

BY-LAWS
OF THE
SONS OF THE AMERICAN LEGION
SQUADRON 318

ARTICLE I
Membership

SECTION 1: Squadron membership is open for consideration of any individual meeting eligibility requirements as set forth in Constitutions of Nation, Detachment, and District, upon submission of appropriate application and proof of eligibility.

ARTICLE II
Nomination and Election of Officers

SECTION 1: At the March Squadron meeting, the Commander shall appoint a Nominating Committee to produce a slate of nominees for the elected offices. The Nominating Committee's slate of nominees shall be presented at the April meeting, following which the Adjutant shall call for any nominations for the elected offices from the floor, after which nominations shall be closed.

SECTION 2: Notice shall be provided to all Squadron Members of the slate of candidates to be presented for election at the May meeting, Such written notice shall be provided a minimum of ten (10) days prior to date election is to be held.

SECTION 3: Elections shall be conducted by secret ballot, and shall require the receipt of a majority of the vote of those present at election meeting in good standing, except where there is only one nominee for any given office and there is no contest, wherein the Adjutant shall call for casting of one unanimous ballot on behalf of the uncontested offices.

SECTION 4: Those officers declared elected shall be installed at June meeting, and will assume their respective offices following the installation.

SECTION 5: Officers and Committee Chairs, elected or appointed, serving on Executive Committee assume such role upon installation.

ARTICLE III
Duties of Officers

SECTION 1: The COMMANDER, who is the equivalent to the president of an organization, shall be the Executive head of this Squadron, with the full authority to enforce the provisions of the Squadron Constitution and By-Laws, and the policies and mandates established by Anderson Post 318, Squadron 318 Executive Committee and the S.A.L. District, Detachment and National mandates.

SECTION 2: The 1st VICE COMMANDER, who is the equivalent to the 1st vice president of an organization, shall act as a representative of the Commander on all matters referred to him, and in absence of Commander, and shall specifically be in charge of of Squadron membership, and performing such other duties as are incident to his office.

SECTION 3: The 2nd VICE COMMANDER, who is the equivalent to the 2nd vice president of an organization, and shall also act as a representative of the Commander on all matters referred to him., or in absence of Commander and 1st Vice Commander, and shall specifically be in charge of Squadron activities, and performing such other duties as are incident to his office.

SECTION 4: The ADJUTANT, who is the equivalent to the secretary of an organization, shall be charged with the administrative duties required in carrying out the policies and mandates of the National, Detachment, and District

Committees of the S.A.L., as well as the policies and mandates of the Anderson Post 318 and Squadron 318's Executive Committees. He shall timely file all necessary reports required by previously stated entities. He shall submit copies of Minutes from all Squadron General and Executive Committee meetings to the Anderson Post 318 Adjutant.

SECTION 5: The FINANCE OFFICER, shall be the custodian of Squadron funds. He shall be charged with receiving and disbursing of Squadron funds, and shall make reports on the condition of the Squadron treasury when called for by the Squadron Commander, or Executive Committee; provided, however, that all disbursements shall first be approved by Squadron membership or Executive Committee, if the amount exceeds \$100.00. He shall perform duties as are usually incident to the office. He will be responsible for conferring with the Finance Officer of Anderson Post 318 in setting up, and maintaining the financial records and accounts of the Squadron in a manner prescribed by Post 318's Finance Officer, and shall submit copies of Squadron financial reports normally prepared, or requested to be prepared.

SECTION 6. The SERGEANT-AT-ARMS, shall be charged with the responsibility of preserving order at all Squadron meetings, and shall maintain custody of the Squadron colors. He shall perform such other duties as are usually incident to the office.

SECTION 7: The CHAPLAIN, shall perform such divine and non-sectarian service as may be necessary; adhering to such ceremonial rituals as may be prescribed by National and Post Activities Committee of the American Legion.

SECTION 8: The HISTORIAN, shall collect from year to year all records and data of value and interest to the S.A.L and American Legion, and shall compile during his term a complete history of the year's activities.

SECTION 9: Should a vacancy in Commandeer position occur during the year, the 1st Vice Commander shall succeed to that office. Should a vacancy in 1st Vice Commander position occur during the year, the 2nd Vice Commander shall succeed to that office. Should a vacancy occur in 2nd Vice Commander; Adjutant; Finance Officer; Chaplain; or Historian during the year, the Squadron Commander, with consent of the Squadron Executive Committee shall appoint a member of the Squadron to fill the vacancy for the balance of the vacant term.

ARTICLE IV Executive Committee

SECTION 1: The Squadron Executive Committee shall confirm any filling of a vacancy in the membership of the executive Committee occurring between annual elections, for the remainder of the unexpired term.

SECTION 2: Any Squadron officer or committeeman may be removed for inefficiency by the Executive Committee, upon a two-thirds vote of said committee. An officer or Executive Committeeman who, without approval of the Squadron Commander, is absent from two or more consecutive Executive Committee meetings can, upon due investigation by the Executive Committee, be held to be sufficient proof of inefficiency, warranting such removal.

ARTICLE V American Legion Post 318 S.A.L. Advisor / Advisory Committee

SECTION 1: The jurisdiction and oversight of American Legion-Anderson Post 318 over S.A.L. Squadron 318 shall be exercised by the appointed Post 318 S.A.L Advisor and the appointed Post 318 members of the S.A.L. Advisory Committee. These appointments shall be made by the Post 318 Commander annually, with approval of the Post 318 Executive Committee.

ARTICLE VI STANDING COMMITTEES

SECTION 1: Upon nomination of the Squad Commander, the Executive Committee shall annually appoint such standing committees as it shall deem advisable and necessary for the benefit of the membership and Squadron goals

and objectives.

ARTICLE VII Meetings

SECTION 1: The regular stated Squadron General Membership Meetings shall be held a minimum of monthly.

SECTION 2: Executive Committee Meetings shall be held a minimum of monthly.

SECTION 3: Special Meetings, of General Membership or Executive Committee, may be called upon request of a majority of the Executive Committee.

SECTION 4: Notice of all Special Meetings shall be mailed, or emailed to each member, seven (7) days previous to holding of such a meeting. Notice shall include object and purpose of meeting, and any business conducted at that meeting shall be limited to the object and purpose stated in said notice,

ARTICLE VIII Quorum

SECTION 1: Representation by at least ten percent (10%) of Squadron membership, inclusive of fifty percent (50%) of filled Squadron officers shall constitute a quorum for transaction of any regular Squadron Meeting business.

SECTION 2: Representation by at least fifty percent (50%) of Squadron Executive Committee members shall constitute a quorum for the legal transaction of Executive Committee Meeting business.

ARTICLE IX Finances

SECTION 1: All Squadron funds shall be deposited in a bank or financial institution, by the Squadron Finance Officer, as is approved by Post 318 Finance Officer. Withdrawal of Squadron funds shall only be made by draft or check signed by the Squadron Finance Officer, or Squadron Commander.

SECTION 2: All persons handling money shall be bonded.

SECTION 3: The Squadron financial records shall be subject to audit, at request of Post 318 Financial Officer, at a minimum of annually. Audit committee shall consist of representation from both Squadron 318 (appointed by Squadron 318 Commander) and Post 318. (Appointed by Post 318 Commander).

SECTION 4: Any Squadron member or Executive Committeeman needing to be reimbursed for Squadron expense shall submit a Reimbursement Form, which must be signed and dated, and then approved by Squadron Executive Committee.

ARTICLE X Rules of Order

SECTION 1: Procedure and process at all Squadron meetings shall be governed by Robert's Rules of Order.

ARTICLE XI Amendments

SECTION 1: These By-Laws are adopted, subject to provisions of the S.A.L. National, Detachment, and District By-Laws and policies and mandates of American Legion-Anderson Post 318, all of which this Squadron is a subordinate member. Any amendment to the S.A.L. National, Detachment, and District By-Laws, and

policies and mandates of American Legion-Anderson Post 318, which is in conflict with any provisions herein, 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 General Membership Meeting by a vote of two-thirds of members attending such regular meeting, providing: the proposed amendment shall have been submitted in writing to the Squadron Executive Committee and approved by them; submitted to, and approved by Post 318 S.A.L. Advisory Committee ; and the proposed amendment has been read to the membership at the previous regular meeting; and that written notice has been mailed, or emailed to all Squadron members a minimum of thirty (30) days in advance of meeting at which proposed amendment is to be voted upon.

ATTESTATION: These S. A.L. Squadron 318 By-Laws have been reviewed and confirmed for adoption by the following:

Squadron 318 Executive Committee: /s/ John Short Date 2/1/23
(Squadron Commander)

Anderson Post 318 S.A.L Advisory Committee: /s/ Anthony Capetillo Date 2/1/23

Adopted by Squadron 318 Membership this 1 day of February, 2023

Attested to by: /s/ Robert Herking (Squadron 318 Adjutant)