

Bylaws of Squadron 233

ARTICLE I – MEMBERSHIP

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

Section 2. All applications for membership shall be acted upon at the next meeting of the Executive Committee following the making of such application. The Executive Committee shall present such application to the Squadron at its next regular meeting with its recommendation for acceptance or rejection. If a majority or more Squadron members present cast their vote against the acceptance of such applicant, then such applicant shall be recorded as rejected.

Section 3. Each Squadron shall be the judge of its own membership, subject to the restrictions of this Constitution and Bylaws.

ARTICLE II – NOMINATIONS AND ELECTIONS OF OFFICERS

Section 1. At a regular meeting held at least 60 days prior to the Detachment Convention, the Commander shall appoint a nominating committee of three members who will, acting together with and under the advice of the Supervisory Committee of the Post, present to the regular meeting held at least 30 days prior to the Detachment Convention 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 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 received a majority of the votes of the Squadron members in good standing present at the annual meeting.

Section 4. The newly elected officers and members of the Executive Committee shall take office upon installation of the proper authority.

Section 5. Every member of this Squadron in good standing shall be eligible to hold office in this Squadron.

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Section 6. Election results shall be reported to the Post Commander for Post approval after which they will be 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 shall be on forms prescribed by the Department Adjutant. (Source: National Constitution Article IX Sect. 5)

ARTICLE III – 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 Bylaws and the policies and mandates of the National and of the Department Committees of the Son of The American Legion and of the Executive Committee of the Squadron. He shall perform such other duties as are usually incident to the office.

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 them by him, and shall, on his request, preside over the meetings. He shall 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 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 the receiving and disbursing of the funds of the Squadron and shall make reports upon the condition of the Squadron treasury at each regular meeting, and when called for by the Commander or Executive Committee; provided, however, that all disbursements shall first be approved at the Post committee. He shall provide a copy of the Financial Report to the Post Financial Officer for presentation to the Post Membership at a Membership meeting and attach the report to the minutes of the Post. 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 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 nonsectarian 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.

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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. Judge Advocate: The Judge Advocate shall ensure that parliamentary procedures are followed at all Squadron meetings, shall supply professional advice in the conduct of the Squadron business or to procure proper counsel. He shall serve as the Chairman of any committee concerning the Squadron Constitution and/or Bylaws revisions.

Section 10. 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 of this Squadron shall be subject to review and ratification by the host Post.

ARTICLE IV – 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 unexpired term.

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

Section 3. The Executive Committee shall meet for organization and such business as may come before it within fifteen (15) days after the annual election on the call of the Squadron Commander. Thereafter the Executive Committee shall meet at a time determined by the Squadron or as often as said Commander may deem necessary. The Squadron Commander shall call a meeting of the Executive Committee upon the written request of three (3) members of the Executive Committee.

ARTICLE V – POST SUPERVISORY COMMITTEE

Section 1. The jurisdiction over this Squadron shall be exercised by the sponsoring Post, Palm Valley Post #233 Department of Florida, in accordance with their Constitution and By-Laws. It must be constantly borne in mind that the squadron exists through the sponsorship of the Post and is subject to such rules, regulations and supervision as shall be created by the sponsoring Post not in conflict with rules and regulations set up by the National Executive Committee. (Source: Squadron Handbook, 2021)

ARTICLE VI – STANDING COMMITTEES

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

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ARTICLE VII - MEETINGS

Section 1. The Annual Membership meeting of this Squadron shall be held not more than sixty (60) no more than ten days before the Annual Detachment Convention.

Section 2. The General Membership meetings of this Squadron shall be held on the Second Wednesday of each and every month.

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

Section 4. Every member shall furnish to the Adjutant his address and email 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 five (5) days after the same shall have been deposited into 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 sent to each Squadron member and/or posted on the Squadron bulletin board ten (10) days prior to the holding of such meeting and at least thirty (30) days in advance of the holding the annual meeting.

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

Section 7. The Executive Committee shall meet for organization and such business as may come before it within ten (10) days after the annual election on the call of the Commander. Thereafter the Executive Committee shall meet at the call of the Commander at least every three (3) months and as often as the Commander deems necessary. The Commander shall call a meeting of the Executive Committee up the written request of five (5) members of the Executive Committee.

Section 8. Only members in good standing will be privileged to participate in the business of a meeting, vote or hold office in the Squadron.

ARTICLE VIII - QUORUM

Section 1. Five members, in addition a qualified presiding officer, shall constitute a quorum at any meeting of the Squadron.

Section 2. Five members of the Executive Committee shall constitute a quorum for the legal transaction of business.

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ARTICLE IX - FINANCE

Section 1. All funds of this Squadron shall be deposited in a bank. Withdrawals shall only be made upon draft or check signed by the Squadron Commander, Squadron Finance Officer, or Squadron Adjutant as the current authorized signatories. Two signatures are required on all checks. The Post Finance Officer will be an authorized signatory on the signature card (signature resolution) filed with the bank.

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

ARTICLE X – RULES OF ORDER

At any meeting of members held under the provision of these By-Laws, all questions of parliamentary laws and rules of order not specifically provided for in the Constitution and By-Laws will be decided according to the principles laid down in the most current published edition of **Robert's Rules of Order** as published by the trustee for the Robert's Rules Association.

ARTICLE XI - AMENDMENTS

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

Section 2. These Bylaws 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 ten (10) days in advance of the date when such amendment is to be voted upon, notifying said members at such meeting a proposal to amend the Bylaws is to be voted upon.

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SQUADRON CERTIFICATION

We, the following Officers of Squadron 233, Sons of the American Legion, Detachment of Florida, hereby certify that the foregoing Constitution and By-Laws for Squadron 233, was approved by the Squadron at its regular meeting of this Squadron held on the ____ day of _____, 2022, A. D.

SQUADRON COMMANDER

ATTESTED: SQUADRON ADJUTANT

SPONSORING POST #233 CERTIFICATION

POST COMMANDER

ATTESTED: POST JUDGE ADVOCATE

on the ____ day of _____, 2022

DETACHMENT CERTIFICATION

Passed on by the Detachment Judge Advocate on the ____ day of _____, 2022,

DETACHMENT JUDGE ADVOCATE