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

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<tr>
<th>Squadron #</th>
<th>Squadron Name</th>
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Squadron dues are $ Meeting day(s) Time

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<th>Address</th>
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</table>

City , FL ZIP +4

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

<table>
<thead>
<tr>
<th>Commander</th>
<th>Name</th>
<th>Member ID#</th>
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<tbody>
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</tr>
</tbody>
</table>

Address

City , FL Zip +4

Phone ( ) E-mail

<table>
<thead>
<tr>
<th>Adjutant</th>
<th>Name</th>
<th>Member ID#</th>
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<tbody>
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</table>

Address

City , FL Zip +4

Phone ( ) E-mail

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<thead>
<tr>
<th>SAL Advisor / Liaison</th>
<th>Name</th>
<th>Member ID#</th>
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</thead>
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</tbody>
</table>

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

Email is a primary method of communications within the Detachment of Florida and is required to get Detachment Membership Reports, Newsletters and other pertinent information from The Florida Sons of The American Legion. We encourage each Squadron to provide the e-mail address for those listed above.

At a minimum, the Squadron Adjutant is required to have an e-mail address.
Squadron Name  Number  District _______

City ________________________________________________________________

This is to certify that our Squadron had Paid 2020-2021 members reported to Department Headquarters by delegate cut-off, **June 10, 2021**, and that this Squadron, in a regular meeting assembled on , 2021; elected the following Delegates and Alternates, each of them members in good standing of this Squadron:

<table>
<thead>
<tr>
<th>DELEGATES</th>
<th>ALTERNATES</th>
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</thead>
<tbody>
<tr>
<td>1. Chairman</td>
<td>1._____________</td>
</tr>
<tr>
<td>2. _______________</td>
<td>2._____________</td>
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<tr>
<td>3. _______________</td>
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<td>10. _______________</td>
<td>10._____________</td>
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<tr>
<td>11. _______________</td>
<td>11._____________</td>
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</tbody>
</table>

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 800 S. Brocksmith Rd, Fort Pierce, FL 34945

*******************************************************
Detachment Headquarters, Sons of The American Legion
Detachment Executive Committee Meeting _________________________
(or) Detachment Convention Assembled ___________________________

RESOLUTION

No.: Title: _______________________________________
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.

<table>
<thead>
<tr>
<th>REQUIRED</th>
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<tbody>
<tr>
<td>Squadron#</td>
<td>District#</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>NEW/UPDATED SQUADRON INFORMATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MailingAddress:</td>
<td></td>
</tr>
<tr>
<td>Post Phone#:</td>
<td>Post Fax#:</td>
</tr>
<tr>
<td>Meeting Day /Time:</td>
<td></td>
</tr>
<tr>
<td>Have a Post Home? Y / N Post Address:</td>
<td></td>
</tr>
<tr>
<td>If No Post Home, Squadron Meets at:</td>
<td></td>
</tr>
<tr>
<td>Squadron E-mail Address:</td>
<td>Squadron/Post Website:</td>
</tr>
<tr>
<td>UPS Shipping Address (if different from mailing address)</td>
<td><em><strong>NO POBOX</strong></em></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>NEW/UPDATED SQUADRON COMMANDER</th>
<th>REQUIRED</th>
<th>NEW/UPDATED SQUADRON ADJUTANT</th>
<th>REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member ID#</td>
<td></td>
<td>Member ID#</td>
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<tr>
<td>Name</td>
<td>REQUIRED</td>
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<td>Cell Phone</td>
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</tr>
<tr>
<td>E-mail Address</td>
<td></td>
<td>E-mail Address</td>
<td></td>
</tr>
</tbody>
</table>

Email is a primary method of communications within the Detachment of Florida and is required to get Detachment Membership Reports, Newsletters and other pertinent information from The Florida Sons of The American Legion. We encourage each Squadron to provide the e-mail address for the changes listed above. The Squadron Adjutant is required to have an e-mail address.

I HEREBY CERTIFY the above officers, whose eligibility in The Sons of The American Legion I have certified, win accordance with the Squadron’s Constitution and ByLaws.

________________________________________________________
Current Post Adjutant (Required) ____________________________ Date (Required)

Send completed form electronically to Ed Sheubrooks by e-mail at fishermn9@aol.com or by US Post Office at 800 S. Brooksmith Rd. Fort Pierce, FL 34945
2020 - 2021
MEMBERSHIP
TARGET DATES
SONS OF THE AMERICAN LEGION

SEPTEMBER 3, 2020...................................................... 10%
OCTOBER 8, 2020 .......................................................... 25%
NOVEMBER 12, 2020 ..................................................... 35%
DECEMBER 3, 2020 ........................................................ 45%
JANUARY 14, 2021 .......................................................... 60%
FEBRUARY 4, 2021 ....................................................... 75%
MARCH 4, 2021* ............................................................ 80%
APRIL 14, 2021 ............................................................... 90%
MAY 6, 2021 ................................................................. 100%
JUNE 16, 2021** .......................................................... GOAL 20,500

*Legion Birthday  **Delegate Cut-off
This year, the Detachment’s Membership Theme will be “SPLASH: THE SEQUEL” (Sons Proudly Lending A Supporting Hand).

Get your “SWIMMING POOLS” ready for a Membership Challenge, and together “Proudly Lend a Supporting Hand” to support veteran’s needs. The Detachment Commander will be the “HEAD LIFEGUARD”. The Detachment Membership Chairman will be the “SWIM COACH”. The Detachment Vice Commanders will be the “JR LIFEGUARDS”. All District Commanders will be “SWIM INSTRUCTORS”. The Squadrons will be “THE MEMBERSHIP POOL”.

This year’s Detachment Commander’s goal for membership is 20,500 members by the delegate cut-off in June 2021. 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 LIFEGUARD” 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 8 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.
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 2020 - 2021 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 **June 1, 2021.** **Mail form to:** Ed Sheubrooks, Detachment Adjutant, 800 S. Brocksmith Rd. Fort Pierce, FL 34945

**RENEWED MEMBERS**

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<th>Name</th>
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**NEW MEMBERS**

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<td>6 Digit Sequential #</td>
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**CERTIFIED BY:**

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<th>Squadron Commander:</th>
<th>Date:</th>
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<tr>
<td>Squadron Adjutant:</td>
<td>Date:</td>
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</table>
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 **June 1, 2021**.

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

<table>
<thead>
<tr>
<th>NAME</th>
<th># New</th>
<th>#Reinstated</th>
<th># Renewals</th>
<th>Total Points</th>
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**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 **June 1, 2021**. 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

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

(2) Citizenship

(3) Discipline

(4) Leadership

(4) Legionism

(6) Has passed all of the above Star Award tests
and is entitled to have the Five Star Award Medal

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Price Each</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of renewals</td>
<td></td>
<td>@ $11.00</td>
<td></td>
</tr>
<tr>
<td>Number of new members</td>
<td></td>
<td>@ $11.00</td>
<td></td>
</tr>
<tr>
<td>Number of paying transfers</td>
<td></td>
<td>@ $11.00</td>
<td></td>
</tr>
<tr>
<td>Total number of paid cards</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of non-paying transfers</td>
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</tbody>
</table>

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 $11.00 for each year.

Membership ID # _____________________________ Squadron # ________

Name________________________________________

Address_____________________________________

City_________________________ St______ Zip_________

<table>
<thead>
<tr>
<th>Year Paid</th>
<th>Continuous Years</th>
<th>Year Paid</th>
<th>Continuous Years</th>
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<tbody>
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</tr>
</tbody>
</table>

Total # of years for 2021: ____________________________

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 $11.00 for each year.

Membership ID # _____________________________ Squadron # ________

Name________________________________________

Address_____________________________________

City_________________________ St______ Zip_________

<table>
<thead>
<tr>
<th>Year Paid</th>
<th>Continuous Years</th>
<th>Year Paid</th>
<th>Continuous Years</th>
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</tbody>
</table>

Total # of years for 2021: ____________________________
Instructions for Shipping 2021-2022 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 2021 Convention and wishes to have the membership cards shipped, please complete this form and return to Department Headquarters on or before June 1, 2021.

   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 June 1, 2021
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 June 1, 2021
Sons of The American Legion  
Detachment of Florida  

Consolidated Squadron  
Report  

2020-2021

Detachment of Florida  
Squadron #

Located in ____________________________  

2021 Membership ________________________  
Final 2020 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) ________ Cost $ ________
# 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 ________  Other expenses ________

Parties, Dinners, Gifts ________

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:  Ed Sheubrooks
Detachement Adjutant
800 S. Brocksmith Rd.
Fort Pierce, FL 34945

Due by:  June 1, 2021
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: Ed Sheubrooks
Detachment Adjutant
800 S. Brooksmith Rd.
Fort Pierce, FL 34945

DEADLINE: June 1, 2021
**Boys State**
Number of Boys ________  Legion Birthday ________
Cost ________  Four Chaplains Sunday ________

**Baseball**
Baseball Teams sponsored ________  Education ________
Cost of Sponsorship ________  # of members participating in the Five Star /

**Scouting**
Cost of Sponsorship ________  Ten Ideals Program ________
# of Flags presented to Schools & Other ________
Organization ________

**Oratorical Contest**
Squadron sponsored contest ________  Or given away at parades ________
Cost ________  Cost ________
Hours of Participation ________  Cost of Scholarships awarded ________

**Flag Education**
# of Flag Etiquette Programs ________  Community Service ________
Cost ________  # of Hours of Service ________
# of Flag Retirements ________  Cost of Sponsorship ________

**Squadron Participation**
Flag Day ________
Get out the Vote ________
Memorial Day ________
July 4th ________
Veterans Day ________
# of Hours of Service ________
Cost of Sponsorship ________
Color Guards ________
Appearances ________
Cost of Sponsorship ________

Other Squadron Sponsorship: ____________________________________________________________

______________________________________________________
____________________________________

Remarks: ______________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Squadron Membership #: _____________________________

Certified by: __________________ Title: __________________ Date: __________________

MAIL TO: Detachment Adjutant Ed Sheubrooks, 800 S. Brocksmith Rd. Fort Pierce, FL 34945

DEADLINE: June 1, 2021
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**

<table>
<thead>
<tr>
<th></th>
<th>Recipients Name</th>
<th>Date</th>
<th>Person Testing</th>
<th>Awards Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3)</td>
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</tr>
<tr>
<td>4)</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>5)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:**    Ed Sheubrooks, Detachment Adjutant
                          800 S. Brocksmith Rd.
                          Fort Pierce, FL 34945

**DEADLINE:** June 1, 2021
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 online “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

Ed Sheubrooks
Detachment Adjutant
800 S. Brocksmith Rd.
Fort Pierce, FL 34945

DUE

June 1, 2021
### Section I--Hours

<table>
<thead>
<tr>
<th>A) State VA Veterans Home</th>
<th>Number of Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>B) VA Medical Centers</td>
<td>Number of Hours</td>
</tr>
<tr>
<td></td>
<td>Total Hours (A + B)</td>
</tr>
</tbody>
</table>

### Section II--Field Service & Home Service

<table>
<thead>
<tr>
<th>A) Field Service</th>
<th>Number of Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>B) Home Service</td>
<td>Number of Hours</td>
</tr>
<tr>
<td></td>
<td>Total Hours (A + B)</td>
</tr>
</tbody>
</table>

### Section III--Visits to VA Homes/Med Centers

<table>
<thead>
<tr>
<th>A) VA Veterans Homes</th>
<th>Number of Visits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B) VA Medical Centers</td>
<td>Number of Visits</td>
</tr>
<tr>
<td></td>
<td>Total Hours (A + B)</td>
</tr>
</tbody>
</table>

### Section IV--Types of Donations

<table>
<thead>
<tr>
<th>A) Cash [ ]</th>
<th>Dollar Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>B) Items [ ]</td>
<td>Est. Dollar Amount</td>
</tr>
<tr>
<td></td>
<td>Total Amount (A + B)</td>
</tr>
</tbody>
</table>

### 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 Ed Sheubrooks, 800 S. Brocksmith Rd. Fort Pierce, FL 34945

**DEADLINE: June 1, 2021**
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: Ed Sheubrooks
Detachment Adjutant
800 S. Brocksmith Rd.
Fort Pierce, FL 34945

DEADLINE: June 1, 2021
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:       Ed Sheubrooks
               Detachment Adjutant
               800 S. Brocksmith Rd.
               Fort Pierce, FL 34945

DEADLINE:      June 1, 2021
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, Ed Sheubrooks, 800 S. Brocksmith Rd., Fort Pierce, FL 34945. 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 benefiting 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 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 preference.

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 powers shall
bevestedintheDetachmentExecutiveCommitteebut
all actions shall be subject to review and
ratification by the Department Executive
Committee. The Detachment shall be officered as
hereinprovided.
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
hereinafterprovided.
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
ExecutiveCommittee.
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 ofFlorida.

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
ExecutiveCommittee.
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
openingof the DetachmentConvention.
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 ExecutiveCommittee.
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 ordercertified.
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
deleagtes 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 ofofficers.
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
deleagtes. 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
respectiveSquadron.
7. The convention shall be the final judge of
election and qualifications of thedelegates.
8. AquorumshallexistataDetachmentConventi
onwhentwenty(20)percentofthequalifiedSquadron
s are represented as providedabove.
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, the 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 reelection.

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 reelection.

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 to do so, such offices 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 thereof, 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 Detachments 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 Committees 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 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) days notice of such Conferences 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 form 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 no 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 of 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 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 transfers 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.
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 Floridahas its audit, in the same manner as provided in the Department Constitution, Article XII, Section 7.

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.

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

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.

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. Now withdrawals from or reinvestments of such funds shall be made except by like authority. The Department Adjutant and Finance Officers shall collect the interest from such funds when due and deposit it to the SAL General Fund.

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.

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.

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 if the delegate shall be permitted to talk longer than five (5) minutes on any one (1) subject, except by unanimous consent.

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) delegates present on the floor of the Convention.

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.

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 office 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 for the delegates to return to the convention floor and their respective delegation. Thereafter, the ballots shall be counted and 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 members 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 phone 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, thea
appointees 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.

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.