

Boys State		Legion Birthday	<input type="checkbox"/>
Number of Boys	_____	Four Chaplains Sunday	<input type="checkbox"/>
Cost	_____	Education	
Baseball		# of members participating in the Five Star /	
Baseball Teams sponsored	_____	Ten Ideals Program	_____
Cost of Sponsorship	_____	Cost	_____
Scouting		# of Flags presented to Schools & Other	
Cost of Sponsorship	_____	Organization	_____
Oratorical Contest		# of small flags placed on Veterans' graves	
Squadron sponsored contest	_____	Or given away at parades	_____
Cost	_____	Cost	_____
Hours of Participation	_____	Cost of Scholarships awarded	_____
Flag Education		# of Hours on Education	_____
# of Flag Etiquette Programs	_____	Community Service	
Cost	_____	# of Hours of Service	_____
# of Flag Retirements	_____	Cost of Sponsorship	_____
Squadron Participation		Junior Shooting Sports	
Flag Day	<input type="checkbox"/>	# of Hours of Service	_____
Get out the Vote	<input type="checkbox"/>	Cost of Sponsorship	_____
Memorial Day	<input type="checkbox"/>	Color Guards	
July 4 th	<input type="checkbox"/>	Appearances	_____
Veterans Day	<input type="checkbox"/>	Cost of Sponsorship	_____

Other Squadron Sponsorship: _____

Remarks: _____

Squadron Membership #: _____

Certified by: _____ **Title:** _____ **Date:** _____

MAIL TO: Detachment Adjutant Jim Roberts, 1112 S. Magnolia Dr. Apt. S106 Tallahassee, FL 32301

DEADLINE: May 24, 2019



Squadron Name & Number _____ Dist. #: _____

Part A: Child Welfare Foundation

(1) Amount of donation made by: _____

a) Squadron: _____ plus members _____ = total \$ _____

(2) List fund raising activities your Squadron participated in:

(3) Amount of time: (hours per member) _____

Part B: Special Olympics

(1) Amount of donation made by: _____

a) Squadron: _____ plus members _____ = total \$ _____

(2) List fund raising activities your Squadron participated in:

(3) Amount of time: (hours per member) _____

Part C: Children's Miracle Network

(1) Amount of donation made by: _____

a) Squadron: _____ plus members _____ =total \$ _____

(2) List fund raising activities your Squadron participated in:

(3) Amount of time: (hours per member) _____

Part D: Five Star/Ten Ideas Program

	Recipients Name	Date	Person Testing	Awards Received
1)				
2)				
3)				
4)				
5)				

Part E: Programs Not Listed

(1) List all other C&Y activities your Squadron participated in:
 (Ex: Boy Scouts, Josh Program, Halloween Safety, Spinoza Bear, Children’s Parties, etc.)

(2) Amount of donation made by: _____

a) Squadron _____ plus members _____ = total \$ _____

(3) List activities your Squadron participated in: _____

(4) Amount of time: (Total hours) _____

Signed: _____ Signed: _____
 Commander Children & Youth Chairman

Date: _____

**Mail this form to: Jim Roberts, Detachment Adjutant
 1112 S. Magnolia Dr. Apt. S106
 Tallahassee, FL 32301**

DEADLINE: May 24, 2019

How to Fill Out the Veterans Rehabilitation Report

- ACTIVITY** **Mark the appropriate level pertaining to you.** Indicate membership at time of report as compared to last year's. Squadrons must include their name and address.
- SECTION I** Record the number of hours spent either at a VA Home or Medical Center and tally where indicated.
- SECTION II** Fill out as follows:
- Field Services:** Time spent providing services for Veterans not in a VA facility. (Example: house maintenance, shopping, transportation)
- Home Services:** Any service performed at your own home or residence. (Example: baking, cooking, making care packages)
- SECTION III** Record number of visits and tally where indicated. Each member counts as a visit at each event.
- SECTION IV** Record any monetary donations given to a VA facility or programs on line "A". If any gifts are given (i.e. TV's, pool tables, clothing) estimate current dollar value and enter on line "B".
- SECTION V** Explain what kind of activity took place and what members did and how.
- SECTION VI** Enter any dollars expended by District or Detachment and total amounts
Note: All volunteer hours from all District projects should be added to their respective Squadron reports.
- NOTE** A. This report **must** be signed to be accepted by either the Squadron Commander/Adjutant/Advisor.
 B. This form is to be used only for Veterans Rehabilitation. **DO NOT** use this form for Special Olympics, Muscular Dystrophy, Child Welfare, etc.
 C. Mail a copy to your District and/or Area Commander.
- MAIL** Jim Roberts
 Detachment Adjutant
 1112 S. Magnolia Dr. Apt. S106
 Tallahassee, FL 32301
- DUE** **May 24, 2019**

**Sons of The American
Legion
Detachment of Florida**



**Veterans Affairs &
Rehabilitation Report**

District Current Membership _____ Previous Year _____
 Squadron Current Membership _____ Previous Year _____

Squadron # _____ Address _____

**IS THERE A VAVS REPRESENTATIVE FOR YOUR LOCAL V.A. HOSPITAL?
IF YES, HOW MANY? _____**

Section I--Hours

A) State VA Veterans Home Number of Hours _____
B) VA Medical Centers Number of Hours _____
Total Hours (A + B) _____

Section II--Field Service & Home Service

A) Field Service Number of Hours _____
B) Home Service Number of Hours _____
Total Hours (A + B) _____

Section III--Visits to VA Homes/Med Centers

A) VA Veterans Homes Number of Visits _____
B) VA Medical Centers Number of Visits _____
Total Hours (A + B) _____

Section IV--Types of Donations

A) Cash Dollar Amount _____
B) Items Est. Dollar Amount _____
Total Amount (A + B) _____

Section V--Description

Give a brief description of activities and locations (i.e. VA hospitals, veterans' homes). Attach additional sheets, if necessary _____

Section VI--District/Detachment Donations

Add additional money donations if this is a Dist./Det. Report TOTAL _____

Certified by _____ Title _____ Date _____

MAIL TO: Detachment Adjutant Jim Roberts, 1112 S. Magnolia Dr. Apt. S106 Tallahassee, FL 32301

DEADLINE: May 24, 2019

How to Fill Out The Volunteer of the Year Award

Section I

GENERAL: Squadrons should submit their nominee, if available to the Detachment Adjutant. During the Detachment Convention, the appropriate Detachment Officials will select one nominee. The winner will be submitted to National Headquarters for consideration.

Section II

PERIOD: The period of this volunteer's award should be from Detachment Convention to subsequent Detachment Convention. Overlapping periods will not be counted.

Section III

ACTIVITIES: This section should be completed in detail as to the types of volunteer activities (what he actually did) that were performed. If additional space is required, please use additional sheets and attach to the nomination form.

LOCATION: This section should list the location (names of hospitals and homes) or locations of where the nominee's volunteer work was actually performed.

Section IV

CERTIFICATION: The report can be submitted by any SAL or Legion person (not related) who belongs to the same Squadron or Post. The report should be "attested" by a Squadron or Post Commander.

MAIL: Jim Roberts
Detachment Adjutant
1112 S. Magnolia Dr. Apt. S106
Tallahassee, FL 32301

DEADLINE: **May 24, 2019**

SONS OF THE AMERICAN LEGION

**Sons of The American Legion
Detachment of Florida**



**Veterans Affairs
Volunteer of the Year**

Section I-- General Data

Nominee _____ Date _____

Squadron # _____ SAL Member ID _____

Section II -- Total VAVS Hours & Visits

Number of Hours Volunteered _____ Number of Visits _____

Section III -- Remarks

Volunteer Activities _____

Location of Volunteer Performance (VA Homes & Hospitals) _____

General Remarks _____

Section IV-- Certification

Submitted by _____ Title _____

Attested by _____ Title _____

Mail to: **Jim Roberts**
 Detachment Adjutant
 1112 S. Magnolia Dr. Apt. S106
 Tallahassee, FL 32301

DEADLINE: **May 24, 2019**

SONS OF THE AMERICAN LEGION

History Contest Rules

The rules below apply to all Histories.

I. **INTRODUCTION:** (10 scoring points)

1. Title Page
 - a. History of Squadron
 - b. Name of Historian
 - c. Administrative Year (i.e. 2014-2015)
2. Foreword or Dedication
3. Picture (5 X 7), black and white or color of the Commander
4. Prayer
5. Pledge of Allegiance
6. Preamble to the Constitution of the Sons of The American Legion

II. **HISTORICAL CONTENT:** (50 scoring points)

1. List of elected officers of the Squadron
2. List of Squadron Committee Chairmen
3. List of any Detachment awards received at the previous year's Convention, or during the administrative year.
4. The History should be written as a narrative, beginning with the Installation of Officers and ending with the close of the year.
5. The signature of the Squadron Commander and Historian are to immediately follow the final paragraph of the history.

III. **INDEX:** (10 scoring points)

1. The Index should be the last page of the History, and must be in alphabetical order and double spaced.

IV. **APPEARANCE:** (15 scoring points)

1. The binder should be for loose leaf paper and have a Sons of The American Legion emblem on the cover.
2. The paper should be plain whit bond, 8 1/2 X 11.
3. All information should be typed or neatly handwritten, neatly spaced with no noticeable errors.

V. **ARRANGEMENT:** (10 scoring points)

1. Written in third person
2. Correct spelling
3. Original and different in thought and presentation
4. Clear and grammatically correct

VI. **DEADLINE**

1. All Histories must be received before Noon, Saturday of the Detachment Convention.
2. The entries should be submitted to the Detachment Adjutant.

Sons of The American Legion Community Affairs Commission

Official Scrapbook Contest Rules

1. Community Affairs Scrapbooks must be neat and in chronological order, encompassing an administrative year, from one Detachment Convention to the next Detachment Convention. Only activities and articles taking place in said administrative year may be submitted for judging.
2. All books to be considered for judging for the Community Affairs Commission Award must be submitted to the Detachment Adjutant, prior to the Detachment Convention.

If sent through the mail, it should be sent to Detachment Adjutant, Jim Roberts, 500 E. Grace Ave. Haines, City, FL 33844. Return receipt should be requested. **Scrapbooks must be submitted no later than Friday, noon of Convention.**

1. The articles, and other judging information contained in the scrapbook must be Community Affairs only. Guidelines are as follows:
 - A. Any publication in the newspaper relating to service provided, thank you letter from recipients of community service, or letters of acknowledgment. All submission must have proper dates indicating date which service was rendered.
 - B. Community Affairs is defined as any program or activity that directly benefits any person of the community or the community itself. It cannot be a project benefitting The American Legion or organizations within the scope of The American Legion.
2. All submissions must be properly bound to ensure that the pages are secure and will not become loose and fall out. The Commission takes no responsibility for books not adhering to this rule.
3. Scrapbooks may be submitted from and Squadron or District.
 - A. Submissions must identify the Squadron or District which it is from on the front cover of the scrapbook. All books must list a name and address to which the book can be returned. All books may be picked up after judging, except for the winner which will be submitted to National.
4. Submission used in service-related contest entries cannot be entered in the Community Affairs Scrapbook Contest

Contest Rules are adapted from the National Community Affairs Commission rules which were approved at the Fall 1980 meeting of the National Executive Committee, and revised at the Fall 1989 meeting of the National Executive Committee, the Sons of The American Legion.

CONSTITUTION & BY-LAWS
Sons of The American Legion
Detachment of Florida

PREAMBLE

Proud possessors of a priceless heritage, we, male descendants of veterans of the Great 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 associations of our members and our forefathers in the Great 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 good will on earth; to safeguard and transmit 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

1. The name of this organization shall be the "Sons of The American Legion, Detachment of Florida".
2. The Detachment of Florida Headquarters of the Sons of The American Legion shall be located at the site of The American Legion, Department of Florida Headquarters, located at 1912 Lee Road, Orlando, FL 32810 and whose mailing address is P.O. Box 547936, Orlando, FL 32854-7936 and at such residence as is occupied by the current Detachment Commander, Detachment Adjutant and Department SAL Chairman.

ARTICLE II
NATURE

1. The Sons of The American Legion, Detachment of Florida, is a civilian organization. Membership therein does not affect nor increase liability for military or police procedure.

2. The Sons of The American Legion, Detachment of Florida, shall be absolutely non-political and shall not be used for the dissemination of partisan principles nor for the promotion of candidacy of any person or group seeking public office or preferment.
3. The Sons of The American Legion, Detachment of Florida, shall be absolutely non-sectarian.
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
MEMBERSHIP

1. Eligibility for membership in the Detachment shall be governed by the provisions of the National Constitution of the Sons of The American Legion, relating thereto.
2. There shall be no form or class of membership except an active membership, and dues shall be paid annually.

ARTICLE IV
DETACHMENT ORGANIZATION

1. The Sons of The American Legion, Detachment of Florida, is organized under the jurisdiction and sponsorship of The American Legion, Department of Florida. The Detachment is a subsidiary organization and subordinate to The American Legion, a federal corporation organized by Act of Congress, and to The American Legion, Department of Florida organized and existing under the laws of Florida. The Detachment embraces and its jurisdiction extends the whole State of Florida.
2. The Detachment shall be divided into Areas, Districts, and Squadrons, organized and officered as hereinafter provided and shall conform with regulations and geographical limits of The American Legion, Department of Florida, Constitution and By-Laws, with regulations of the Department Executive Committee, the Department Convention, the National Executive Committee of The American Legion and with the National Constitution and By-Laws of the Sons of The American Legion.
3. The administrative and executive power shall be vested in the Detachment Executive

Committee but all actions shall be subject to review and ratification by the Department Executive Committee. The Detachment shall be officered as herein provided.

4. There shall be one regular Annual Detachment Convention, to be held in conjunction with and during the Department Annual Convention. The Annual Detachment Convention shall be the legislative body of the Detachment Organization but all actions shall be subject to review and ratification by the Department Executive Committee. A special convention may be called in the manner hereinafter provided.

5. There shall be such standing Commissions and Committees as shall be provided in the Detachment By-Laws, membership of which shall be appointed by the Detachment Commander, he may also appoint such special committees as may appear necessary or desirable, subject to ratification by the Detachment Executive Committee.

6. By-Laws shall be adopted for the further government and regulation of the Detachment, not inconsistent with this Constitution, subject to review and ratification by the Department Executive Committee.

7. There shall be at least one or more Detachment Conferences between Detachment Convention, to be held in conjunction with and during the Department Conference of The American Legion, Department of Florida.

ARTICLE V DETACHMENT CONVENTION

1. The legislative body of the Sons of The American Legion, Detachment of Florida shall be a Detachment Convention, to be held annually in conjunction with and during the Department of Florida Convention of The American Legion. All actions of the Detachment Convention are subject to review and ratification by the Department Executive Committee.

2. The Detachment Commander shall request the Department Headquarters of The American Legion to issue a call to the Detachment Convention to each Squadron not less than sixty (60) days prior to the opening of the Detachment Convention.

3. The Annual Detachment Convention shall have all of the administrative, legislative

and judicial powers of the Detachment, subject to review and ratification by the Department Executive Committee.

4. The Annual Convention shall be composed of delegates and alternates from each chartered Squadron of the Sons of The American Legion in the Detachment of Florida. Each Squadron will be entitled two delegates and two alternates, for the first ten (10) members and one additional delegate and alternate for each additional ten members or major fraction thereof; and provided the per capita tax has been paid fifteen (15) days prior to the Detachment Convention and the Squadron has a minimum of ten (10) members. Alternate delegates shall be recognized in the numerical order certified.

5. Each delegate to the Detachment Convention shall be entitled to one vote. The vote of any delegate absent and not represented by an alternate shall be cast by the majority of the delegates present from his Squadron. Alternates shall have all the privileges of delegates except that of voting. In voting at the annual election of officers, the vote of the delegates shall be cast by one delegate whose name is certified to the Adjutant some time prior to the election of officers.

6. Each member of the Detachment Executive Committee shall be a delegate to any Detachment Convention during his term of office, under the same conditions as applied to the other delegates. Each Past Detachment Commander shall be a delegate for life to all Detachment Conventions, under the same conditions as applied to other delegates, provided that he shall be in good standing in a Squadron of the Sons of The American Legion, Detachment of Florida, and present on the floor of the Convention, with the vote to be exercised with their respective Squadron.

7. The convention shall be the final judge of election and qualifications of the delegates.

8. A quorum shall exist at a Detachment Convention when twenty (20) percent of the qualified Squadrons are represented as provided above.

9. The Detachment Executive Committee shall provide a Uniform Code of Procedure for orderly operation, organization, adopt or amend rules for the procedure and government of all Detachment Conventions and said code shall be applicable at all Detachment Conventions.

Provided, however, the Convention rules that are contained within the Detachment Constitution and/or By-Laws may not be changed by this action.

10. A special convention may be held upon joint call in writing by the Detachment Commander and at least two of the Detachment Vice Commanders and a majority of District Commanders, or by a majority of the Detachment Executive Committee, or by a majority of the Squadrons. The same representation of Squadrons shall be required at a special convention to constitute a quorum as is required at the regular annual convention. No business shall be transacted at such special convention except such as is set forth in the call thereof.

ARTICLE VI DETACHMENT OFFICERS

1. The Detachment Officers shall be: The Detachment Commander, the Detachment Vice Commanders, the Detachment Adjutant, the Detachment Assistant Adjutants, the Detachment Finance Officer, the National Executive Committeeman, the National Committeeman Alternate, the Detachment Judge Advocate, the Detachment Assistant Judge Advocate, the Detachment Historian, the Detachment Chaplain, Detachment Sergeant-At-Arms and the Detachment Assistant Sergeant-At-Arms.

2. Detachment Officers shall be elected at each Annual Convention, except that the Detachment Commander shall appoint the Detachment Judge Advocate, the Detachment Adjutant, the Detachment Assistant Adjutants, the Detachment Finance Officer, the Detachment Assistant Sergeant-At-Arms and they shall be ratified by the Detachment Executive Committee. Such Officers shall serve until the adjournment of the succeeding Detachment Convention following their election.

3. One person may hold the office of Detachment Adjutant and Detachment Finance Officer.

4. The office of Detachment Commander may not be held by any one person for longer than two (2) terms consecutively, or a total of three (3) terms. Except by recommendation and approval of a 2/3 vote of the Detachment Executive Committee, this section may be waived.

5. In case of resignation, death, suspension or removal from office of the Detachment

Commander, the immediate Past Detachment Commander in good standing and available shall immediately take office as Acting Detachment Commander until the Detachment Executive Committee shall meet to fill the vacancy or a mail ballot may be taken.

6. There shall be a National Executive Committeeman and an Alternate whose terms of office shall commence immediately upon the adjournment of the National Convention next ensuing after their election.

7. Detachment Officers shall be subject to trial, discipline suspension and removal from office as provided in the Detachment By-Laws, Article II, Sections 5 and 6.

8. In the event that any Detachment Commander, Detachment Vice Commander or District Officer absent himself from the State of Florida for a period exceeding sixty (60) days, he shall submit his resignation from such office within a reasonable time after his departure from the state, and upon his failure or refusal so to do, such office shall be declared vacant and the vacancy filled, as provided in Article VII, Section 7, of this Constitution.

9. Only the Detachment Officers listed under Article VI, Section 1, while serving in office, are authorized to wear the official French Blue bottom with Gold top Detachment Uniform Cap with Gold lettering designating their particular office.

10. In fulfilling their duties and responsibilities the Detachment Officers shall be responsible to the Detachment Executive Committee, The Department of Florida Executive Committee, or to a subordinate body by it designated.

ARTICLE VII DETACHMENT EXECUTIVE COMMITTEE

1. Between Detachment Conventions the executive power of the Detachment shall be vested in the Detachment Executive Committee, which shall consist of the following: The Detachment Commander, the Detachment Vice Commanders, the District Commanders, one (1) District Vice Commander from each District, the Detachment Adjutant, the Detachment Finance Officer, the Detachment Judge Advocate, the Detachment Historian, the Detachment Chaplain, the Detachment Sergeant-At-Arms, and all Past Detachment Commanders.

2. The Detachment Adjutant, the Detachment

Finance Officer and the Detachment Judge Advocate shall be members of the Executive Committee without vote.

3. All Past Detachment Commanders while in good standing in their respective Squadrons, shall be members for life of the Detachment Executive Committee. The District Representatives shall assume their duties on the Detachment Executive Committee at the same time as the Detachment Commander and other Detachment Officers.

4. The Detachment Executive Committee shall be empowered to transact all essential business of the Detachment of Florida not otherwise provided for in this Constitution and By-Laws.

5. The Detachment Executive Committee shall hear and act upon appeals in cases of reprimand, suspension or removal of Squadron Officers, and it shall act as a trial court in the hearing and the trial charges against Detachment and District Officers, as elsewhere provided for in this Constitution or the Detachment By-Laws provided.

6. In cases of emergency, as elsewhere in this Constitution provided, the Detachment Executive Committee may provide a method and procedure for a special convention in lieu of the regular Annual Convention to elect officers, to make proposals for legislative enactment, to adopt and promulgate essential programs and to enunciate and proclaim matters of policy.

7. The Detachment Executive Committee shall have power to fill vacancies in any Detachment Office or in the Detachment Executive Committee until the next Convention, except as is herein otherwise provided; provided that any such vacancy occurring between meetings of the Detachment Executive Committee may be filled by appointment by the Detachment Commander subject to ratification or disapproval by the Detachment Executive Committee at its next meeting, and if the Executive Committee disapproves the appointment by the Detachment Commander, the Detachment Executive Committee shall fill the vacancy until the next Convention.

8. The Detachment Executive Committee shall meet within 24 hours after the Detachment Officers have taken office, as provided in Article VI hereof, and also shall convene in special meeting when called for the purpose stated in Section 7 of this Article, and immediately preceding the holding of a Detachment Convention, regular or special; and meet at such other times as in the By-Laws may be

provided.

9. The Chairman of the Standing Commissions and Committees of the Detachment shall be ex-officio, non-voting members of the Detachment Executive Committee, with privilege of speaking on the subject of matters pertaining to their respective committees. They shall not be counted in constituting a quorum.

10. The Detachment Executive Committee, after due notice and a hearing may suspend, cancel or revoke the charter of any Squadron of the Sons of The American Legion over which it has jurisdiction in the event it violates the provisions of this Constitution or of the SAL National Constitution and By-Laws, subject to the approval of the Department Executive Committee of The American Legion, Department of Florida.

11. Members of the Detachment Executive Committee shall be subject to charge and trial for the same causes and in the same manner as Detachment Officers are charged and tried and in the event the charge is sustained they may be deprived of their status and privileges. They shall have the same right of appeal to the Detachment Convention as is provided for appeals in case of Detachment Officers.

12. Ten (10) members of the Detachment Executive Committee shall constitute a quorum.

13. The Detachment Executive Committee without meeting may transact business by mail, telegraph or telephone on matters of urgency not involving new policy and on which action cannot be delayed until the next regular meeting. Thirty (30) days shall be allowed for the return, by mail, telegraph or telephone, of the votes thereon by the Detachment Adjutant. The Detachment Adjutant shall notify the Detachment Commander of the results of the vote taken. The Detachment Executive Committee may also meet on the call of the Detachment Commander or on the written request of five (5) Squadrons in the Detachment of Florida, at any time during the year for sufficient reason to it appearing.

14. The Detachment Executive Committee shall meet prior to the Detachment Conferences held between Detachment Convention to transact all essential business of the Detachment of Florida and not otherwise provided for in this Constitution and the Detachment By-Laws.

15. All members of the Detachment Executive Committee shall provide Department Headquarters

with proof of membership eligibility within thirty (30) days of adjournment of the Detachment Convention.

ARTICLE VIII AREA ORGANIZATION

- 1.** There shall be Detachment Areas known as the Western Area, the Northern Area, the Eastern Area, the Central Area, the Southwestern Area, and the Southern Area.
- 2.** The Western Area shall embrace the 1st and 2nd Districts.
- 3.** The Northern Area shall embrace the 3rd, 4th, 5th, and 17th Districts.
- 4.** The Eastern Area shall embrace the 6th and 12th Districts.
- 5.** The Central Area shall embrace the 7th, 15th, and 16th Districts.
- 6.** The Southwestern Area shall embrace the 8th and 13th Districts.
- 7.** The Southern Area shall embrace the 9th, 11th, and 14th Districts.
- 8.** In each of the said Areas, there shall be a Detachment Vice Commander elected at each Annual Detachment Convention, who shall take office at the same time as the Detachment Commander, and the Detachment Vice Commanders shall serve without seniority. Such Detachment Vice Commander shall be a member in good standing of a Squadron in the Area for which he is elected, and shall be nominated at a caucus of Squadrons within said Area held during the Convention at which elected, and preceding the time set for the election.
- 9.** The Detachment Vice Commanders shall have authority and perform such duties as shall be prescribed in the Detachment By-Laws and elsewhere in the Detachment Constitution.
- 10.** An Area Conference may be held upon written call of the Detachment Commander and a majority of the District Commanders of the Area, or by the Detachment Vice Commander and a majority of the District Commanders of the Area, or by a majority of Squadrons in the Area. Such Conference shall be non-legislative and no action shall be taken thereat that invades the jurisdiction of the Detachment or of any Squadron.

ARTICLE IX DISTRICT ORGANIZATION

- 1.** The Detachment shall be divided into Districts bounded as follows: **District 1:** This District shall embrace the following Counties: Bay, Escambia, Holmes, Okaloosa, Santa Rosa, Walton and Washington. **District 2:** This District shall embrace the following Counties: Calhoun, Franklin, Gadsden, Gulf, Jackson, Leon, Liberty and Wakulla. **District 3:** This District shall embrace the following Counties: Baker, Columbia, Dixie, Hamilton, Jefferson, Lafayette, Madison, Suwanee and Taylor. **District 4:** This District shall embrace the following Counties: Alachua, Bradford, Citrus, Gilchrist, Levy, Marion and Union. **District 5:** This District shall embrace the following Counties: Clay, Duval, Nassau and St. Johns. **District 6:** This District shall embrace the following Counties: Lake, Orange, Osceola, Seminole and Sumter. **District 7:** This District shall embrace all of Polk County and that portion of Pasco County East of Interstate 75 (The American Legion Highway). **District 8:** This District shall embrace the following Counties: Sarasota, Manatee, Highlands, DeSoto and Hardee. **District 9:** This District shall embrace all of Broward County. **District 11:** This District shall embrace the following Counties: Palm Beach, Okeechobee and Clewiston from Hendry County and Indiantown from Martin County. **District 12:** This District shall embrace the following Counties: Brevard, Indian River, Martin (except for Indiantown) and St. Lucie. **District 13:** This District shall embrace the following Counties: Charlotte, Collier, Glades, Hendry (except Clewiston) and Lee. **District 14:** This District shall embrace the following Counties: Miami-Dade and Monroe. **District 15:** This District shall embrace all of Hillsborough County, that portion of Pasco County, except New Port Richey, Hudson, Holiday, and Seven Springs West of Interstate 75 (The American Legion Highway), and all of Hernando County. **District 16:** This District shall embrace all of Pinellas County and New Port Richey, Hudson, Holiday and Seven Springs from West Pasco County. **District 17:** This District shall embrace the following Counties: Flagler, Putnam and Volusia.
- 2.** There shall be a District Commander and one District Vice Commander on the Detachment Executive Committee from each District elected at a District Conference provided in Section 8 of this Article, and their election shall be ratified at the

next following Detachment Convention. The Convention may vote for ratification of all District Officers at one time in the absence of objection. Such Officers shall be members in good standing in a Squadron of the District in which they are respectfully elected. They shall take office at the same time as the Detachment Commander. Two (2) or more active Squadrons are required in each District to hold election of District Officers.

3. When a vacancy in the office of District Commander occurs in any District, the Detachment Commander shall appoint his successor.

4. The Detachment Commander or several District Commanders within their respective Districts shall have the power to call Conferences of Squadrons at such times as they may deem advisable; provided, however, that at least ten (10) day notice of such Conference shall be given in writing to several Squadrons.

5. No District Conference shall have the right to take any legislative action or to bind the Detachment or District Officers by any such action taken, and any action taken in such Conference shall be considered merely advisory.

6. District Conferences shall be composed of Delegates and Alternates from each chartered Squadron in the District, each of which shall be entitled to two Delegates and two Alternates, for the first ten (10) members, and to add one additional Delegate and Alternate for each additional ten (10) members or major fraction thereof over and above ten members, Alternate delegates shall be recognized in the numerical order certified; and provided that the per capita tax has been received by Department Headquarters ten (10) days prior to the District Constitutional Conference. It shall be a further duty of the Detachment Adjutant to publish to the Squadron and District Officers of the respective Districts in the Detachment a bulletin listing the official voting strength of each Squadron not later than five (5) days prior to the District Constitutional Conference.

7. Each Delegate to a District Conference shall be entitled to one vote. No Delegate shall be accredited without proper certificate signed by the Commander and Adjutant of the Squadron represented by such Delegate.

8. In addition to any other conference that may be held in the several Districts of the Detachment, there shall be held in each District a District Constitutional Conference not more than sixty (60) nor less than ten (10) days prior to the date of the

Detachment Convention, at a time and place to be designated by the District Commander, under the same regulations prescribed for other Conferences as set forth in Sections 4, 5, 6, and 7 of this Article.

9. At such District Conference, only those Districts that have a membership of over two hundred (200) members, there shall be nominated one Delegate and one Alternate delegate to the SAL National Convention for each two hundred (200) members or major fraction thereof in said District, to serve for the term of one year, when ratified and confirmed by the Detachment Convention. Alternate delegates shall be recognized in the numerical order certified.

10. The District Commander shall within five (5) days after adjournment of such Conference, forward to the Detachment Adjutant a certified copy of the name and address of the District Commander and District Vice Commander on the Detachment Executive Committee elected, and the Delegates and Alternates to the SAL National Convention nominated at such District Conference.

11. A majority of Squadrons in a District, represented at such Conference by duly designated delegates, shall constitute a quorum.

12. District Caps (French Blue bottom with White top) may be worn during the term of office by only the following elected and appointed District Officers: District Commander, District Vice Commander, District Adjutant, District Assistant Adjutant, District Finance Officer, District Judge Advocate, District Sergeant-At-Arms, Assistant District Sergeant-At-Arms, District Chaplain, and District Historian.

ARTICLE X SQUADRON ORGANIZATION

1. The local unit shall be termed the Squadron. The minimum membership for the formation of a Squadron of the Sons of The American Legion shall be ten (10).

2. No Squadron shall be received into this organization until it shall have received its charter. Those who desire to form a Squadron of the Sons of The American Legion shall make application for a charter to the Post Commander of the local Post of The American Legion in the area in which they reside. Upon approval by the Post Commander, the application shall be forwarded to the Department Commander of The American Legion, and upon his approval it shall be forwarded to the National

Headquarters of The American Legion, where the charter may be issued by the National Commander and the National Adjutant of The American Legion in the same manner as prescribed for the issuance of charters for Posts of The American Legion.

3. The Sons of The American Legion Squadron shall be organized under the jurisdiction and sponsorship of a local Post of The American Legion and shall bear the name of such sponsoring Post as follows: "Sons of The American Legion Squadron of Post No. ____, Department of Florida.

4. There shall be no more than one (1) Squadron of the Sons of The American Legion for each Post of The American Legion in the Department of Florida. The Squadrons sponsored by the Posts in the Department of Florida shall be organized into the Detachment, Area and Districts as set forth in this Constitution and shall not conflict with the Department of Florida Constitution and By-Laws.

5. No person may be a member at any one time of more than one Squadron.

6. Each 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 eligibility is certified by the Post Adjutant.

7. No person who has been expelled by a Squadron shall be admitted to membership in another Squadron without consent of the expelling Squadron, except that where such consent has been asked for and denied by such Squadron, he then may appeal to the Detachment Executive Committee for permission to apply for membership in another Squadron, and shall be ineligible for membership until such permission is granted.

8. Such charter, when issued, shall be countersigned by the Department Commander and the Department Adjutant.

9. Such charter may be suspended or revoked by the Detachment Executive Committee for the reasons and in the manner provided in Article VII hereof.

10. Where only one Squadron has received a charter within a Municipality or other political subdivision, for which it is chartered it shall have exclusive jurisdiction therein in all matters pertaining to the work of the Sons of The American Legion. Where more than one Squadron is chartered for a Municipality or other political subdivision, a division of territory shall be arranged by the sponsoring Posts as set forth in the Department

Constitution of The American Legion, Department of Florida, Article X, Section 10.

11. Each Squadron in the Detachment of Florida shall have its own Constitution and By-Laws, provided that it shall not conflict with the Constitution and By-Laws of the Sons of The American Legion, Detachment of Florida, the National Constitution and By-Laws of the Sons of The American Legion and the Constitution and By-Laws of The American Legion, Department of Florida. The Squadrons Constitution and By-Laws together with any subsequent Amendments, shall be approved by the Detachment Judge Advocate, such approval confirmed by the Department Judge Advocate and the Detachment Commander, and a copy filed with the Department Adjutant and the Detachment Adjutant, with certification of approval issued to the Squadron before becoming effective.

12. The Squadron officers of the Sons of The American Legion shall consist of a Squadron Commander, Squadron Vice Commanders (as many as may be required), Squadron Finance Officer, Squadron Adjutant, Squadron Sergeant-At-Arms, Squadron Historian, Squadron Chaplain, Squadron Judge Advocate and such other officers as may be required. The Squadron Adjutant and the Squadron Judge Advocate, who shall be appointed by the Squadron Commander-elect and whose names shall be placed before the Squadron or Squadron Executive Committee as the Squadron Constitution and By-Laws shall provide, at first meeting following their appointment, for confirmation by a majority of the members present.

13. All officers of Squadrons, except the Squadron Adjutant and the Squadron Judge Advocate, shall be elected and certified to the Department Adjutant and Detachment Adjutant, not more than sixty (60) days, nor less than ten (10) days prior to the Annual Detachment Convention, certification to be made on forms furnished or prescribed by the Department Adjutant. Squadron Officers shall be installed by the District Commander or his designated representatives, take office and enter upon their duties at a date to be fixed by the Squadron or Post, which date shall be subsequent to, but not later than sixty (60) days after the adjournment of the Annual Detachment Convention. In the event of a vacancy caused by death, resignation or removal from office, the name and address of the successor shall be reported to the Department Adjutant and the Detachment Adjutant within one week after such vacancy has been filled.

14. Members may be reprimanded, suspended or expelled from the Sons of The American Legion only upon proper 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 in writing and under oath by the accusers, and no member in good standing shall lose his membership until given a fair trial. Any Squadron that conducts disciplinary proceedings through a trial must notify the District Commander at least ten (10) days in advance of any such trial of the date, time, and location where the trial is to be held. The District Commander shall detail a District Officer to attend the trial as an observer. The decision at trial may be acquittal, reprimand, suspension, expulsion, or in the case of an Officer, removal from office and shall be reported to the Squadron forthwith and acted upon by the Squadron at its next meeting. The Squadron except for a decision of acquittal, may affirm, modify or reverse any decision by the trial.

15. Any member who has been suspended or expelled from the Sons of The American Legion shall have the right to appeal to the Detachment Executive Committee or to the Detachment Convention. The decision of the Detachment shall be final. The provisions of Sections 14 and 15 do not apply to disciplinary procedures carried out in compliance with any state or local law, not affecting the right of a member to attend Squadron meetings.

16. Any member in good standing may transfer to another Squadron willing to accept him, subject to the provisions of Section 7 of Article X of this Constitution. Such member shall be entitled to a certificate of membership from his Squadron upon transfer and acceptance by another Squadron. The transfer shall be effective upon notice sent to the Department Adjutant.

17. Any Squadron in this Detachment shall have full power and authority to drop from the membership roll the name of any member not paying his annual dues, as provided in the Sons of The American Legion National Constitution and By-Laws.

18. Officers of the Squadron may be reprimanded, suspended or removed from office upon charges based on disloyalty to the Sons of The American Legion, The American Legion or to the National Government, neglect of duties, dishonesty, and conduct unbecoming a member or officer of the Sons of The American Legion. All charges shall be made in writing by an accuser and no officer shall

be reprimanded, suspended or removed from office until given a fair trial. The procedures to follow are as in the Department of Florida Constitution, Article X, Section 18.

19. Each Squadron shall use and follow the Sons of The American Legion Squadron Handbook in conducting its meetings, initiation of members and other ceremonies prescribed therein. Squadron meetings shall be held no less than once a month in accordance with the ritual of the organization.

ARTICLE XI FINANCE

1. The revenue of the Sons of The American Legion, Detachment of Florida, shall be derived from annual membership dues and from other sources as may be requested by the Detachment Executive Committee or Detachment Convention, subject to approval of the Department Executive Committee or Department Convention.

2. The amount of such annual dues shall be determined and requested by the Detachment Executive Committee or Detachment Convention, and shall be subject to approval by the Department Executive Committee or the Department Convention. The present annual dues remain in effect until changed by action of a subsequent Department Executive Committee meeting or a Department Convention.

3. The annual dues, both National and Detachment, shall be collected by each Squadron or Post and transmitted within thirty (30) days after receipt to the Department Finance Officer.

4. The failure on the part of any Squadron or Post for more than thirty (30) days to remit National or Detachment dues collected from members shall be cause for the suspension or revoking of the charter of such Squadron or Post.

5. All Detachment Officers responsible for National or Detachment funds shall furnish adequate bonds conditioned for the faithful performance of their duties. Said bonds shall be made and deposited as the Department By-Laws provide.

6. The fiscal year of the Detachment shall be July 1 to June 30, each date inclusive.

7. There shall be a complete audit of the finances, accounts, property and business affairs of the Detachment made at the same times as the Department of Florida has its audit, in the same manner as provided in the Department Constitution,

Article XII, Section 7.

8. No Squadron with past due accounts owing to the Department and unsettled before convening of the Annual Detachment Convention shall be entitled to seat their Squadron delegation in that Convention.

9. No member, officer or committee of the Detachment shall have the authority to bind it by contract or incur any obligation upon its behalf, except by express authority of the Department Convention or Department Executive Committee.

10. All contracts entered into on behalf of the Detachment shall be in writing approved by the Department Executive Committee or Department Convention, executed by the Department Commander and evidenced by its corporate seal which shall be affixed by the Department Adjutant and attested by his signature.

11. Such funds or deposit accounts may be established and maintained for the Detachment by the Department Finance Officer and shall be held and accounted for separately from other funds of the Department. Investments of money of such funds shall be as the Detachment Convention or Detachment Executive Committee determine and upon approval of the Department Convention or Department Executive Committee. No withdrawals from or reinvestments of such funds shall be made except by like authority. The Department Adjutant and Finance Officer shall collect the interest from such funds when due and deposit it to the SAL General Fund.

ARTICLE XII DELEGATES TO THE NATIONAL CONVENTION

1. Representation at SAL National Convention shall be as follows: Delegates and Alternates nominated by the District Conferences as provided in Article IX, and elected at the next Convention. The Detachment Commander, by virtue of his office, shall automatically be a Delegate to the SAL National Convention, and shall be the Chairman of the Delegation. In the event the Detachment Commander cannot attend, the delegation will elect a chairman. The Detachment Adjutant shall be an Alternate delegate to the Chairman of the Delegation and Secretary to the Delegation. All other Delegates and Alternates to which the Detachment is entitled, after the Districts have been allotted their quota shall be appointed by the

Chairman of the Delegation.

ARTICLE XIII DISCIPLINE

1. Detachment Headquarters may suspend, cancel or revoke the charter of any Squadron of the Sons of The American Legion over which it has jurisdiction in the event it violates the provisions of this Constitution, subject, however, to the approval of the Department Executive Committee of The American Legion, Department of Florida, in which the Squadron and Detachment are geographically situated.

2. Upon the cancellation or revocation of the charter of any Squadron of the Sons of The American Legion, the property and assets belonging to such Squadron shall thereupon become the property of the Post of The American Legion to which Squadron is attached.

ARTICLE XIV MISCELLANEOUS

1. The National Constitution and By-Laws of The American Legion, The National Constitution and By-Laws of the Sons of The American Legion and the Department Constitution and By-Laws of The American Legion, Department of Florida shall govern in the event any provision of the Detachment Constitution or By-Laws conflict therewith. In the event no applicable provision appears in the Detachment Constitution or By-Laws to govern any matter that may arise in the Detachment, then the applicable provisions of the above designated Constitution and By-Laws shall govern.

ARTICLE XV AMENDMENTS

1. This Constitution may be amended at any Detachment Convention by vote of two-thirds of the total authorized representation thereat, subject to ratification by the Detachment Executive Committee and approval of the Department Executive Committee. Provided, however, the proposed amendment must be typewritten, prepared in triplicate on forms provided and be submitted to the Detachment Adjutant at least forty (40) days prior to the date of the Annual Detachment Convention. The proposed amendment shall have

been first submitted and approved by a Squadron in the Detachment of Florida, or the Detachment Executive Committee or the Detachment Constitution and By-Laws Committee.

2. Amendments to this Constitution proposed at the Annual Detachment Convention of which notice required by Section 1 of the Article shall not have been given, shall be adopted only by the unanimous consent of all delegates present at the Convention at which such amendments are voted upon.

ARTICLE XVI EFFECTIVE DATE

1. This Constitution became effective upon its adoption by the Detachment and Department Convention, in June of 2015, in Orlando, Florida.

Sons of The American Legion Detachment By-Laws

ARTICLE I DETACHMENT CONVENTION

1. The Detachment Convention shall be called and held pursuant to the provisions of the Detachment Constitution. The call shall be issued by the Detachment Commander by bulletin mailed by the Detachment Adjutant to each Squadron and to each Detachment Officer and to each member of the Detachment Executive Committee not more than forty-five (45) days nor less than fifteen (15) days prior to the first day of the Convention.

2. No Squadron shall be allowed to have its delegates and alternate delegates seated at the Detachment Convention unless it has complied with Article XI, Section 8 of the Detachment Constitution.

3. No delegate except those for which provision is made in Article V, Section 6 of the Detachment Constitution shall be accredited without proper certificate signed by the Commander and Adjutant of the Squadron represented by such delegate, and said certificate shall be presented to the Detachment Adjutant or such other officer or person as may be appointed in charge of credentials at the Detachment Convention. A registration fee, as set by the Detachment Executive Committee, shall be paid by each Squadron represented, before any such delegate or alternate shall be certified and seated in the Convention.

4. The Detachment Commander shall appoint a chairman to the Convention Committees as may be necessary. Each Squadron in the Detachment having a duly qualified delegation present at the Detachment Convention may send a representative as a member of each Committees named in this Section.

5. Resolutions

(a) All resolutions submitted to the Detachment Convention must first be adopted by a Squadron of Sons of The American Legion, Detachment of Florida, or the Detachment Executive Committee or by a standing Detachment Commission or Committee.

(b) All resolutions submitted to the Detachment Convention shall be typewritten on forms provided by Detachment Headquarters and submitted in triplicate, so as to provide that the resolution was adopted by Sons of The American Legion, Detachment of Florida, in Convention assembled, and any resolution not so drawn shall be returned by the Detachment Adjutant to the sponsor for correction.

(c) All resolutions shall be presented to the Detachment Adjutant at least forty (40) days prior to the Detachment Convention. This time limit may be waived by a two-thirds vote of the delegates present at the Detachment Convention.

(d) The subject matter of resolutions submitted to the Detachment Convention shall be restricted to matters germane to the purposes and programs of Sons of The American Legion.

(e) Resolutions emanating from a private organization to further its own interest will not be accepted.

(f) Proposed amendments to the Detachment Constitution or By-Laws shall not be the subject of a resolution. All proposed changes to these shall be submitted in accordance with Article XV of the Detachment Constitution or Article VII of these By-Laws.

(g) The Detachment Internal Affairs Commission at the Convention shall meet on the first day of the Convention.

(h) The Detachment Internal Affairs Commission shall be empowered to reject resolutions for any of the following reasons:

(1) Resolution was not submitted within the time prescribed by the Detachment By-Laws.

(2) Resolution was not submitted in proper form.

(3) Subject matter not germane to the purposes of Sons of The American Legion.

(4) Resolution is couched in ambiguous wording, not clearly defining an intent.

(5) Resolution would be impossible to use since it contains errors of fact or law.

(6) Resolution is actually a proposed amendment to the Detachment Constitution or By-Laws.

(i) The Detachment Internal Affairs Commission shall be empowered to:

(1) Make such changes in Resolutions as may be necessary to eliminate factual misstatements or language inconsistent with the clear intent of the Resolution, when taken as a whole.

(2) To consolidate Resolutions containing the same subject matter.

(3) To refer any resolution back to the originating authority or to a Standing Detachment Commission or Committee for further study and/or consideration.

6. When a delegate desires to make a motion or address the Convention he shall rise, address the Chair and state his name and the name and number of his Squadron before proceeding.

7. No delegate shall be permitted to talk more often than once on any one subject, unless he has made the motion relating to the subject, and then only twice, and no delegate shall be permitted to talk longer than five (5) minutes on any one (1) subject, except by unanimous consent.

8. Voting in all cases, except elections and trials of officers and appeals shall be by acclamation unless roll call vote shall be demanded by at least five (5) Squadrons with one (1) or more accredited delegates present on the floor of the Convention.

9. The annual election of the Officers of the Detachment shall be the special order of business of the Annual Convention on the day set for the adjournment of the Convention or at the call of the Chair.

10. Nominations for Detachment Officers shall be from the floor.

11. Nominating speeches shall be limited to five (5) minutes each. Nor more than two (2) seconding speeches shall be made for each candidate, each not to exceed two (2) minutes.

12. Each officer to be elected at the Detachment Convention shall be voted on separately except that

the election of the Detachment Vice Commanders may be elected collectively.

13. The final official tally sheets and the ballots shall be retained as permanent record of the Detachment for a period of two (2) years.

14. In the event more than two (2) candidates are nominated for any one office, all candidates, except the two (2) receiving the highest number of votes shall be eliminated following the first ballot. The Detachment Adjutant shall announce that the second ballot is about to begin, and allow five (5) minutes time for the delegates to return to the convention floor and their respective delegation. Thereafter, the balloting shall continue until one (1) candidate shall receive a majority of the votes cast.

15. The Detachment Commander, or in his absence or inability, a Detachment Vice Commander shall serve as Chairman of the Convention. The Detachment Adjutant shall serve as Secretary of the Convention.

16. Each retiring Commander shall, upon the installation of his successor, be declared to be a Past Detachment Commander, and shall be presented with a Past Detachment Commander's lapel pin with diamond. He shall enjoy the status and the privileges thereof as set forth in these By-Laws and the Detachment Constitution unless he is deprived of them as provided herein and in the Detachment Constitution.

ARTICLE II

DETACHMENT EXECUTIVE COMMITTEE

1. In addition to the meetings required by the Detachment Constitution, the Detachment Executive Committee shall meet on call of the Detachment Commander or on written request of a majority of the members of the Detachment Executive Committee. It shall also meet within the time and for the purposes provided in Section 5 of this Article. In event the Detachment Commander refuses or fails for five (5) days to call the Detachment Executive Committee to meet on written request of a majority of the members of the Detachment Executive Committee or for the purpose provided in Section 5 hereof, or in accordance with provisions of the Detachment Constitution, the Detachment Adjutant shall call the Detachment Executive Committee to meet.

2. No business shall be transacted at any special meeting of the Detachment Executive Committee except such as shall be specifically

stated in the call or business of a routine nature which may be proper to come before such meeting.

3. The Detachment Commander, or in his absence or inability, a Detachment Vice Commander shall preside over the Detachment Executive Committee. The Detachment Adjutant shall act as Secretary of the meeting, and in his absence or inability, one of the Detachment Assistant Adjutants shall serve as Secretary of the meeting.

4. Subject to the provision of the Detachment Constitution, the Detachment Executive Committee shall fill any vacancy in the membership of the Detachment Executive Committee for the remainder of the term.

5. Detachment and District Officers may be reprimanded, suspended, or removed from office on charges based upon disloyalty to Sons of The American Legion or the National Government, neglect of duties, dishonesty, and conduct unbecoming a member or officer of Sons of The American Legion. All charges shall be made in writing by an accuser, and no officer shall be reprimanded, suspended, or removed from office until given a fair trial. The charge shall be filed forthwith at Detachment Headquarters and shall be referred to the Detachment Executive Committee by the senior qualified Detachment Officer not under charge. A copy of said charge shall be served on the accused officer. Within thirty (30) days thereafter the Detachment Executive Committee shall convene in special session on call of the senior qualified Detachment officer not under charge and shall try the charges against the accused officer. The accused officer shall have the right to appear in person and defend himself and may be attended by any member of the Florida Detachment of Sons of The American Legion in good standing as counsel. The Detachment Judge Advocate, if available and qualified, shall prosecute the charges, and if the Detachment Judge Advocate be unavailable or fail to act or be disqualified, the senior qualified Detachment Officer not under charge shall appoint some member of the Detachment to prosecute the charge. The decision of the Detachment Executive Committee may be acquittal, reprimand, removal from office, or suspension, and shall be forthwith reported to the next Detachment Convention. The Detachment Convention, except in the case of an acquittal by the Detachment Executive Committee, may affirm, modify, or revoke the finding and sentence of the Detachment Executive Committee.

The Detachment Convention shall conduct its hearing upon the transcribed testimony heard by the Detachment Executive Committee or oral testimony, or both. In case of acquittal the decision of the Detachment Executive Committee shall be final, and its decision in any event shall be final unless appeal be made to the Detachment Convention, and in event of appeal to the Detachment Convention its decision shall be final. Pending the appeal from a conviction, the accused Officer shall not act in an official capacity as a member of Sons of The American Legion of the Detachment of Florida.

6. Detachment or District officers shall not be suspended or removed or the suspension or removal of Squadron Officers affirmed on appeal except by the affirmative vote of 60% or more members of the Detachment Executive Committee present. The vote shall be on roll call, and no member shall pass except for personal reasons acceptable to a majority of members of the Committee present.

7. The Detachment Executive Committee shall sit in executive session in trials of Detachment or District Officers, and on appeals from Squadron trials.

8. The Detachment Executive Committee shall not be polled or vote by telephone, electronic communication or by mail on any question properly requiring exchange of views and deliberative action, such as elections, trials of Detachment or District Officers, appeals from Squadrons with respect to Squadron officers and members, elections of officers, questions of policy and legislative matters, employment and compensation of Detachment Officers and employees or filling vacancies on the Committee or in Detachment Offices caused by death or resignation or the disbursement of appropriation of money. The Detachment Commander may poll the members of the Detachment Executive Committee by mail, electronic communication or telephone in case of emergency or any routine administrative matter, or for his guidance or for its concurrence in or ratification of some act within his powers and functions, but no such poll shall be tabulated and made effective earlier than sixty (60) hours from the time of such call, which shall be simultaneously issued to all members of the Committee, and if ten (10) members protest the poll and lodge their protests by telephone, electronic communication, or by mail with the Detachment Adjutant prior to the effective time of such poll the same shall be null

and void. In all events the members of the Detachment Executive Committee shall be promptly advised by mail of the results of the poll.

9. The proceedings of the meeting shall be recorded electronically and thereafter the pertinent portions thereof shall be transcribed by the Detachment Adjutant. The pertinent portions thereof which shall be transcribed, shall be selected by the Detachment Commander who presided at the meeting and the Detachment Adjutant. As soon as practicable after such meeting of the Detachment Executive Committee, a brief synopsis of the proceedings of such meeting shall be sent to each Squadron in the Detachment and to each member of the Detachment Executive Committee.

10. In its deliberations the Detachment Executive Committee shall be governed by these By-Laws and the Detachment Constitution, and as to all questions not covered by the Detachment Constitution or Detachment By-Laws by Roberts' Rules of Order, Revised.

ARTICLE III DUTIES OF OFFICERS

1. Detachment Commander – The Sons of the American Legion Detachment Commander is the executive head of the organization at his level with full power to carry out the mandates and policies of the Sons of The American Legion as approved by The American Legion. He shall be the Chairman of the Detachment Convention and Detachment Executive Committee and shall appoint all Detachment Commission and Committee chairmen and members thereof, subject to ratification of the Detachment Executive Committee. He shall perform such other duties as are usually incident to the office.

2. Detachment Vice Commanders – The Detachment Vice Commanders shall be the personal representatives of the Detachment Commander in their respective Areas.

They shall regularly communicate with the District Commanders in their Area and assist them in the furtherance and coordination of the work of Sons of The American Legion and in the promotion of membership in their respective areas.

They shall perform such other duties as may be assigned to them by the Detachment Convention, the Detachment Commander, the Detachment Executive Committee, and such other duties required of them by the Detachment Constitution

and By-Laws.

They shall perform such other duties as are usually incident to the office.

3. Detachment Adjutant – The Detachment Adjutant who corresponds to the secretary of an organization, shall be charged with the usual duties of an adjutant or secretary. The Detachment Adjutant shall be charged with the administration of the policies and mandates of the organization including the Detachment Convention, the Detachment Executive Committee and the Detachment

Commander. He shall also have the custody of all equipment and movable property of the Detachment. He shall keep a record of all activities of the Detachment Conventions and meetings of the Detachment Executive Committee. He shall at each regular Convention and meeting of the Detachment Executive Committee read the minutes of the preceding meetings and make such corrections as may be directed unless by a majority vote of the Delegates or members of the Executive Committee present, the reading be dispensed with. He shall keep all the Detachment Officers and all the Squadrons in the Detachment advised of the information, suggestions and requests from National Headquarters, and shall issue bulletins to all Squadrons in the Detachment when necessary.

4. Assistant Detachment Adjutants – When authorized by the Detachment Executive Committee, the Assistant Detachment Adjutants shall perform those duties assigned by the Detachment Adjutant. In the event the Detachment Adjutant is absent or unable to fulfill his duties, the Assistant Adjutants shall perform those duties until the return or restoration of the ability of the Detachment Adjutant.

5. Detachment Finance Officer – The Detachment Finance Officer shall be the custodian of the funds of the organization. He shall be charged with the receiving and disbursing of the funds of the Detachment and shall make reports on the condition of the treasury at each regular meeting, and when called for by the Detachment Commander or Detachment Executive Committee; provided, however, that all disbursements shall first be approved at the appropriate level of The American Legion. He shall perform such other duties as are usually incident to the office.

6. Detachment Chaplain – The Detachment Chaplain shall perform such divine and non-sectarian services as may be necessary, adhering to

such ceremonial rituals as may be recommended by National Headquarters from time to time. He shall perform such other duties as are usually incident to the office.

7. Detachment Historian – The Detachment Historian shall collect from year to year all records and data of value and interest for the Detachment Headquarters of Sons of The American Legion and shall compile during his term of office a complete history of the year's activities. He shall perform such other duties as are usually incident to the office.

8. Detachment Judge Advocate – The Detachment Judge Advocate shall advise the Detachment officers and the Detachment Executive Committee on all legal matters, including the construction and interpretation of the Detachment Constitution and By-laws, and shall perform such other duties as are usually incident to the office.

9. Detachment Assistant Judge Advocate – When authorized by the Detachment Executive Committee, the Detachment Assistant Judge Advocate shall assist the Detachment Judge Advocate with his duties including construction of the Detachment and interpretation of the Detachment and National Constitution & By-Laws, and shall perform such other duties as are incident to the office. In the event the Detachment Judge Advocate is unable to fulfill his duties, the Assistant Judge Advocate shall perform those duties until the return or restoration of the ability of the Detachment Judge Advocate. The Detachment Assistant Judge Advocate shall file a copy of all opinions rendered by him with the Detachment Adjutant.

10. Detachment Sergeant At Arms – The Detachment Sergeant At Arms shall be charged with the responsibility of preserving order at all meetings and shall be given custody and responsibility of the colors of the organization. He shall perform such other duties as are usually incident to the office.

11. Detachment Assistant Sergeant At Arms – When authorized by the Detachment Executive Committee, the Detachment Assistant Sergeant At Arms shall assist the Detachment Sergeant At Arms with his duties including the responsibility of preserving order at all meetings and shall be given custody and responsibility of the colors of the organization. He shall perform such other duties as are usually incident to the office.

12. National Executive Committeeman – The National Executive Committeeman shall represent

the Detachment at all meetings of the Sons of The American Legion on the National level and shall be a delegate to the National Convention of the Sons of The American Legion by virtue of his office.

13. National Executive Committeeman Alternate – The National Executive Committeeman Alternate shall represent the Detachment in the same manner as The National Executive Committeeman in his absence and shall be a delegate to The National Convention of the Sons of The American Legion by virtue of his office.

14. District Commanders – The District Commanders shall be the representative of the Detachment Commander on all matters referred to him, in his District and as outlined in Article IX of the Detachment Constitution. Additionally, the District Commander serves on the Detachment Executive Committee as a representative of his respective District.

(a) It shall be the duty of the District Commander at all times to cooperate with officers of the Squadrons in his District.

(b) The District Commander shall visit each Squadron in his District at least twice each year.

(c) The District Commander shall lend his best efforts to stimulate growth; to investigate all new applications of new Squadron Charters and to recommend the granting or refusal of such application to the Detachment Executive Committee; to recommend the revocation of existing charters for good and sufficient reasons; to encourage the revitalization of weak Squadrons into strong and representative Squadrons; to promote inter-Squadron activities; to promote a spirit of cooperation among the Squadrons in his District for the development of the principles of Sons of The American Legion.

(d) The District Commander or his designated representative shall install the Squadron Officers of all Squadrons in his District.

15. District Vice Commanders – The District Vice Commanders shall assist the District Commander in the performance of his duties, and shall have such other duties as the District Commander, the Detachment Executive Committee, the Detachment Convention and the Detachment Constitution and By-Laws may assign.

(a) In each District, there is one District Vice Commander that serves on the Detachment Executive Committee as a representative of his respective District. This Vice Commander is elected in accordance with Article IX, Section 2 of the

Detachment Constitution.

16. All officers of the Sons of The American Legion in the performance of their duties shall be governed by The American Legion at the appropriate level. All actions of the Sons of The American Legion at the Squadron level, District level and Detachment level shall be subject to review and ratification at the appropriate level of The American Legion.

17. All Officers shall perform such duties as are required of them, respectively by these By-Laws or by the Detachment Constitution.

ARTICLE IV DETACHMENT COMMISSIONS AND COMMITTEES

1. (a) The following Commissions will be organized, as set forth below, to carry out the programs of Sons of The American Legion; Americanism Commission, Veterans Affairs and Rehabilitation Commission, Children and Youth Commission, Legislative Commission, Public Relations Commission and Internal Affairs Commission. These six (6) Commissions respectively shall have jurisdiction over and responsibility for the several committees using the commission/committee jurisdiction of the National organization.

(b) Each of the Commissions shall consist of a Chairman and members who shall be appointed by the Detachment Commander and subject to approval by the Detachment Executive Committee. Each Commission shall act under the immediate administrative direction of its Chairman, and shall meet and organize on call of the Chairman or Detachment Commander.

2. The Americanism Commission shall have jurisdiction over, and supervise the Disaster Preparedness Committee and direct all activities of all committees coming under the supervision of the National Americanism Commission.

3. The Veterans Affairs & Rehabilitation Commission shall have jurisdiction over and supervise and direct the activities of all committees on veterans' service and those coming under the supervision of the National Veterans Affairs & Rehabilitation Commission.

4. The Children and Youth Commission shall have jurisdiction over and coordinate the activities of the Children's Miracle Network Committee, the Special Olympics Committee and such other

committees which are involved with The American Legion Programs on Children and Youth or those coming under the supervision of the National Children & Youth Commission.

5. The Legislative Commission shall have jurisdiction over such matters within the Detachment as are within the jurisdiction of the National Legislative Commission of Sons of The American Legion.

6. The Public Relations Commission shall have jurisdiction over such matters within the Detachment as are within the jurisdiction of the National Public Relations Commission of Sons of The American Legion.

7. The Internal Affairs Commission shall have jurisdiction over and coordinate the activities of all administrative or support committees.

(a) Finance Committee – A committee, to be known as the Finance committee, will be appointed by the Detachment Commander upon his taking office, consisting of six (6) members to be chaired by the Detachment Finance Officer and/or Detachment Finance Committee Chairman. The Finance committee shall be responsible for the preparation of an annual budget proposal to be submitted to the Executive Committee of the American Legion, Department of Florida for approval. The Detachment finance committee shall approve all fundraising activities of the Detachment.

(1) Members of the Detachment Finance Committee are appointed to serve a term of three (3) years and serve until the close of the Detachment Convention of their third year and can be reappointed.

9. (a) Each Committee shall consist of a Chairman, who shall have full authority to transact the business of and act for the Committee, subject only to the supervision and direction of The Commission, the Detachment Commander and the Detachment Executive Committee.

(b) Each Chairman and members shall be appointed by the Detachment Commander and subject to approval by the Detachment Executive Committee. If the appointment is made at a time when the Detachment Executive Committee is not in session, the appointee shall serve until the next meeting of the Detachment Executive Committee and thereafter during the term for which appointed, unless the appointment is specifically disapproved at such meeting by the Detachment Executive Committee or unless removed by the Detachment Commander.

(c) Each member of the standing Committees of the Detachment, shall take office upon approval of the Detachment Executive Committee and shall serve until his successor is qualified; provided, however, that the Detachment Commander may direct the specific dates of the commencement and termination of any Committee appointment.

10. All committees shall faithfully perform their duties, keep records of their acts, and report the same to their respective Commissions, or if so required, to the Detachment Executive Committee or Detachment Commander. The Commissions shall report fully to the Detachment Executive Committee and Detachment Commander prior to the Annual Convention, and at such other times as may be required. The Detachment Commander may remove any member of a Commission or Committee for failure to perform his duties.

11. The Detachment Commander may, from time to time, appoint such special committees of the Detachment as necessity therefore may arise; and he shall appoint such special committees as either the Detachment Convention or the Detachment Executive Committee may authorize or direct.

ARTICLE V MEMBERSHIP AND ARREARS IN DUES

1. Applications for Squadron membership shall be verified by the designated officials of the sponsoring Post of The American Legion having jurisdiction over the squadron.

2. A member whose dues for the current year have not been paid by January first shall be classified as delinquent. If his dues are paid on or before February first, he shall be automatically re-instated. If he is still delinquent after February first, he shall be suspended from all privileges. If he is still under suspension on June thirtieth 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 re-instated to active membership in good standing by vote of the Squadron and payment of current dues for the year in which re-instatement occurs. Provided, however, that the Squadron, Detachment, and The National organization may waive the provisions hereof, upon payment of dues for the year in which re-instatement occurs, with reference to former members who have been prevented from the payment of dues by reason of active military service.

ARTICLE VI THE DETACHMENT PUBLICATIONS

1. The official publication of Sons of The American Legion, Detachment of Florida shall be The Source and it shall be published by the Detachment and posted to the Detachment Website and sent electronically.

2. The management and control of the publication shall be vested exclusively with the Newsletter Editors.

ARTICLE VII AMENDMENTS

1. These By-Laws may be amended at any Detachment Convention by vote of two-thirds of the total authorized representation thereat, subject to ratification by the Detachment Executive Committee and approval of the Department Executive Committee. Provided, however, the proposed amendment must be typewritten, prepared in triplicate on forms provided and be submitted to the Detachment Adjutant at least forty (40) days prior to the date of the Annual Detachment Convention. The proposed amendment shall have been first submitted and approved by a Squadron in the Detachment of Florida, or the Detachment Executive Committee or the Detachment Constitution and By-Laws Committee.

2. Amendments to these By-Laws proposed at the Annual Detachment Convention of which notice required by Section 1 of the Article shall not have been given, shall be adopted only by the unanimous consent of all delegates present at the Convention at which such amendments are voted upon.

ARTICLE VIII EFFECTIVE DATE

1. These By-Laws became effective upon its adoption by the Detachment and Department Convention, in June of 2015, in Orlando, Florida.