



BY-LAWS

SONS OF THE AMERICAN LEGION

VETERANS MEMORIAL SQUADRON 347

LADY LAKE, FLORIDA

DETACHMENT OF FLORIDA

EST. January 2007

Drafted November 2013

INDEX OF THE CONTENTS

**SONS OF THE AMERICAN LEGION
VETERANS MEMORIAL SQUADRON 347
BY-LAWS**

BY-LAWS

ARTICLE I: NAME AND PURPOSE3
ARTICLE II: MANAGEMENT.....3
ARTICLE III: DUTIES OF OFFICERS.....3
ARTICLE IV: APPOINTMENTS;.....5
ARTICLE V: MEETINGS.....5
ARTICLE VI: NOTICE5
ARTICLE VII: LIMITATIONS AND LIABILITIES5
ARTICLE VIII: FINANCE5
ARTICLE IX: AMENDMENTS.....6
ARTICLE X: ADOPTION.....6
ARTICLE XI: SIGNING.....7

BY-LAWS
SONS OF THE AMERICAN LEGION VETERANS MEMORIAL SQUADRON 347
LADY LAKE, FLORIDA

ARTICLE I: NAME AND PURPOSE

1. This Squadron, Sons of the American Legion Veterans Memorial, Squadron 347, existing under these By-Laws, shall operate as a non-profit organization and as an integral part of the National Sons of the American Legion; the Detachment of Florida, Sons of the American Legion; and Veterans Memorial Post 347, The American Legion. The objectives of this Squadron are as set forth in the National Sons of the American Legion Constitution; the Detachment of Florida, Sons of the American Legion Constitution; and the Constitution of the Sons of the American Legion Veterans Memorial, Squadron 347.

ARTICLE II: MANAGEMENT

1. The day-to-day management of this Squadron is entrusted to the Executive Committee. All standing committees will report to the Executive Committee through their respective Chairmen.
2. The Executive Committee shall consist of all elected and appointed Squadron officers, **immediate past** Squadron Commander of Veterans Memorial Squadron 347 in good standing, and Members-At-Large. Appointed Assistant Officers shall not have voting rights.
3. Any vacancy occurring on the Executive Committee for whatever reason shall be declared a vacant office and shall be filled by a candidate appointed by the Squadron Commander and approved by a majority vote of the Executive Committee. If the vacancy cannot be filled in this manner, the vacant office will be subject to nomination and election by the Squadron membership during a regular Squadron Membership Meeting. Members of the Squadron may hold only one (1) elected position in the Squadron in any one (1) administrative year. In the event that a committee member or officer is absent from either a Squadron or Executive Committee meeting for three (3) consecutive meetings without valid excuse, he shall be charged with neglect of duty by the Squadron Commander and a trial held in accordance with Article X, Section 18 of the Constitution of the Detachment of Florida, Sons of the American Legion.
4. After their election, the incoming Executive Committee shall meet before their installation for organizational purposes. The first regular meeting of the Executive Committee shall be held not more than one (1) month following the installation of officers. Thereafter Executive Committee meetings shall be held at least monthly. Members of the Squadron in good standing may attend Executive Committee meetings, but may not vote. The Squadron Commander may call a special meeting of the Executive Committee or a special meeting may be called upon by at least four (4) members of the Executive Committee. A minimum of at least twenty-four (24) hours notice of a special meeting must be given by the Squadron Commander. Fifty (50%) percent plus one (1) shall constitute a quorum for an Executive Committee meeting.

ARTICLE III: DUTIES OF OFFICERS

1. Duties of all officers will be described in the most recent copy of the Squadron Handbook of the Sons of the American Legion distributed by National Headquarters, in addition to those outlined in the Sons of the American Legion, Veterans Memorial Squadron 347 Constitution and By-Laws. The First and Second Vice-Commanders may assume the duties of another officer due to that officers absence, or when called to do so by the Squadron Commander or the Executive Committee. Duties will not exceed a period of 90 days. After 90 days the position will be declared vacant and the position will be filled by a candidate appointed by the Squadron Commander and approved by a majority vote of the Executive Committee. If the vacancy cannot be filled in this manner, the vacant office will be subject to nomination and election by the Squadron membership during a regular Squadron Membership Meeting. The member will remain in the position for the remainder of the term of office.

- 2. Duties of the Squadron Commander:** The Squadron Commander will preside over all business and affairs of the Squadron; shall act as Chief Executive Officer of the Squadron and file an annual report at the end of the elected term reviewing the past year's Squadron business and make recommendations for the coming year. This report shall be read at the annual Election Meeting and filed with the Squadron Adjutant as a matter of record. The Squadron Commander will act as ex-officio member of committees. The Squadron Commander shall be responsible for seeing that, in his absence, there is at least one (1) officer conducting Squadron affairs in his stead. This person may include the First Vice-Commander, Second-Vice Commander, Squadron Adjutant, or the immediate Past Squadron Commander in good standing.
- 3. Duties of the First-Vice Commander:** The First Vice-Commander shall assume all the duties of the Commander in the event of the Commander's absence or disability or when called upon to do so by the Commander or Executive Committee. The First Vice-Commander shall have the responsibility for membership and chair the Membership Committee. The First Vice-Commander shall be in charge of contacting possible and interested new members, the renewal of present members, the reinstatement of lapsed or delinquent members, and shall render a report of membership at each monthly meeting or when requested to do so by the Squadron Commander or Executive Committee.
- 4. Duties of the Second Vice-Commander:** The Second Vice-Commander shall be in charge of the entertainment and activity programs of the Squadron and chair the Entertainment and Activities Committee. The Second Vice-Commander may also serve on the Membership Committee and act as chair of this committee in the First Vice-Commander's absence or disability, or when called upon to do so by the Squadron Commander or Executive Committee.
- 5. Duties of the Squadron Adjutant:** The Squadron Adjutant shall have charge of and shall keep full and correct record of all proceedings of the Squadron and Executive Committee meetings, keep records as the National and State Detachment organizations may require, and under the direction of the Squadron Commander, shall handle all correspondence as necessary.
- 6. Duties of the Squadron Treasurer:** The Squadron Treasurer shall be charged with the custody of all Squadron funds; ensure that the funds of the Squadron are deposited in the proper accounts, and shall keep an itemized account of all monies received and disbursed through the account(s) of the Squadron. A written finance report shall be rendered to the Squadron membership and the Executive Committee at their scheduled meetings and a copy submitted to the Squadron Adjutant as a permanent record. The Squadron Treasurer shall pay all invoices by check as authorized by the Squadron membership, advise the Executive Committee on all financial matters as they may require, and perform such other duties concerning financial matters as may be directed by the Squadron membership and the Executive Committee.
- 7. Duties of the Squadron Historian:** The Squadron Historian shall be responsible for the historical records and incidents of the Squadron and its members and shall perform other duties as determined by the Squadron Commander and Executive Committee.
- 8. Duties of the Squadron Chaplain:** The Squadron Chaplain shall be in charge of the spiritual welfare of the Squadron and shall offer divine, but non-sectarian, services at meetings, dedications, funerals, public functions, and to the community as needed. The Squadron Chaplain shall adhere to the National or State Detachment recommendations for ceremonial rituals and to visit the sick and assist, if requested, in funeral duties. The Squadron Chaplain will be responsible for mailing appropriate Sympathy / Get Well cards for the Squadron.
- 9. Duties of the Sergeant-At-Arms:** The Sergeant-At-Arms shall preserve order at all meetings and shall perform other duties as assigned by the Squadron Commander or the Executive Committee. He shall be custodian of all colors and Squadron ceremonial equipment and introduce visiting Sons of the American Legion, Legionnaires, and other guests to the Squadron Commander during meetings.
- 10. Duties of the Judge Advocate:** The primary duty of the Judge Advocate is to supply advice in the conduct of the Squadron business or to procure proper counsel and is the guardian of the constitution form of the Squadron government including the construction and interpretation of the National, Detachment and Squadron Constitution and By-Laws. The Judge Advocate shall be an advisor to the Executive Committee as a lawfully constituted body only and shall be an advisor to the Commander or any other officer. He shall perform such other duties as are usually incident to the office.]

ARTICLE IV: APPOINTMENTS

1. The Squadron Commander, upon being elected, shall appoint officers and committee chairmen to be accepted by the Executive Committee. Each committee shall consist of such members as deemed necessary by the Committee Chairman and approved by the Executive Committee.
2. Membership Committee: The First Vice-Commander shall chair the Membership Committee which may consist of the Second Vice-Commander and at least one (1) Squadron member in good standing. The committee shall review all matters concerning membership of the Squadron including procurement of new members, reinstatement of former members, renewal of present members, and present prospective members to the membership for their approval.
3. Entertainment and Activities Committee: The Entertainment and Activities Committee shall act as the social planning entity of the Squadron with the sole purpose of carrying out all social and entertainment activities. The Second Vice-Commander shall chair this committee.
4. Finance Committee: The Squadron Treasurer will chair this committee with the other members acting as committee members. This committee shall be charged with administration of the financial policy as approved by the Executive Committee. This committee shall prepare a budget recommendation, supervise receiving of funds, disbursing of funds, and accounting for all Squadron funds. This committee will also review all committee funds and prepare a resulting report to the Executive Committee for review.
5. Audit Committee: An audit of the financial records shall be made annually or upon the request of the Executive Committee at any time. The audit shall be made by an Audit Committee.

ARTICLE V: MEETINGS

1. There shall be at least one (1) Squadron meeting every month during the year. Squadron meetings will be held the Third Wednesday of each month at 7:00 P.M. at the Veterans Memorial Post 347 Home in Lady Lake, Florida. Executive Committee meetings shall be held monthly as needed, at the Veterans Memorial Post 347 Home in Lady Lake, Florida. Business of the Squadron shall be transacted as may be properly brought forth. Any monthly Squadron Membership Meeting may be converted or changed into a social or entertainment meeting or may meet at different locations with the approval of a majority of the Executive Committee..
4. The drinking of alcoholic beverages in the Veterans Memorial Post 347 Home, by Squadron members, shall be prohibited during any Squadron Membership Meeting. The consumption of any alcoholic beverage during a membership, committee, or special meeting by anyone in attendance is prohibited, [unless the meeting is deemed a social event].

ARTICLE VI: NOTICE

1. Every member of the Squadron shall furnish the Squadron Adjutant with his current mailing address and phone number.
2. Upon remanding of the Charter and disestablishment of Sons of the American Legion, Veterans Memorial Squadron 347, the assets shall revert to the Sons of the American Legion, Detachment of Florida upon payment of all obligations by the Squadron Treasurer.

ARTICLE VII: LIMITATIONS AND LIABILITIES

1. This Squadron, or any member of this Squadron, shall not incur, or cause to be incurred, any liability or obligation whatsoever that would be subject to liability of any other Squadron, Post, subdivision, group, or persons, members of the American Legion Veterans Memorial, members of the Sons of the American Legion Veterans Memorial, or other individuals, corporations, or organizations.
2. All requests for charitable contributions shall be in writing and referred to the Executive Committee and Legion Advisor Chairman for approval before being acted upon by the Squadron membership.

ARTICLE VIII: FINANCE

1. Sources of revenue shall include, but not be limited to, the following: membership dues, sale of Squadron articles, outside activities approved by the Executive Committee, and internal activities associated with the Veterans Memorial Post 347 Home in Lady Lake, Florida with approval by the Squadron Executive Committee and the Legion Advisor Chairman, Veterans Memorial Post 347 Executive Committee.

2. The Finance Committee budget recommendation shall be submitted to the Executive Committee for review after the installation of new officers in July. Approval of the budget constitutes authorization by the membership for all invoices related to the routine operation of this Squadron. All other expenditures, such as non-routine, over budget, and capital item expenditures require specific authorization by the Squadron membership. Unless approved in the budget, all expenditures must be approved by the Executive Committee prior to being presented to the Squadron membership. Once presented, the amount cannot be increased without verification by the Squadron Treasurer, that funds are available. The Executive Committee is responsible for the day-to-day operational expenses of the Squadron and reserves the right to increase the expenditure to what may be necessary, amending the budget at a special or regular meeting of the Executive Committee.

3. There shall be an audit of the Squadron Treasurers ledgers annually, during the month of June, in accordance with Article VII of the Sons of the American Legion, Veterans Memorial Squadron 347 Constitution. The Squadron Treasurer and Audit Committee will ensure all necessary information is readily available and a complete written report of the audit shall be made to the Executive Committee within thirty (30) days. The Audit Committee will examine the Squadron balance sheets and related items of income and expenses.

ARTICLE IX: AMENDMENTS

1. These By-Laws may be amended at any Squadron meeting by a vote of two-thirds (2/3) of the members of said Squadron attending such regular Membership Meeting, provided that the proposed amendment shall have been submitted in writing and read at the next proceeding regular meeting of said Squadron and provided further, that 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.

2. By-Laws will be reviewed by the Executive Committee at least every (5) five years.

ARTICLE X: ADOPTION

1. These By-Laws shall become effective immediately upon approval by the Squadron Executive Committee and Squadron membership, confirmed by the Detachment of Florida Sons of the American Legion, and a copy filed with the Detachment Adjutant's office with certification of approval issued to the squadron.

2. These By-Laws shall be considered an interim document until certified by the Detachment of Florida, Sons of the American Legion Veterans Memorial, and will be used as a basis of business as approved by the Executive Committee and Squadron membership until said certification.

3. The day to day operation of Sons of the American Legion Veterans Memorial, Squadron 347 will be determined by the Executive Committee, in accordance with the National and State Detachment Constitutions of the Sons of the American Legion, until the adoption of these By-Laws.

Presented to Squadron Membership:

Readings: (1st reading 10/16/2013) (2nd reading 11/20/2013)

Squadron Membership Approval: (11/20/2013)

ARTICLE XI: Signing

Adopted by The Sons of The American Veterans Memorial Squadron 347 during their regular membership meeting on November 20, 2013

X _____
Phillip D. Stroud
Veterans Memorial Squadron 347 Commander

X _____
Richard L. Duncan
Veterans Memorial Squadron 347 Adjutant

Approval by the sponsoring Post of The American Legion

X _____
Timothy J. Tierney
Veterans Memorial 347 Commander

X _____
Micheal Seidel
Veterans Memorial 347 Adjutant

Final approval by The Sons of The American Legion, Detachment of Florida by the Detachment Judge Advocate and The American Legion, Department of Florida by the Department Judge Advocate.

X _____
Allen Holley
Detachment Judge Advocate

X _____
PDC Larry Sheets
Department Judge Advocate