



## **By-laws**

### **Wayne V. McMartin Squadron #91, Attached to Wayne V. McMartin Post #91, Chandler, Arizona Department of Arizona**

#### **ARTICLE I MEMBERSHIP**

*Section 1:* Applications for membership will be made in writing on SAL applications prescribed therefore by the National Organization.

*Section 2:* All SAL applications for membership shall be acted upon at the next meeting of the Executive Board (E-Board) following making of such SAL application. The E-Board shall review such application at its next regular Squadron meeting with its recommendation for acceptance or rejection. If 3 or more E-Board members cast their vote against the acceptance of such applicant, then such applicant shall be recorded as rejected.

#### **ARTICLE II NOMINATION AND ELECTION OF OFFICERS**

*Section 1:* Squadron Commander shall notify all SAL Squadron #91 members in March that nominations will take place in April and May with vote to follow in the May regular meeting. Communication will be made via post signage, post website, newsletter and/or email.

*Section 2:* At the regular meeting in April the first nomination for officers will take place. Any Squadron member may present the name of another Squadron member for nomination to any office to be filled, for which such Squadron member has not been nominated and accepted, once seconded and upon the acceptance by the Squadron and nominated member, the Adjutant will enter said nomination on the election ballot.

*Section 2a:* All members who are placed for nomination must accept the nomination by voice at the meeting or in writing within 5 days of the meeting.

*Section 2b:* The exception to this rule is write-in votes, a line for write in votes shall be added to each office to be filled on the ballot.

*Section 3:* Absentee ballots shall not be accepted.

*Section 4:* An officer, (Squadron Commander, Area or Detachment Representative), other than Squadron 91, to be present at May meeting for the officiating of election.

*Section 5:* The officers shall be declared elected who have by secret ballot or by acclamation received a majority of the votes of the Squadron members in good standing present at the May meeting.

*Section 6:* The newly-elected officers and appointed officers of the E-Board shall be installed at the next regular squadron meeting or Wayne V. McMartin American Legion Post 91 installations, by proper authority and shall commence on July 1<sup>st</sup>.

### **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 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 E-Board of the Squadron.

*Section 2:* Sr. Vice Commander: The Sr. Vice Commander, who corresponds to the First Vice President of a Squadron, 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:* Jr. Vice Commander: The Jr. Vice Commander, who corresponds to the 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 E-Board 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 E-Board. He shall perform such other duties as are usually incident to the office. He shall ensure that all funds are held in a federally insured financial institution, and in Wayne V. McMartin Squadron #91 name.

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

*Section 7:*        Chaplain: The Chaplain shall perform such divine and non-sectarian services 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.

#### **ARTICLE IV STANDING COMMITTEES**

*Section 1:*        Upon recommendation of the Squadron Commander, the E-Board shall appoint such standing committees (term limited) as it shall deem advisable for the benefit of the membership of the Squadron as a whole.

#### **ARTICLE V MEETINGS**

*Section 1:*        The regular stated meeting of this Squadron shall be held on the 3<sup>rd</sup> Sunday of each and every month, except when a holiday occurs, or day before holiday, then the 4<sup>th</sup> Sunday will be the meeting date.

*Section 2:*        Special meetings shall be called upon a majority vote of the E-Board or upon the written request of ten Squadron members.

*Section 3:*        Every member's responsibility shall be to furnish to the Adjutant his address and phone number, 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 days after the same shall have been deposited in the local post office addressed to such member at such post office address.

*Section 4:*        Notice of all special meetings of the Squadron shall be communicated via post signage, post website and/or email, seven calendar days prior to the holding of such meeting.

*Section 5:*        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.

#### **ARTICLE VI QUORUM**

*Section 1:*        Four members, and an elected presiding officer (Squadron Commander, Sr. Vice Commander, Jr. Vice Commander), shall constitute a quorum at any meeting of the Squadron.

*Section 2:*        Five members of the E-Board shall constitute a quorum for the legal transaction of business.

**ARTICLE VII  
FINANCES**

*Section 1:* All funds of this Squadron shall be deposited in a bank by the Finance Officer. Withdrawals shall only be made by check signed by the Finance Officer and alternate, and/or Post Commander, or debit card with maximum per transaction charge of \$50 (Fifty) dollars.

*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 monies handled in a single year.

**ARTICLE VIII  
RULES OF ORDERS**

*Section 1:* Roberts' Rules of Order shall govern the procedure at all Squadron meetings.

**ARTICLE IX  
DISCIPLINE**

*Section 1:* The Commander and E-Board in executive session shall act upon any disciplinary action. Action taken shall be reported at the next regular membership meeting.

**ARTICLE X  
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 five 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.

All provisions of the By-laws were accepted and ratified on ?

Commander  
Tim Harvey

By-Law Committee  
Bob Hath  
Kris Kryskowiak  
Gary Barros  
Frank Ramirez