

THE EARL GLADFLETTER POST 268

THE AMERICAN LEGION, DEPARTMENT OF MICHIGAN

PROPOSED STANDING ORDERS

27 August 2017

**ARTICLE I**

**Dues**

Sec. 1

The Post dues have been set at \$45.00 a year.

**ARTICLE II**

**Legion Caps**

Sec. 1

The Post will purchase Legion Caps and bag for each new member after they have showed willingness to participate. Active participation will be defined as having attended three meetings which will be verified by the minutes. As well as volunteer at two events at Post 268 verified by a sitting Post Officer or Executive Member. For members who do not have Legion Caps and have already done this they will be grandfathered in and their previous active participation counted.

Sec 2.

A Post member may decorate their Legion cap as they see fit as long as the decorations are in compliance of the views and standards of the American Legion set out by National, State and the Post. Just as military uniforms represent the designated branch and not the individual so does the Legion Cap for the Post, State Department and National American Legion. General guidelines for permissible decorations include, but are not limited to the following.

- a. Decorations representing the military or military service.
- b. Decorations representing affiliations or positions held within the American Legion.
- c. Decorations representing other non-profits that hold similar goals or views.
- d. Decorations representing Patriotism or another pillar of the American Legion.

These are general guide lines to give members insight as too acceptable decorations. Utilizing the Legion online store or catalog for purchasing or viewing decorations is also an acceptable method. A member maybe asked to remove a decoration if it is deemed detrimental to the image of the American Legion.

Sec 3.

Members may only wear Legion Caps in support of the American Legion and Post 268. Members may not wear their caps at Political events, or any other event that is not in compliance with the image, standards and goals of the American Legion. Remember the Legion Cap represents the

American Legion not the individual. Members maybe requested to wear the Legion uniform cap while representing the Post.

Sec 4.

Post Officers should wear their current officer positions on their cap for easy designation. Designation pins will be furnished by the Post. Once the officer no longer holds the position they should wear the designation of "Past Commander, Adjutant etc.". These pins are not required and therefore will not be supplied by the Post.

### **ARTICLE III**

#### **Conduct**

Sec. 1 Given the utilizing of the bar as a fundraiser for the Post. Conduct of Post members, The Sons and Auxiliary included, as well as the conduct of non-members must be monitored in order to protect the nature of the bar. If a complaint is brought before the Executive Committee and found to be detrimental to the nature of the Bar. A member maybe barred from drinking at the bar for, but not limited too one month. If misconduct continues, the member may have their membership canceled without refund of dues. If a non-member's conduct threatens the nature of the bar they may also be barred from the Post for but not limited to one month. If misconduct continues the non-member maybe barred indefinitely. Each complaint or issue will be reviewed case by case by the Executive Committee and if need be, brought forth for a vote during a Regular meeting. Misconduct maybe verb or non-verbal conduct.

### **ARTICLE III**

#### **Contingency Responsibilities for Post Officers**

Sec. 1.

In Order to insure the Post continues to function in the absence of the appropriate committees the following officers will assume the listed duties.

- a. 1<sup>st</sup> Vice Commander will assume the responsibility of recruitment. He/she will work in coordination with the Post Adjutant in maintaining post membership.
- b. 2<sup>nd</sup> Vice Commander will assume the responsibility of planning, tracking, and coordinating of the entertainment plans of the post.
- c. Post Adjutant will assume the responsibility of membership record keeping. He/she will work in coordination with the 1<sup>st</sup> Vice Commander in maintaining post membership. This includes the processing of all new members, renewals and transfers. This responsibility is coupled with being on the signature card for the membership account so the membership monies can be deposited and State and National dues be sent out.

## **ARTICLE V**

### **Annual Reviews**

#### Sec. 1

Each year the incoming Post Executive committee will review the LLC, insurance, bylaws and Standing Orders. This review should take place within 60 days of the appointment of new officers. This annual review is meant to insure compliance with State and Federal Law as well as compliance with the American Legion and its goals. If deemed necessary the Executive committee may hire outside legal and/or financial assistance to insure compliance with the above organizations. This review will also insure that the incoming officers understand the bylaws and goals set forth by the Post membership and the American Legion State and National departments.

#### Sec. 2

Each year the Post shall conduct a Financial audit.

## **ARTICLE IV**

### **Honorary Life Membership**

#### Sec. 1

An award of Honorary Life Member is a special process in which the Post Commander or Post Adjutant has authority to call a special meeting and do so in such a manner that the Honorary Life Member nominee is left unaware.

#### Sec. 2

Members who wish to nominate another member for an Honorary Life Membership can do so by contacting either the Post Commander or Post Adjutant. The member must be able to explain and quantify why the member is deserving of an Honorary Life Membership.

#### Sec. 3

A quorum of at least 7 Post officers and members must vote unanimously to award an Honorary Life Member. This vote can take place via phone, email or a special meeting. The discussion, names of the quorum and their votes will be recorded by the Post Adjutant the same as monthly meeting minutes. If the Post Adjutant is the nominee then the Post Commander will record the process and submit it to the Post Adjutant for record keeping once the process is complete.

#### Sec. 4

The Post will purchase for the Honorary Life members a Life Membership Card and Life Membership lapel pin from the American Legion Store as long as those items or equivalent are available.

## **ARTICLE IIV**

### **Special Memberships**

#### Sec. 1

In addition to the National and State Departments standard of Members who currently or at one point in time during the year receive Title 10 pay for military service, Earl Gladfletter Post 268 will pay the annual dues for any Post member still serving in uniform. Once military service has been completed by the member he or she will then pay their own dues. The Post Adjutant or Membership Chairmen will maintain a roster of Post Members still currently serving and verify their service each year.

#### Sec. 2

Post 268 will pay the annual dues for Past Commanders. The Post Adjutant or Membership Chairmen will maintain a roster of Past Commanders.

## **ARTICLE IIIIV**

### **Record Keeping**

#### Sec. 1

All records of the Post member or finance shall be kept under lock at the Post or on file in the cloud on the Post's Google account. This is to ensure proper hand off of records pertaining to Post business to the follow-on officers or to the officer's assistant if appointed.

#### Sec. 2

Any electronic documents with a full description maybe emailed to the Post Adjutant for record keeping at the following email address

- a. [americanlegionpost268@gmail.com](mailto:americanlegionpost268@gmail.com)

#### Sec. 3

The Post shall maintain lockable cabinets for safe record keeping.

#### Sec. 4

The Post shall maintain a Google account for communication and ease of record keeping. The Post Commander and Post Adjutant will both have access to the Google account.

Approved \_\_\_\_\_  
(date)

X

\_\_\_\_\_  
Post Commander

X

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Post Staff Jude Advocant