

**Constitution and By-Laws Revision C**  
**American Legion Sunnyslope Post # 75, Department of Arizona**



**The Constitution And By-Laws Of Sunnyslope Post # 75 Are For The Guidance Of All Comrades And Future Comrades. It Will Serve A Useful Purpose If All Will Become Familiar With Provisions Herein.**

**A Great Deal Of Credit Is Due To Those Pioneer Comrades Who Made It Possible For Us To Have The Present Post Home, With All Its Modern Conveniences. Only By The Continued Support And Activities Of The Entire Membership Will Our Post Grow.**

**Comrades, There Are A Great Many Dedicated Members Who Are Constantly Working For The Benefit Of All. Keep In Mind That This Is Your Post, Your Post Home. Join In The Post Activities And Do All You Can To Instill In All Eligible Veterans What The American Legion Stands For And That Our Post Is Always Ready To Welcome Them.**

**Let Us Continue To Go Always Forward**

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# **CONSTITUTION**

## **PREAMBLE**

**For God and Country, we associate ourselves together for the following purposes: To uphold and defend the Constitution of the United States of America; to maintain law and order; to foster and perpetuate a one hundred percent Americanism; to preserve the memories and incidents of our association in the Great Wars; to inculcate a sense of individual obligations to the community, state and nation; to combat the autocracy of both the classes and the masses; to make right the master of might, to promote peace and good will on earth; to safeguard and transmit to posterity the principals of justice, freedom and democracy; to consecrate and sanctify our comradeship by our devotion to mutual helpfulness.**

## **ARTICLE I: NAME**

**Section 1**     The name of this organization shall be American Legion, Sunnyslope Post # 75, Incorporated, Department of Arizona.

## **ARTICLE II: OBJECTIVE**

**Section 1**     The objectives and purposes of this Post shall be to promote the principles and policies as set forth in the foregoing preamble and the National and Departmental Constitution of the American Legion.

## **ARTICLE III: NATURE**

**Section 1**     This Post is a civilian organization and membership therein does not affect or increase the liability for military or police service.

**Section 2**     This organization shall be absolutely non-political and shall not be used for dissemination of partisan principles or for the promotion of the candidacy of any person seeking public office or preferment.

**Section 3**     Rank does not exist in the American Legion: No member shall be addressed by his or her military title in any meeting of the Post.

**Section 4**     No elected Officer of Sunnyslope Post # 75 shall be a salaried employee; except in an emergency when the Officer may accept a paid position for a sixty (60) day period when approved by the Executive Board.

**Section 5**     "He" is non-gender specific.

## **ARTICLE IV: MEMBERSHIP**

**Section 1**     Eligibility for membership in the Post shall be prescribed by the National Constitution of the American Legion.

**Section 2**     Application for membership shall be made utilizing the standard American Legion membership application form. Service dates and qualifications must be supported by applicant's records, DD214 or equivalent.

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- Section 3** All applications for membership, new and transfers shall be acted upon by the Post Commander and/or Adjutant in compliance with Post policy and the American Legion Regulations. A rejected application shall not be reconsidered until after the expiration of six (6) months from the date of such rejection.
- Section 4** Any member of this Post may be expelled for cause by a two-thirds vote of the Executive Board after charges are preferred, under oath, in writing and a fair trial held on the same, providing further, that such trial shall be held in accordance with National and Departmental Rules and Regulations. This trial shall be chaired by the Post Judge Advocate except when he is the defendant; then the Commander shall chair said trial.
- Section 5** Any member who has been expelled or suspended from this Post for any cause may be reinstated to membership by a two-thirds vote of the membership present in a Post General Membership Meeting.
- Section 6** No Person who has been expelled by another Post shall be admitted to membership in this Post without consent of the expelling Post, except that where such consent has been asked for and denied by such Post, he or she may appeal to the State Executive Committee of the Department of the expelling Post and shall be ineligible for membership until such permission has been granted.
- Section 7** Nothing in Section 4, 5, or 6 shall deny an applicant who has been rejected or expelled to appeal to the Department of Arizona. The American Legion, as provided for in Article XI of the Department Constitution.
- Section 8** Life Membership. A member who shall have rendered distinguished service to the Post or the American Legion, provided that mere service as an Officer, committeeman or employee of the Post shall not of itself constitute distinguished service as referred to herein, may be considered for nomination. This nomination of a member for election to Life Membership shall be in writing and shall set forth in detail the distinguished service(s). This information shall be given to the Life Membership Committee for their consideration and nomination. The Committee shall have the authority to investigate the nomination. Nominees selected will have no knowledge of their selection until such time as a public announcement and presentation takes place at a special occasion within the second quarter of the year. A maximum of four (4) nominees may be selected annually. Final Committee decision will be made in February so that suitable arrangements for the presentation may be made in time.
- Section 9** The resignation of a member indebted to the Post shall take effect only when accepted by the Executive Committee. All interest of resigning member in the property or assets of the Post, and of member ceasing to be such by dismissal, shall be vested in the Post, and such resignation or dismissal shall operate as a release of assignment to the Post of all right, title, and interest of such member or members in and to the property of the Post.

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**ARTICLE V: OFFICERS**

- Section 1** The administrative affairs of this Post of the American Legion, except as otherwise provided by the By-Laws, shall be under the supervision of an Executive Board which shall consist of elected and appointed Officers of the Post. The term of office of the members of the Executive Board shall be one (1) year. The Post, by its By-Laws, may provide for such other standing committees or Boards as the business of the organization may require.
- Section 2** The elected Officers of this Post shall be such as are specified in the By-Laws.
- Section 3** The immediate Past Post Commander automatically becomes a member of the Executive Board but is not an elected Officer; however he has full voting privileges. In the event the Past Post Commander is not available to act as a member of the Executive Board, the next available Past Post Commander will serve on the Board.
- Section 4** The Commander shall appoint an Adjutant, Chaplain, Judge Advocate, Service Officer, Historian and a Sergeant-At-Arms. The members present at the next General Membership meeting have the right of rejection of any appointee by majority vote of those Post members present.
- Section 5** The Commander shall, immediately upon election to office, schedule an organizational meeting to be held within ten (10) days after the election. The appointed Officers and committee chairs will be identified as a result of this meeting. Those names will be presented to the Executive Board and General Membership at the June meetings. Those approved will assume their duties at the time stipulated in Article V, Section 11.
- Section 6** Every member of this Post in good standing shall be eligible to hold office in this Post. No member shall hold two (2) elective Post offices at the same time but may hold one (1) elective and one (1) or more appointive offices. Post Officers, elected or appointed, may be eligible to hold office in a higher body and such office may be held concurrently.
- Section 7** The duties of the Officers and the Executive Committeemen shall be those usually pertaining to such Officers or Committeemen and as further provided in the Post By-Laws.
- Section 8** All elected Officers shall be elected-annually and they shall hold office until their successors are duly installed or as otherwise provided.

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- Section 9** Any Officer or Executive Committeeman may be removed from office for cause by the Executive Board with a two-thirds affirmative vote recommending such removal from office to the floor of the next regular Post General Membership meeting and the membership ratifying the action of the Executive Board with a two-thirds affirmative vote of the members present.
- Section 10** Any Executive Board Officer who is absent for two (2) consecutive meetings unexcused shall be automatically removed from office.
- Section 11** Officers elected at the Post Annual Election must be installed into their respective offices as soon as possible after the election and will assume the duties of their office at the conclusion of the next Department Convention, following such elections.

**ARTICLE VI: FINANCES**

- Section 1** The revenue of this Post shall be derived from annual membership dues and from such other sources as may be approved by the Post Executive Board.
- Section 2** The amount of such Post Membership dues shall be fixed and determined by the Post Executive Board subject to approval of the membership.
- Section 3** The Post shall pay the Departmental Headquarters and National annual membership dues for every member of this Post.

**ARTICLE VII: CHARTER MEMBERS**

- Section 1** Members who joined the Post prior to issuance of the permanent charter shall be known as Charter Members.

**ARTICLE VIII: AMERICAN LEGION AUXILIARY**

- Section 1** The Post recognizes an auxiliary organization to be known as the Auxiliary Unit of Sunnyslope Post # 75, the American Legion.
- Section 2** Membership in the Auxiliary shall be as prescribed by the National Constitution of the American Legion Auxiliary.

**ARTICLE IX: SONS OF THE AMERICAN LEGION**

- Section 1** The Post Executive Committee may authorize the formation of a SAL Squadron to be known as Sons of the American Legion (SAL), Squadron 75.
- Section 2** Membership in the Sons of the American Legion shall be as prescribed by the National Constitution of the Sons of the American Legion.
- Section 3** The Constitution and By-Laws of the Squadron shall be in accordance with SAL National Directives and presented to the Post Executive Board for approval.
- Section 4** SAL members must abide by the Constitution and By-Laws of Post # 75 when attending functions and utilizing Post facilities.

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**Section 5** The Commander, with approval of the Executive Committee, shall appoint a Chairman who shall form a committee to oversee and supervise the actions of the Squadron at all times.

**ARTICLE X: AMERICAN LEGION RIDERS**

**Section 1** The General Membership, upon recommendation of the Post Executive Committee may approve the formation of an American Legion Riders Chapter as a program of this Post based on the National Constitution of the American Legion, on Resolution 35 approved by the National Executive Committee.

**Section 2** The Commander, with approval of the Executive Committee, shall appoint a Chairman who shall form a committee to oversee and supervise the actions of the Chapter at all times.

**ARTICLE XI: AMENDMENTS**

**Section 1** This Constitution is adopted subject to the provisions of the National Constitution of the American Legion and of the Department Constitution of the Department of Arizona, American Legion. Any amendment to said National Constitution or Department which is in conflict with any provision hereof shall be regarded as automatically repealing or modifying the provisions of this Constitution to the extent of such conflict.

**Section 2** This Constitution may be amended at any regular Post General Membership meeting by a vote of the majority of the members of said Post attending such regular meeting, provided that the proposed amendment shall have been given to members at least fourteen (14) days in advance of the date when the amendment is to be voted on, notifying said members that at such meeting a proposal to amend the Constitution is to be voted on.

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**BY-LAWS**

**ARTICLE I: NAME**

**Section 1** The Post existing under these By-Laws will be known as Sunnyslope Post # 75, Incorporated, The American Legion, Department of Arizona.

**ARTICLE II: OBJECTIVE**

**Section 1** The objectives and purposes of this Post are as set forth in the Constitution.

**ARTICLE III: MANAGEMENT**

**Section 1** The government and management of this Post are entrusted to the Commander and the Executive Board.

**Section 2** The Executive Board shall consist of the Commander, First-Vice Commander, Second-Vice Commander, Finance Officer, five (5) Executive Committeemen, all of whom are elected Officers, the Past Commander, the appointed Officers, and three (3) Trustees.

**Section 3** Every member of this Post in good standing shall be eligible to hold office in this Post. All Officers and executive committeemen shall be elected annually, and they shall hold office until their successors are duly installed or as otherwise provided. Elected and appointed Officers shall serve a term of one year on the Executive Board, Trustees shall be elected and installed for a period of three (3) years, with one (1) Trustee elected annually.

**Section 4** The Executive Board shall meet for organization and such other business as may come before it at the call of the Post Commander within ten (10) days *after* the election of the new Officers. Thereafter, the Post Executive Board shall meet at the call of the Commander at least once every month and as often as said Commander may deem necessary. The Commander shall call a meeting of the Post Executive Board upon the written request of nine (9) or more members of the Post Executive Board. One-half (50%) of the normal members present at an Executive Board meeting shall constitute a quorum thereof.

**Section 5** The Executive Board shall:

- A. Have the final authority for hiring or discharging employees, providing that this section shall not restrict the House Committee from hiring or discharging help as required on a temporary basis.
- B. Approve and authorize expenditures for Post operations and maintenance.
- C. Submit plans for capital investments or improvements in excess of one thousand dollars (\$1000.00) to the membership at the next regular Post General Membership meeting for approval. An exception to this rule will be the emergency purchase of devices or facilities which could affect the health or safety of the membership.

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- D. Have final approval for contracts, goods or services as may be required for Post operation.
- E. Have charge of and be responsible for management in all affairs of the Post.
- F. Hear the reports from all Committee Chairmen.
- G. Determine to what extent persons handling or having custody of Post or Social Center funds are bonded.
- H. A decision made by the Executive Board which is discussed and disapproved by a majority of the members present at the Post General Membership meeting shall be returned to the Executive Board for review at their next meeting.

**Section 6** The Board of Trustees shall have charge of any and all real property belonging to or in custody of the post. They shall execute and sign all contracts, leases, subleases and shall handle any other transactions pertaining to the real property as per Arizona law. All monies received will be given to the Finance Officer and must be kept in the Post account. The Board of Trustees shall keep an inventory of all real property and said inventory shall be updated a minimum of once each year.

**Section 7** The Board of Trustees shall consist of the Post Commander, Adjutant and three (3) elected Trustees. The Post Commander shall act as Chairman of the Board. The Adjutant shall act as Secretary of the Board. Three (3) members of the Board shall constitute a quorum. The Finance Officer shall be a non-voting member of the Board of Trustees.

**Section 8** The Board of Trustees shall meet at the call of the Post Commander, at least once every year, and as often as the Post Commander may deem necessary, provided, however, that the Post Commander shall call a meeting of the Board upon the request of two (2) or more Board members.

**ARTICLE IV: ELECTIONS**

**Section 1** The Annual Election will be conducted on the date of the Post General Membership meeting during the month of May. Voting hours will be between 7:00 AM and 6:00 PM. All candidates' posters will be allowed at a location designated by the Post Commander.

**Section 2** Election of the Commander, First -Vice Commander, Second- Vice Commander, Finance Officer, the five (5) Executive Committeemen, and one (1) Trustee member shall be by secret ballot. Members voting must show their Post membership card and sign in on the voting registration book to be checked off the official Post Roster prior to voting. The ballots will be counted immediately following the election by the Ballot Committee in the presence of the Sergeant-at-Arms. The results will be entered in the voting registration book and shall be kept as a permanent record.

**Section 3** The election results will be presented to the Adjutant to be read, including the number of votes received by each candidate, at the Post General Membership meeting that night.

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**Section 4** Any member who will be absent from the immediate area on Election Day may vote by absentee ballot. Absentee ballots will be available one (1) week after nominations of Officers are closed. A written request to the Adjutant must be made, signed and include your membership number.

**ARTICLE V: REMOVAL FROM OFFICE**

**Section 1** A vacancy will be declared whenever a member of the Executive Board incurs two (2) consecutive unexcused absences from the Executive Board or General Membership meeting, when an elected Officer submits a resignation, or as directed by in ARTICLE V: Section's 9 and 10 of the Post Constitution.

**Section 2** Elected members will be replaced by an election held at a Post General Membership meeting. Nominations for a vacancy will be taken at the Post General Membership meeting following the vacancy. If only one (1) person is nominated a hand vote is sufficient. Two (2) or more nominations will result in a secret ballot and the results will be read by the Adjutant, including the number of votes for each individual nominated.

**Section 3** The Commander will replace appointed Officers at his discretion subject to rejection by a majority vote of the members present at the Post General Membership meeting.

**Section 4** Elected or appointed replacements will serve the duration of the applicable office.

**ARTICLE VI: DUTIES OF THE OFFICERS**

**Section 1** Post Commander: It shall be the duty of the Post Commander to preside at meetings of the Post and to have general supervision over the business and affairs of the Post and such Officer shall be the Chief Executive Officer of the Post. He shall approve all orders directing disbursement of funds and make an annual report covering the business of the Post for the year and make recommendations for the ensuing year, which shall be read at the last presiding meeting, and a copy thereof be immediately forwarded to the Department Adjutant. He shall perform such other duties as directed by the Post.

**Section 2** First Vice-Commander: The First-Vice Commander shall assume and discharge the duties of the office of the Commander in the absence or disability of, or when called upon by the Post Commander. The First Vice Commander shall act as the Food Service Coordinator. This includes the coordination, in conjunction with the Volunteer Coordinator, of the housekeeping, janitorial and set-up requirements to meet the established schedule of scheduled food service. The Post events shall have precedence over all other entities. This Officer shall report directly to the Post Commander on all such functions. The Post Commander will provide a detailed job description to this Officer. Also coordinates with the Finance Officer regarding fiscal matters and to the Commander or his designee regarding matters associated with Post activities. The First-Vice Commander will serve as Membership Committee Chairman, Flag Disposal Officer, and other duties as outlined in the Officers Guide, American Legion.

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- Section 3**      Second Vice-Commander: It shall be the duty of the Second-Vice Commander to assume and discharge the duties of the office of Commander or the First-Vice Commander in the absence of, or when called upon by the Post Commander. This Officer shall also coordinate with other entities within the Post to insure that there is no overlap of special events. This includes the coordination, in conjunction with the Volunteer Coordinator, of the housekeeping, janitorial and set-up requirements to meet the established schedule of the Social Center. The Second-Vice Commander shall act as the Social Center Coordinator and be responsible for all special events held on Post property. This will include scheduling of entertainment, hall rentals and any other special functions. The Post events shall have precedence over all other entities. This Officer shall report directly to the Post Commander on all such functions. The Post Commander will provide a detailed job description to this Officer. Also coordinates with the Finance Officer regarding fiscal matters and to the Commander or his designee regarding matters associated with Post activities. The Second-Vice Commander will also function as Chairman of the House Committee with special duties of coordinating (by delegation if so chosen), entertainment and fund raising efforts, promote welfare and perform other duties as outlined in the Officers Guide, American Legion.
- Section 4**      Post Adjutant: The Adjutant shall have charge of and keep a full and correct record of all proceedings of all meetings, keep such records as the Department and National organization may require, render reports of membership annually or when called upon at a meeting and under the direction of the Commander, handle all correspondence of the Post.
- Section 5**      Finance Officer: The Finance Officer of the Post shall have charge of all finances and see that they are safely deposited in some local bank or banks and shall report once a month to the Executive Board the condition of the finances of the Post with such other recommendations as he may deem expedient or necessary for the raising of funds with which to carry on the activities of the Post. The Finance Officer will normally sign the checks disbursing the money of the Post.
- Section 6**      Historian: The Post Historian shall be charged with the individual records and functions of the Post and Post members and shall perform such duties as may properly pertain to the office as may be determined by the Post or the Executive Board.
- Section 7**      Chaplain: The Post Chaplain shall be charged with the spiritual welfare of the Post Comrades and will offer divine but nonsectarian service in the event of dedications, funerals, public functions, etc. Adhere to such ceremonial rituals as Post Everlasting as are recommended by the National and Department Headquarters from time to time. In addition to duties as described in the Officers Guide, the Color Guard and-Honor-Guard Committee Chairmen shall meet and coordinate all activities for all requested ceremonies with the Chaplain.
- Section 8**      Sergeant-At-Arms: The Sergeant-At-Arms shall preserve order at all meetings and shall perform such other duties as may be, from time to time, assigned to him or her by the Post Executive Board. The Sergeant-At-Arms will prepare meeting places to assure all devices and facilities relative to meeting ceremonies are available for use.

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- Section 9** Service Officer: The Service Officer shall supervise all matters pertaining to service to comrades in the prosecution of all just claims against the United States or State Governments, employment, relief, etc. Keeping the Post members apprised of Legislative action affecting the benefits and rights of Veterans is also a responsibility.
- Section 10** Judge Advocate: The Judge Advocate shall provide guidance to the Post concerning matters of a legal nature in Post operations, procure legal counsel when required to do so by the Executive Board, act as parliamentarian at Post meetings, and act as Chairman of the Post and Social Center Audit Committees. Preside at all hearings or trials resulting from an expelled or suspended member requesting reinstatement.
- Section 11** Executive Committeemen: These elected Officers are Executive Board Members at Large representing the General Membership. As such they are the voice of the General Membership in the conduct of Post affairs. They can expect to be a part of key committees and take the lead when required for special projects.

**ARTICLE VII: DELEGATES**

- Section 1** The Commander, Commander Elect and Adjutant shall automatically be the first delegates to the Department Convention. The remaining delegates and alternates to be approved by the membership at the Post General Membership meeting to be held at least twenty (20) days prior to the date of such convention.
- Section 2** Delegates may be reimbursed for certain expenses, providing they actively participate in Department Convention activities and sessions. Limits of reimbursements will be established by the Executive Board and approved by the membership; however, any Post member who is either a Department or District Officer and is receiving reimbursement from the Department or District shall be ineligible for reimbursement from the Post. Delegates must attend daily sessions and all other meetings designated by the Commander to receive reimbursement. A written report on sessions must be given to the Adjutant prior to reimbursement.

**ARTICLE VIII: COMMITTEES**

- Section 1** There shall be appointed annually by the Post Commander, with advice of the Executive Board, the following standing committees: Americanism, Audit, Constitution and By-Laws, Entertainment, Finance, House, Life Membership, Membership, Publicity, Service/Welfare, Social Center and such other committees as may be required and/or authorized by the Post. All standing committees will consist of a designated chairman and such other members as deemed appropriate thereof. These standing committees must be approved by the General Membership. The Post Commander shall be an ex-officio member of all committees.

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- Section 2** Americanism Committee: Chaired by the Post Historian and consisting of three (3) additional members appointed by the Commander who shall promote the ideals and preservation of Americanism. Specific responsibilities of the Americanism Committee include the counteracting of anti-American activities, the provision of information concerning laws affecting veterans, the procurement, preparation and dissemination of educational material relating to military actions and the participants therein. The provision of information as regards historical events observed by the American Legion, and liaison with the Boy Scouts of America and the Sons of the American Legion.
- Section 3** Audit Committee: Chaired by the Judge Advocate and consisting of three (3) members appointed by the Commander, the Committee shall conduct an audit of the financial records and accounts pertaining to all Post activities within a thirty (30) day period immediately preceding the annual election. They shall present the result of the audit to the Executive Board prior to the annual election.
- Section 4** Constitution and By-Laws Committee: Chaired by the Judge Advocate and consisting of three (3) members appointed by the Commander, the responsibilities of this Committee include the maintenance of the Constitution and By-laws for the use of the membership, of recommendations relative to change in the Constitution and By-Laws and in consultation with the appropriate Committees, the development of standing operating procedures for directing various activities, reports, etc.
- Section 5** Entertainment Committee: The Entertainment Committee shall consist of the members of the House Committee and any others approved by the Second-Vice Commander. The Committee will investigate and recommend to the Executive Committee entertainment which falls within budget constraints and is appropriate for a given occasion. The Committee will select forms of entertainment, such as bands, acts and other groups in support of Post and Social Center events.
- Section 6** Finance Committee: Chaired by the Finance Officer and consisting of four (4) members nominated by the Finance Officer and approved by the Commander. They shall be charged with the administration of the financial policy, preparation of the budget, recommendation and supervision of receiving, disbursing and accounting of all Post revenues.
- Section 7** House Committee: Chaired by the Second-Vice Commander, and consisting of one (1) member from each of the sub-organizations within the Post; i.e.-The Auxiliary, Honor Guard, Sons of the American Legion, one (1) member from the Executive Board and one (1) General Post member nominated by the Second-Vice Commander and approved by the Commander, shall oversee the operations of the bar, newsletter and the Post Home. The Chairman shall vote on issues as a tie-breaker only. The Committee will act as an avenue to bring member/s grievances or suggestions for change and improvement to the Executive Board. They will monitor the state of repairs to Post facilities, equipment and building. They will recommend to the Executive Board alterations and changes to improve services to the membership. They will recommend changes in cost of food and beverages served in the Post. The Executive Board shall act on and respond to each recommendation made by the House Committee. The House Committee will meet the last Tuesday of every month at a time prescribed by the Second Vice-Commander. The time of the meeting will be posted on the Social Center bulletin board for the benefit of the general membership.

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- Section 8** Membership Committee: Chaired by the First Vice-Commander and assisted by the Adjutant, the Membership Committee shall be responsible for insuring new members are presented for acceptance at the next Post General Membership Meeting after eligibility has been determined by the Adjutant, and introducing new members for initiation. Insuring follow-up action is taken on delinquent members to determine reason for delinquency. Furnish membership reports to the Executive Board each month.
- Section 9** Publicity Committee: The Publicity Committee shall be charged with the promotion of public support of the Legion's program by establishment of proper contact with the American Legion magazine, Departmental and National News Service and by local publicity of the Post programs and activities.
- Section 10** Service/Welfare Committee: Chaired by the Service Officer and assisted by the Chaplain, this Committee shall supervise all matters pertaining to the service to comrades in the prosecution of all claims against the United States or State government, employment, relief, etc.
- Section 11** Life Membership. The Commander will be the Chair of this Committee consisting of two (2) Board Members and two (2) other non-Executive Board Members. All four (4) members to be chosen by the Commander and approved by the General Membership. This Committee will process the Life Membership nomination in accordance with Article IV Section 8 of the Constitution. If a member of the Committee is nominated, that person will abstain from participation in processing of that nomination.
- Section 12** Social Center Committee: Chaired by the Post Commander and consisting of the First Vice Commander and the Second Vice Commander, this committee shall have oversight on all social functions within the confines of the Post. They will act in concert with one another. No single committee member shall have final authority without prior consultation of the other committee members. This committee shall also act in concert with the volunteer coordinator concerning housekeeping, janitorial and set-up requirements. This committee shall also monitor the state of repairs to Post facilities, equipment and physical plant. They will recommend changes in costs of food and beverages served at the Post and shall meet as necessary.
- Section 13** Nomination Committee The Nomination Committee Chairman will be appointed by the Commander prior to the annual Post Election. The Chairman will select two (2) members to form a Nomination Committee. The Committee will establish a slate of candidates and present their recommendations to the General Member on the second Tuesday of April at the scheduled meeting. The Nomination Committee is not a standing committee; the Chairman and members may change each year.
- Section 14** This Post shall be regarded as having a Post Color Guard, when said Color Guard consists of no less than four (4) members. The Captain of the Color Guard and Honor Guard shall coordinate all ceremonies and events with the Post Chaplain. The Color Guard shall have an Assistant to the Captain when the Captain is absent.

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**ARTICLE IX: RESOLUTIONS**

**Section 1** All resolutions of State or National scope presented to this Post by a member or reported to this Post by committee shall merely embody the opinion of the Post on the subject and a copy of same shall be forwarded to the Department for its approval before any publicity is given or action other than mere passage by the Post is taken.

**ARTICLE X: MEETINGS**

**Section 1** The Executive Board meeting shall be held on the first Tuesday of each month at 6:30 PM or as designated by the Commander with sufficient advanced notice. All business transactions and matters pertaining to the management of the Post will be acted upon during this meeting. A special meeting of the Board can be called by the Commander or at the written request a majority of Board members.

**Section 2** The General Membership meeting shall be held on the second Tuesday of each month at 6:30 PM or as designated by the Commander with sufficient advanced notice. Ten (10) members and/or Officers present at meeting will constitute a quorum.

**Section 3** The Commander, with the approval of the Executive Board and a majority vote of the General Membership in attendance at a General Membership meeting, may cancel a meeting, or meetings, provided sufficient advance notice is made.

**ARTICLE XI: NOTICES**

**Section 1** Every member shall furnish the Post Adjutant with their address for mailing purposes. All membership information shall be protected and used only for official Post business.

**Section 2** The Post Adjutant shall cause notice to be given of the annual election meeting at least two (2) weeks prior thereto.

**ARTICLE XII: RULES OF ORDER**

**Section 1** All proceedings of this Post shall be conducted under and pursuant to Robert's Rules of Order, except as herein otherwise provided.

**ARTICLE XIII: HOUSE RULES**

The following House rules are to guide the conduct of Post attendees:

1. The facilities are for the current members and authorized guests only. All guests eligible for membership in the American Legion are asked to join. Those electing not to do so will have visitation privileges discontinued after three (3) visits in one year.
2. Loud and boisterous language, profanity, physical altercations, verbal abuse or intent to do bodily harm will not be tolerated under any circumstances.
3. Members will be responsible for conduct of their guests and guests must leave when sponsor leaves.

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4. Check cashing privileges are limited to \$50.00 per day for Post # 75 members and \$25.00 per day for visiting Legionnaires. No second party checks are accepted. Return checks will be subject to a \$30.00 processing fee, loss of check cashing and bar privileges. Bar privileges may be restored after restitution is made.
5. Bar tabs will not be permitted under any circumstances.
6. Minors on the Post premises must be under the supervision of a parent or guardian at all times. This parent or guardian will be responsible for the minors conduct.
7. Members or guests will not operate, adjust or manipulate Post cooling, heating or light fixtures, nor operate personal radios or tape players in the lounge or dining area.
8. Only notices or information approved by the Post Commander, Social Center Committee, the Auxiliary President, and the Squadron Commander will be posted on Post bulletin boards. All notices or information must be posted under the appropriate sections of the bulletin board.
10. Member's suggestions, comments or complaints will be directed in writing and placed in the locked container set aside for this purpose; The House Committee Chairman shall control access to this locked container.
11. Service shall be refused to any person as may be determined by the bartender on duty.
12. Recruitment of members for organizations other than the American Legion will not be permitted on Post premises.
13. Paid Post employees will refrain from internal political lobbying. Such action can result in dismissal from employment by this Post.
14. Suspended members will not be authorized to participate in any Post function except Post Membership meetings.
15. No person may enter the Social Quarters with a firearm, concealed or unconcealed, unless an officer of the law on duty, or hired security officer, or member of the Post Color Guard or Post Honor Guard.

**ARTICLE XIV: DISCIPLINARY**

- Section 1** A member's Social Center privileges may be suspended for violation of House Rules. The period of suspension or other disciplinary action deemed appropriate will be determined by the House Committee, ratified by the Executive Board for vote of the General Membership present at the Post Membership meeting. A majority vote supports the House Committee and Executive Board actions.

**ARTICLE XV: LIMITATIONS OF LIABILITIES**

- Section 1** No individual of the Post shall be subject to liability for actions taken in the line of duty and management of the Post operations. We will stand in this regard as a Corporation and only be obligated as a Corporation.

**Constitution and By-Laws Revision C**  
**American Legion Sunnyslope Post # 75, Department of Arizona**

**ARTICLE XVI: CONTRACTS**

**Section 1** No Post member or employee will enter into a contract, written or verbal, which commits Post Funds without the approval of the Executive Board. This excludes normal operating requirements.

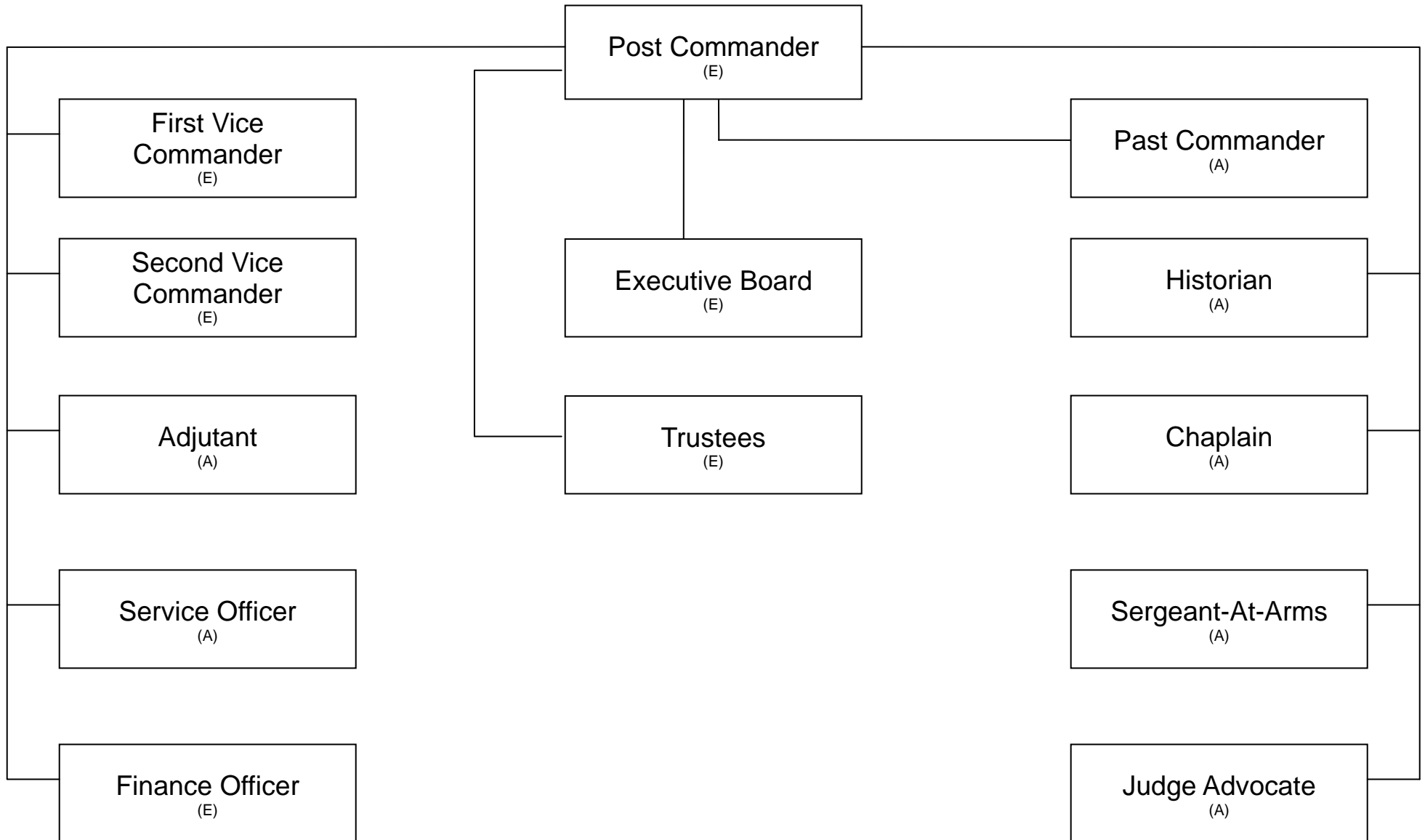
**ARTICLE XVII: AMENDMENTS**

**Section 1** These By-Laws may be amended at any regular Post General Membership meeting by a vote of the majority of members attending such meeting, provided that the proposed changes shall have been submitted in writing, and provided further that written notice shall have been given to members at least fourteen (14) days in advance of the date when such amendment is to be voted on, notifying said members that at such meeting a proposal to amend the By-Laws is to be voted on.

**Section 2** In the event a particular flaw or limitation in a single article or section of these Post By-Laws is found through reasonable use and process, a mechanism to temporarily suspend the By-Laws by a majority vote of the membership is provided herein until such time the By-Laws can be amended according to article XVII section 1.



# AMERICAN LEGION SUNNYSLOPE POST 75 Officer's Organization Chart



# AMERICAN LEGION SUNNYSLOPE POST 75 Committee Organization Chart

