

**SONS OF THE AMERICAN LEGION
SQUADRON #459, Detachment of Michigan
BY-LAWS**

ARTICLE I - Duties of the Sons of The American Legion, Post Advisor.

Section I. Post Advisor:

The Post Advisor shall be appointed by the Post Commander of The American Legion, Post #459. He/she shall be the liaison for the Sons of The American Legion, Squadron #459, Detachment of Michigan and The American Legion, Post #459 Commander. He/she shall not be entitled to a delegate vote to the Sons of The American Legion, Squadron meeting. He/she shall perform such other duties as are usual and incident to the office. All actions of the Sons of The American Legion, Squadron #459 are subject to the approval of the Post #459, The American Legion, Department of Michigan.

ARTICLE II - Squadron Officers

Section I – Squadron Officer Expectations

- (A) Sons of The American Legion, Squadron Officers shall attend all recognized Squadron meetings of Sons of The American Legion, unless excused by the Sons of The American Legion Squadron #459 Commander. Missing two meetings unexcused may result in the Commanders appointment of a new officer based on a vote of the Executive Committee at the current or next scheduled meeting.
- (B) All officers must have their dues paid for the following year by the May meeting where officers are installed. Failure to do so may result in the Commanders appointment of a new officer based on a vote of the Executive Committee at the current or next scheduled meeting
- (C) All officers must perform the duties of the office to which they were elected or appointed as stated in Article II, Section II. Failure to do so may result in the Commanders appointment of a new officer based on a vote of the Executive Committee at the current or next scheduled meeting.
- (D) All officers are expected to march in at least one of the two Grand Rapids Veterans parades during the year. Failure to march in either the Veterans Day or Memorial Day parades may result in the Commander’s appointment of a new officer based on a vote of the Executive Committee at the current or next scheduled meeting.

Section II – Squadron Officer Duties

(A) The Commander is an elected position and he shall preside at all squadron meetings. He shall be the chairman of the Pulaski Days Committee or he will find another suitable chairman. At the May meeting, the Commander shall appoint the following offices for the next year: Adjutant, Assistant Adjutant, and Judge Advocate. At that time or anytime during his term, he may also appoint assistant officers if deemed necessary. This is also subject to approval by the Executive Committee.

(B) The Senior Vice Commander is an elected position and he shall perform the duties of the Commander in his absence. He shall be the chairman of the Chili Cook Off Committee or he will find another suitable chairman.

(C) The Junior Vice Commander is an elected position and he shall perform the duties of the Senior Vice Commander in his absence. In the absence of both the Senior Vice Commander and Commander, he shall assume the duties of both Offices. He shall be the chairman of the Super Bowl Party Committee or he will find another suitable chairman.

(D) The Adjutant shall be appointed by the Commander. He shall be the chairman of the Membership Committee or he will find another suitable chairman. He shall keep all records of the squadron; receive and file all reports of the committees; keep a roster of all members; issue calls for all meetings via our Post monthly newsletter and turn over to his successor in office his complete records. He shall also take notes and minutes for each monthly meeting to be read at the subsequent meeting. He will also be responsible for submitting a squadron history book for the year to be turned in prior to the Detachment Convention in June.

(E) The Assistant Adjutant shall be appointed by the Commander and will be responsible for helping the Adjutant with any of the above duties deemed necessary.

(F) The Finance Officer is an elected position and he shall be responsible for bonding of all officers and chairmen handling moneys. He shall be required to give a monthly report, keeping all authorized accounts separate. He shall issue checks upon receipt of authorized vouchers signed by the Commander and Adjutant or Senior Vice Commander, if the Commander is absent, for unbudgeted items authorized by floor vote. He shall file a financial statement and turn over books to the Finance and Audit Committee prior to installation of Officers each year. He will also be responsible for turning in the end of year reports which are due at the Detachment Convention in June.

(G) The Sergeant-at-Arms is an elected position and he shall be under the supervision of the Commander and be responsible for all Squadron equipment. He shall be in charge of the squadron at both Grand Rapids parades in terms of marshalling, Flag bearing, and leading the company. He shall also assist the Historian with any of his duties pertaining to the squadron community service scrapbook for the year.

(H) The Chaplain is an elected position and he shall be in charge of all prayers. He shall attend the 5th District Memorial Banquet and the Four Chaplains Service or find a suitable replacement to represent the squadron. He is responsible for submitting the Squadron list of deceased each year. The Chaplain is also responsible for sending cards to those members on sick call. He shall be the chairman of the Charitable Contributions Committee or he will find another suitable chairman.

(I) The Historian is an elected position and he shall be responsible for the submitting of a squadron community service scrap book to be turned in prior to the Detachment Convention in June. Detachment guidelines may be used as necessary. He shall take pictures as deemed necessary during any Squadron, Auxiliary and/or Post function. He shall collect all materials and correspondence throughout the year required to be part of the scrap book.

(J) The Judge Advocate shall be appointed by the Commander and will be responsible for ruling on any issues during the meeting involving the squadron constitution and by-laws or Robert's Rules of Order. He shall be the chairman of the Ten Ideals/Five Star Program Committee or he will find another suitable chairman. He shall also be responsible for turning in our year end Michael A. Maurice Trophy application prior to the Detachment Convention.

ARTICLE III - ELECTIONS

Section I

Candidates running for the offices of this squadron, must be a current Sons of The American Legion member and in good standing.

Section II

A Sons of The American Legion, Squadron officer may hold office for as many consecutive terms as the membership deems him worthy to hold the office.

Section III

Candidates for all offices are required to attend both the election and installation, (If not present at installation that officer is not installed).

Section IV

All voting on elections shall be by secret ballot of members except when only one person has been nominated and is the only candidate for office, the vote by ballot shall be waived and the adjutant shall cast one unanimous ballot in favor of said candidate.

Section VI

Vacancies shall be filled by appointment of the Commander of the Squadron at the next regular meeting of the Squadron and the appointee's term shall end at the June meeting, unless re-elected.

ARTICLE IV - Quorum

Section I

Five or more members in good standing being present shall constitute a quorum at any meeting of the Squadron.

Section II

Five members of the Executive Committee shall constitute a quorum for the legal transaction of business.

ARTICLE V – Junior SAL

Section I

Any male descendant of a current SAL or American Legion member may join the Junior SAL for Squadron #459. Anyone eligible under the National SAL criteria may also join, pending proof of eligibility.

Section II

Junior Members must be eighteen years old or younger on January 1st of the given year. If not, they must register as regular members and pay the full dues.

Section III

Junior members are considered the same as regular members except for voting privileges. Junior Members must pay half of what the normal SAL dues are for Squadron #459.

ARTICLE VI – Membership Procedures

Section I

Any male descendant of a current SAL or American Legion member may join the Junior SAL for Squadron #459. Anyone eligible under the National SAL criteria may also join, pending proof of eligibility.

Section II

All applications must be submitted with proof of eligibility. Membership Chairman will then present the name of the person to the membership at the next scheduled meeting for a vote. Accepted members are processed and a letter is sent inviting them to the next scheduled meeting.

Section III

At the next scheduled meeting the new member is sworn in and given his card. If a person cannot make the meeting, they must make other arrangements with the Commander and one other officer to be sworn in at a different time. No cards given without the Swearing In Ceremony unless there is an extreme circumstance such as age or where the person lives. The Commander shall have the authority to make that judgement.

ARTICLE VII - AMENDMENTS

Section I – These By-Laws are adopted, subject to the provisions of the By-Laws of the National Organization of which this Squadron is a subordinate member. Any amendment to the National By-Laws which is conflict with any provision hereof shall be regarded as automatically repealing or modifying the provisions of the By-Laws to the extent of such conflict.

Section II – These By-Laws may be amended at the annual Sons of The American Legion, Squadron #459 Installation of Officers meeting in May, by a vote of two-thirds of the members attending, providing that proposed amendment(s) shall have been submitted in writing sixty days prior to such meeting.

Section III - It is further understood that approved amendments shall subsequently be submitted without delay to the Post Advisor. Who shall present the proposed amendment(s) to The American Legion, Post 459 Executive Committee, for consideration and modification and/or approval of the amendment(s). Upon approval, the amendments shall be ratified.

ARTICLE IX – Standing committees

Section I – Defining annual event committees

- (A) Pulaski Days – The commander shall be the SAL chairman of this joint committee with the Auxiliary. Committee members for the following year will be sought at the May installation meeting. The committee will be responsible for all arrangements and planning regarding Pulaski Days.

- (B) Super Bowl Event - The junior vice commander shall be the SAL chairman of this joint committee with the Auxiliary. Committee members for the following year will be sought at the May installation meeting. The committee will be responsible for all arrangements and planning regarding the Super Bowl event.
- (C) Chili Cook Off - The senior vice commander shall be the chairman of this committee. Committee members for the following year will be sought at the May installation meeting. The committee will be responsible for all arrangements and planning regarding the Chili Cook Off.
- (D) At anytime, the Commander, with approval from the Executive Board, may authorize creation of a new standing committee. Such committee will be subject to the same rules and expectations as all other committees.
- (E) At anytime, the Commander, with approval from the Executive Board, may authorize dissolution of any standing committee if the committee is no longer serving a purpose for the squadron.

Section II – Defining function committees

- (A) Membership and Retention – The Finance Officer shall be the SAL chairman of this committee or will appoint a suitable replacement. Committee members for the following year will be sought at the May installation meeting. The chairman will be responsible for all issues regarding membership renewal, new members, and card distribution. The committee will be responsible for implementing and a yearly membership retention plan.
- (B) Fundraising and Charity Steering - The Chaplain shall be the SAL chairman of this committee or will appoint a suitable replacement. Committee members for the following year will be sought at the May installation meeting. The committee will be responsible for all arrangements and planning regarding all fundraisers and charitable donations. The committee will also be responsible for approving the annual budget submitted by the Finance Officer.
- (C) Dixie Vincent Scholarship - The Finance Officer shall be the SAL chairman of this joint committee with the Auxiliary or will appoint a suitable replacement. Committee members for the following year will be sought at the May installation meeting. The committee will be responsible for all arrangements and planning regarding information distribution, eligibility checking and awarding of the annual scholarship.

Section II – Committee expectations

- (A) Finances for events – Each event committee chair shall provide a detailed report of all revenues and expenditures with receipts to be submitted to the finance officer at the end of the event. At no time, should any cash collected be used to make any purchase. All purchases related to the event shall be purchased by the chairman via credit card, his own cash, or a check from the finance officer. Any personal purchases by the chairman shall be repaid by the squadron via check upon submission of receipts(s).
- (B) Reports – Each chair shall provide the squadron with a report on committee progress at each squadron meeting and, when appropriate, a final report on the event at the first scheduled squadron meeting after the event.

ARTICLE X – District, Past Commanders Club, Zone, Detachment, Department, and National Meetings

Section I – District 5, Past Commanders Club, and Zone 2 meeting expectations

- (A) Attendance – All members are encouraged to attend 5th District and 2nd Zone meetings but are not obligated to do so.
- (B) Reimbursement – There will be no reimbursement from the squadron for any expenses incurred from attendance.
- (C) 5th District Past Commanders Club – Each Friday the 13th, all Past Commanders are encouraged to attend the Past Commanders Club meeting. The squadron will reimburse the entry fee for any SAL 459 Past Commander still in good standing with SAL 459 who wishes to attend.

Section II – Detachment Convention

- (A) Attendance – All members are encouraged to attend the Detachment State Convention but are not obligated to do so.
- (B) Entry Fees and Reimbursement – Full delegate strength will be paid by the squadron. If there are more men attending from the squadron than paid delegate strength allows, the squadron may still pay their entry fee based on motion and vote from the floor. There will be up to (\$400 divided by the number of attendees) available for each person attending provided receipts are submitted to the Finance Officer and a written report on the convention is provided to the Commander. Receipts will be accepted for the following expenses: hotel, mileage based on current government rate, and food (no alcohol) up to \$20 per diem. No reimbursement checks will be issued without receipts and report.

Section III – Department Fall/Winter Meetings and Department Convention

- (A) Attendance – All members are encouraged to attend these meetings but are not obligated to do so.
- (B) Entry Fees and Reimbursement – There will be up to (\$200 divided by the number of attendees) available for each person attending provided receipts are submitted to the Finance Officer and a written report on the meeting/convention is provided to the Commander. Receipts will be accepted for the following expenses: hotel, mileage based on current government rate, and food (no alcohol) up to \$20 per diem. No reimbursement checks will be issued without receipts and report.

Section IV – National Convention

- (A) Attendance – All members are encouraged to attend these meetings but are not obligated to do so.
- (B) Entry Fees and Reimbursement – There will be up to (\$200 divided by the number of attendees) available for each person attending provided receipts are submitted to the Finance Officer and a written report on the meeting/convention is provided to the Commander. Receipts will be accepted for the following expenses: hotel, mileage based on current government rate, and food (no alcohol) up to \$20 per diem. No reimbursement checks will be issued without receipts and report.

By-Laws of the Sons of The American Legion
Squadron #459
Detachment of Michigan
Adopted 2/2/05

Amended with membership approval and #459 Legion Executive Committee approval on 5/7/08
Amended with membership approval and #459 Legion Executive Committee approval on 5/25/11
Amended with membership approval and #459 Legion Executive Committee approval on 5/28/14

Squadron Commander Signature

Post Commander Signature

5th District Judge Advocate Signature

Detachment Judge Advocate Signature

Standing Rules of the Sons of The American Legion
Squadron #459
Detachment of Michigan

Section I – Dues rates

- (A) Normal yearly dues are set at \$25.
- (B) Junior Dues are set at \$12.50
- (C) Dual member dues are set at \$12.50 provided that said member has already paid his American Legion dues.
- (D) Any member who reaches continuous year number 20 shall have his dues for that year paid by the squadron. Each subsequent 5th year, said members' dues shall again be paid by the squadron until that member is deceased or chooses to not renew his dues.