**Bylaws of The Sons of the American Legion Squadron 77 attached to The American Legion Post No. 77, Department of Arkansas.**

**ARTICLE I**

**MEMBERSHIP**

Section 1. Applications for membership shall be made in writing on blanks prescribed therefore by the national organization, and reviewed and considered by the Executive Committee.

Section 2. All applications for membership shall be acted upon at the call 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 one-half or more of Squadron members in attendance cast their vote against the acceptance of such applicant, then such applicant shall be recorded as rejected, and any monies paid are refunded.

Section 3. The officers of this squadron, as described in Article III of these bylaws, shall constitute the Executive Committee of this squadron.

Section 4. A veteran applying for membership in the squadron, upon acceptance pursuant to above, shall have their first-year membership dues paid from the squadron finances, with the full rights and benefits being bestowed as if normal dues had been paid by the veteran.

Section 5. A veteran applying for membership within the squadron, is NOT required to be a member of the parent post. Additionally, the veteran applying for membership in the squadron is not required to be a member of any American Legion post, although Post membership will be highly encouraged.

**ARTICLE II**

**NOMINATION AND**

**ELECTION OF OFFICERS**

Section 1. At the first regular meeting in June, 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 first regular meeting in July, 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 accepted by the nominee, the same shall be considered as though contained in the report of the nominating committee. The presiding officer shall then make three calls for any additional nominees.

Section 3. There being no further additions or submissions of nominees, the compiled list of proposed nominees shall be read aloud and accepted by the Squadron as the proposed candidates for election during the annual meeting.

Section 4. 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. In the event of only one nominee for a position, the nominee shall be considered elected by acclimation.

Section 5. The newly elected officers and members of the Executive Committee shall take office at the next regular meeting, at which time they shall be installed by proper authority.

Section 6. With approval from the General membership in attendance, and with authorization from the Post Supervisory Committee or Post Commander, the newly elected Executive Committee may be installed immediately after the elections and assume the duties of their respective offices.

**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 Detachment Committees of the Sons of the American Legion, and of the 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 oversee 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 oversee 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 Detachment 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 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 Executive Committee; provided, however, that all disbursement shall first be approved by the Post Supervisory Committee heretofore referred to in Section 4, Article I, of the National Bylaws. 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 Post and shall compile during his term of office a complete history of the year’s activities.

Section 9. Parliamentarian: A Parliamentarian may be appointed as decided by the general membership. The duties of the Parliamentarian shall be to ensure the procedures and decorum, as set forth by the Squadron, Detachment and/or National directives are adhered to during all meetings. Additionally, the Parliamentarian shall be familiar with the provisions of Roberts Rules of Order, which will be the guiding principal in all matters not specifically covered under the Squadron Constitution or Bylaws. The Parliamentarian shall have authority over all officers and members of the squadron regarding breaches of procedure or decorum as set forth above.

**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 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.

**ARTICLE V**

**POST SUPERVISORY COMMITTEE**

Section 1. The jurisdiction of The American Legion Post No. 77, Department of Arkansas, The American Legion over this Squadron, shall be exercised through a committee of three or more members of said Post appointed annually by the Post Executive Committee on nomination of the Post Commander.

Section 2. The Squadron Commander and Squadron Adjutant shall be kept advised of any changes in the membership of the Post Supervisory Committee.

Section 3. The Post Supervisory Committee shall function as a guiding body and liaison between the Squadron Commander and/or Squadron Executive Committee and the American Legion Post, Post Commander and/or Post Executive Committee as needed.

**ARTICLE VI**

**STANDING COMMITTEES**

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

Section 2. All standing committees shall be considered disbanded at the annual meeting, unless the committee is disbanded prior to the annual meeting by direction or vote.

**ARTICLE VII**

**MEETINGS**

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

Section 2. The squadron shall hold a regular general membership meeting each and every month, unless changed by a majority vote of the general members in attendance at a previous general membership meeting, provided the reason for the change is entered into the formal minutes for the squadron.

Section 3. Special meetings shall be called upon a majority vote of the Executive Committee or upon the written request of 10 Squadron members.

Section 4. Every member shall furnish to the Adjutant his contact information, 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 4a. Electronic mailing addresses may be used in lieu of standard mailing addresses, only if the electronic mailing address can support all the above stipulations set forth for a standard mailing address, and has been confirmed by the Squadron Adjutant as a valid contact means for the member.

Section 5. Notice of all special meetings of the Squadron shall be given to each Squadron member 72 hours prior to the holding of such meeting and at least seven days (one week) 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 Executive Committee shall meet for organization and such business as may come before it within 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 months and as often as said Commander may deem necessary. The Commander shall call a meeting of the Executive Committee upon the written request of five members of the committee.

**ARTICLE VIII**

**QUORUM**

Section 1. Six members, besides a qualified presiding officer, shall constitute a quorum at any monthly meeting of the Squadron.

Section 2. A qualified presiding officer shall be the Squadron Commander, or the First or Second Vice Commander.

Section 3. A majority of the non-vacant positions of the Executive Committee, in addition to a qualified presiding officer, shall constitute a quorum for the legal transaction of business.

**ARTICLE IX**

**FINANCES**

Section 1. All funds of this Squadron shall be deposited in a financial institution by the Finance Officer or formerly approved member. Withdrawals shall only be made upon draft or check signed by the Finance Officer, with approval from the Squadron Commander or majority of the Executive Board approval.

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, or as directed by Post, Detachment or National requirements.

**ARTICLE X**

**RULES OF ORDER**

Section 1. The procedures at all squadron meetings shall be governed by Robert’s Rules of Order.

**ARTICLE XI**

**AMENDMENTS**

Section 1. These bylaws are adopted, subject to the provisions of the National Bylaws and the 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 made available 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 Bylaws is to be voted upon.

**ARTICLE XII**

**ANNEXES**

Section 1. For matters not specifically covered by the Squadron Constitution or Squadron Bylaws, the executive committee may develop and maintain standing directives as a separate set of Annexes to these bylaws.

Section 2. The Annexes referenced above shall be considered a set of living documents which may be updated and changed by a majority vote of the executive committee or general membership, to maintain efficient performance of the squadron in all matters not specifically covered by the Squadron Constitution, Squadron Bylaws or similar documents of the Detachment and National levels.