



Sons of The American Legion - Detachment of Louisiana
By-Laws of Name of Squadron as it appears on your Charter, Squadron #,
attached to Name of Post as it appears on their Charter American Legion Post #,
Department of Louisiana

Article I – Nomination and Election of Officers

Section 1. At the first regular meeting in _____ the Commander shall appoint a nominating committee of three (3) members who will, acting together with and under the advice of the Supervisory Committee of the Post, present to the regular meeting in April a list of one or more candidates for each office required to be elected under the Constitution of this Squadron.

Section 2. At the conclusion of the report of the nominating committee, any Squadron member may present the name of any other Squadron member for nomination to any office at the May meeting for which such Squadron member is not nominated by the nominating committee, and upon said nomination being seconded, the same shall be considered as though contained in the report of the nominating committee after said report has been accepted and adopted by the Squadron.

Section 3. Those officers shall be declared elected who have by secret ballot or show of hands received a majority of the votes of the Squadron members in good standing present at the present meeting.

Section 4. The newly elected officers and members of the Squadron Executive Committee shall take office at the next regular meeting, preferable at the installation of The American Legion and The American Legion Auxiliary, at which time they shall be installed by proper authority.

Article II – Duties of Officers

Section 1. Commander: The Commander, who corresponds to the President of an organization, shall be the executive head of this Squadron of the Sons of the American Legion, with full power to enforce the provisions of the local Constitution and By-Laws and the policies and mandates of the National and of the Department Committees of the Sons of The American Legion and of the Squadron Executive Committee of the Squadron.

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

Section 3. Second Vice Commander. The Second Vice Commander, who corresponds to a Second Vice President, shall likewise act as representative of the Commander, and he shall specifically be in charge of Squadron activities. He shall perform such other duties as are usually incident to the office.

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

Section 5. Finance Officer: The Finance Officer shall be the custodian of the funds of the Squadron. He shall be charged with receiving and disbursing the funds of the Squadron and shall make reports upon the condition of the Squadron treasury when called for by the Commander or Squadron Executive Committee; provided, however, that all disbursement shall first be approved by the Post committee heretofore referred to in Section 4, Article I, of the National By-Laws. He shall perform such other duties as are usually incident to the office.

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

Section 7. Chaplain: The Chaplain shall perform such divine and non-sectarian service as may be necessary, adhering to such ceremonial rituals as may be prescribed by the National Membership and Post Activities Committee of The American Legion.

Section 8. Historian: The Historian shall collect from year to year all records and data of value and interest to the Sons of The American Legion and The American Legion, and shall compile during his term of office a complete history of the year's activities.

Section 9. Color Bearers: The Color Bearers are to present colors and /or any other functions directed by the Sergeant at Arms or the Commander.

Section 10: The **Name of Post as it appears on their Charter American Legion Post #**, Department of Louisiana, shall govern all Squadron Officers in the performing of their duties.

Article III – Squadron Executive Committee

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

Section 2. Any officer or Squadron Executive Committeeman may be removed for inefficiency by the Squadron Executive Committee, a two-thirds vote of said committee being necessary to effect such removal. **An officer or Squadron Executive Committeeman who absents himself for three or more consecutive Squadron or Squadron Executive Committee meetings can, on due investigation, by the Squadron Executive Committee, be held to be sufficient proof of inefficiency, warranting such removal.**

Article IV – Membership

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

Section 2: All applications should be signed by the Post Adjutant or appropriate official of The American Legion Post # and kept by the Post Adjutant/Squadron Adjutant in the member's file.

Section 3: Veterans discharge papers should be obtained on each member and maintained in the members file, even is the Post Adjutant signs the application.

Section 4. All applications for membership shall be acted upon at the next meeting of the Squadron Executive Committee following the making of such application. The Squadron Executive Committee shall present such application to the Squadron at its next regular meeting with its recommendation for acceptance or rejection. If a majority of Squadron members present cast their vote against the acceptance of such applicant, then such applicant shall be recorded as rejected.

Article V – Post-Supervisory Committee

Section 1. The jurisdiction of Name of Post as it appears on their Charter American Legion Post #, Department of Louisiana, over this Squadron shall be exercised through a committee of three (3) or more members of said Post appointed annually by the Post Squadron Executive Committee on election of the Post Commander.

Article VI – Committees and Commissions

Section 1. Upon election of the Squadron Commander, the Squadron Executive Committee shall annually approve such standing Committees, as it shall deem advisable for the benefit of the membership of the Squadron as a whole.

Article VII - Meetings

Section 1. The annual meeting of this Squadron shall be held on the first regular meeting day of _____ in each calendar year of said date.

Section 2. The regular stated meeting of this Squadron shall be held on the _____ and _____ of each and every month at _____ pm.

Section 3. Special meetings shall be called upon a majority vote of the Squadron Executive Committee or upon the written request of three (3) Squadron members.

Section 4. Every member shall furnish to the Adjutant his address, to which all notices and documents may be sent, and the same shall be held to have been duly sent to or served upon a member if mailed to such address so furnished. In default of an address having been furnished by a Squadron member, any notice or documents will be held to have been duly served upon such member seven (7) days after the same shall have been deposited in the local post office addressed to such member at such post office address.

Section 5. Notice of all special meetings of the Squadron shall be mailed to each Squadron member at least **seven (7) days** in advance of the holding of the annual meeting.

Section 6. The notice of special meetings shall state the object and purpose thereof, and no business shall be transacted at such special meeting except for such business as is contained in the notice thereof.

Section 7. The Squadron Executive Committee shall meet for organization and such business as may come before it **within thirty (30) days** after the annual election on the call of the Commander. Thereafter the Squadron Executive Committee shall meet at the call of the Commander at least every **three (3) months** and as often as said Commander may deem necessary. The Commander shall call a meeting of the Squadron Executive Committee **upon the verbal or written request of three (3) members** of the committee.

Article VIII - Finances

Section 1. All funds of this Squadron shall be deposited in a bank by the Commander, Adjutant or Finance Officer. Withdrawals shall only be made by check with two signatures, one being the Finance Officer or Adjutant.

Section 2. All Squadron and Post officials handling Squadron monies shall be properly bonded with a good and solvent bonding and surety company, as surety, to cover double the average amount of moneys handled in a single year.

Article IX - Quorum

Section 1. Three (3) members, besides a qualified presiding officer, shall constitute a quorum at any meeting of the Squadron.

Section 2. Three (3) members of the Squadron Executive Committee shall constitute a quorum for the legal transaction of business.

Article X – Rules of Order

Section 1. The procedure at all Squadron meetings shall be governed by Roberts' Rules of Order.

Article XI - Amendments

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

Section 2. These By-Laws may be amended at any regular Squadron meeting by vote of two-thirds of the members attending such regular meeting, provided that the proposed amendment shall have been submitted in writing and read at the immediate preceding Squadron meeting, and provided further, that written notice shall have been given to all members at least **seven (7) days** in advance of the date when

such amendment is to be voted upon, notifying said members that at such meeting a proposal to amend the By-Laws is to be voted upon.

These By-Laws were approved at a meeting of the **Name of Squadron as it appears on your Charter, Squadron #**, Sons of The American Legion, Detachment of Louisiana, by a two-thirds majority **vote on** _____ (date).

Byron J Robichaux – Detachment Judge Advocate

Name - Post # Commander

Name - Squadron # Commander

Name - Squadron # Adjutant

- Original copy for **Squadron #** records
- Original copy for **Post #** records
- Original copy for Department records
- Original copy for Detachment records
- Original copy for National S.A.L. records