



BY-LAWS
OF
THE AMERICAN LEGION
WARRINGTON POST #240
DEPARTMENT OF FLORIDA

ARTICLE I
NAME

Section 1. The Post existing under these bylaws is to be known as Warrington Post #240, Inc., The American Legion, Department of Florida.

Section 2. The Objectives of this Post are as set forth in the Post Constitution.

ARTICLE II
MANAGEMENT

Section 1. The government and management of the Post is entrusted to the Executive Committee which consists of **thirteen (13) elected officers and 3 appointed officers (Adjutant, Judge Advocate and Service Officer).** The immediate Past Commander, upon completion of the term for which elected and if not otherwise a member of the Executive Committee, shall be an ex-officio member of the Executive Committee with full voting rights for the following year.

Section 2. The Executive Committee shall be elected annually and shall take office in accordance with the Department of Florida Constitution. All elected officers shall be elected by ballot, by majority. Election shall be by ballot except when there is but one candidate for office, the election may be by voice. **A majority of the votes shall be required to elect an officer candidate, including in a run-off election. If no candidate receives a majority (51%), the two candidates receiving the highest number of votes, shall be placed in a run-off election.**

Section 3. Any vacancy existing in the Executive Committee, except by expiration of term, shall be filled by a majority vote of the members at the next general meeting following the announcement of the vacancy. The Commander may appoint any member to temporarily fill such vacancy until elections are held.

Section 4. Any Post Officer may be reprimanded, suspended or removed from office upon being found guilty of charges based upon disloyalty to the American Legion, neglect of duties, dishonesty and/or conduct unbecoming a member or officer of the American Legion. (Refer to the Department of Florida Constitution, for procedures.)

Section 5. **No elected officer will be allowed to hold any paid position in the operation or**

management of the Lounge.

ARTICLE III POST EXECUTIVE COMMITTEE

Section 1. The Post Executive Committee 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 installation of the new officers. Thereafter, the Post Executive Committee shall meet at least once a month on the 4th Tuesday of the month at 6:30 PM and as often as the Post Commander may deem necessary. The Commander shall call a special meeting of the Executive Committee for that matter for which the request was issued. A majority of the current officers that are members of the Executive Committee present shall constitute a quorum of said committee.

Section 2. The Chairperson of the Executive Committee shall be the Post Commander and shall preside over all Executive Committee meetings until expiration of office, resignation, or removal from office.

Section 3. The Executive Committee has the responsibility for the operation, management, and control of the Post headquarters and other buildings and property used by the Post. **They shall authorize and approve all expenditures covering normal operating expenses or routine needs as covered in the annual budget.** They shall prescribe the rules governing the use of such buildings and property, and may modify or revoke same. It shall have power to fix penalties for the violation of such rules, and shall have power to enforce or remit same. The Committee shall be responsible for acquiring adequate Post insurance, to include bonding for all persons having custody of Post funds. The final ruling voice of authority in all management affairs pertaining to the post shall be the General Membership. No member, committee, or officer shall at any time over-rule the majority vote of the General Membership. All actions taken under this section shall be reported at the next General meeting.

Section 4. In the absence of a Post directive, the Executive Committee shall have the power to determine the policies of the Post and conduct Post business, with respect to matters that arise during the interval between regular meetings, provided, no expenditures or liabilities are incurred exceeding the sum of five hundred dollars (\$500.00). Any actions taken under this section shall be reported at the next General meeting. **The membership is the final authority in the Post.**

Section 5. No elected officer will be allowed to hold any paid position in the operation or management of the Lounge.

ARTICLE IV DISCIPLINE

Section 1. Discipline in the Post shall take two forms: The first is from the Executive Committee for actions in the social quarters; and the second is for much more serious offences against The American Legion, the Post, or the members of the Post.

Section 2. The House Committee is given the responsibility by the Executive Committee to investigate improper social quarters conduct and recommend disciplinary action against

members and/or guests who violate Lounge Rules. Disciplinary action against members and their guests must be documented in writing, with witness testimony in writing, and the Executive Committee will then deal with the disciplinary action. The resulting disciplinary actions shall be delivered to the members in writing in a timely manner. Any member so notified has the right to a hearing with the Executive Committee before any penalty shall be enforced. They also have the right to appeal the disciplinary action to the Executive Board.

Section 3. Any discipline concerning actions against The American Legion, against the Post or a Post member where the potential punishment is suspension or expulsion from The American Legion, or in the case of an Officer, the removal from office, shall be upon sworn or verified written charges by the accuser(s) as per the Department of Florida RULES GOVERNING TRIALS. These Rules Governing Trials shall govern any and all trials held by The American Legion, Department of Florida or any Post within The American Legion, Department of Florida.

ARTICLE V **DUTIES OF POST OFFICERS**

Section 1. Duties of Post Commander: It shall be the duty of the Post Commander to preside at all meetings of the Post and to have general supervision over the business and affairs of the Post **and to have general supervision over the business and affairs of the Post.** He/she shall approve all orders directing the disbursement of funds and shall 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 annual meeting at the time of, and immediately following, the installation of officers for the ensuing year, and a copy thereof forwarded to the Department Adjutant. He/she may call special meetings of the Post at such times as he/she may deem advisable. He/she shall enforce all rules and regulations of the Post. He/she shall appoint all committees except those covered by these bylaws. He/she shall perform all other such duties as properly may be required of him/her by the Executive Committee. He/she shall assist the Finance Officer in the preparation of an annual budget for the operation of the Post which will be presented at the first meeting after installation. **The Commander shall have oversight on membership programs and perform such other duties as directed by the Post membership.** The Post Commander, along with the Post Adjutant, are the only Post Officers authorized to sign any and all written contracts, obligations and instruments of the Post and its management.

Section 2. Duties of the First Vice Commander: The primary duty of the First Vice Commander is membership. **It is the responsibility of the First Vice Commander to ensure the submission of new members and renewals/transfers to National and Department and the upkeep of member post records.** It is further his/her responsibility to check the accuracy of all membership applications and transfers. The First Vice Commander should build up the membership of the Post. He/she is responsible to see that new members and transfers are indoctrinated. The First Vice Commander should be familiar with the ceremonies for regular meetings as he/she will be taking over the responsibility of Post Commander in his/her absence. He/she shall be chairperson of the Membership and Publicity (PR) Committees.

Section 3. Duties of the Second Vice Commander: The Second Vice Commander shall assume and discharge the duties of the Post Commander in the absence or disability of the Post Commander and the First Vice Commander. He/she shall be responsible for the Post's

inside activities and shall be chairperson of the Entertainment Committee. He/she shall be concerned with patriotic observations of all kinds, in developing Post activities, and in entertainment features of Post meetings. He/she shall be responsible for ensuring the raising and lowering of the Post's flags in accordance with flag codes and posts directives.

Section 4. Duties of the Third Vice Commander: The Third Vice Commander shall assume and discharge the duties of the Post Commander in the absence or disability of the Post Commander, First Vice Commander, and Second Vice Commander. He/she shall be responsible for the Post's outside activities and recreation. He/she shall be responsible for ensuring the upkeep and posting of the front marquee, as needed.

Section 5. Duties of the Post Finance Officer: The Finance Officer shall be in charge of all finances, see that all money is safely deposited in a federally insured bank or banks, or other Federally-insured financial institutions. The Finance Officer shall report monthly the condition of the Post finances to the Executive Committee, with such recommendations as deemed expedient and necessary for raising funds with which to carry on the activities of the post. All checks disbursing Post funds must be countersigned by two (2) designated/approved Post members. He/she shall be responsible for the collection of all moneys due to the Post. He/she shall keep proper vouchers of all sums disbursed and keep regular accounts in accordance with Post Operations Manual, Chart of Accounts. He/she shall also report to the Post membership at the regular monthly meetings a detailed profit and loss statement on the financial condition of the post. He/she shall also perform financial audits on the Post programs; The Sons of the American Legion Squadron and American Legion Riders Chapter. The Finance Officer is chairperson of the Finance Committee.

Section 6. Duties of the Post Historian: The Post Historian shall compile and keep a record covering important activities of the Post during each year of his/her term of office and, when relieved from such office, shall deliver such records to his/her successor.

Section 7. Duties of the Post Chaplain: The Post Chaplain shall be charged with the spiritual welfare of the Post members and will offer divine, but nonsectarian, services in the event of dedications, funerals, public functions, etc., and adhere to such ceremonial rituals as are recommended by the National or Department Headquarters from time to time.

Section 8. Duties of the Sergeant at Arms: The Sergeant at Arms shall preserve order at all meetings, shall ascertain if all members present have a valid membership card and introduce to the Post Commander the visiting members, guests, and Post dignitaries to the meetings, and shall perform such other duties as may be assigned to him/her by the Post Commander.

Section 9. Duties of the House Committee Chairman: The Chairman of the House Committee shall be elected by a majority of the members of the House Committee. He/she is responsible to the Executive Committee for maintaining qualified personnel in the positions of Post Janitorial, Maintenance, and Yard/Grounds work. They also oversee the post kitchen operations. He/she will ensure all personnel carry out their assigned duties in accordance with Post policy/directives, job descriptions and local health guidelines. He/she shall also provide assistance to the Lounge Manager on an as needed basis. He/she will report all recommended changes and/or discrepancies (except emergencies) to the Executive Committee before a final approval is made.

Section 10. Duties of the Adjutant; The Post Adjutant shall perform all duties prescribed in the Adjutant's Manual and such other duties as directed by the Post Commander. He/she shall keep a full and correct record of all proceedings of all meetings, shall keep such records as the Department and National organizations may require and handle all correspondence of the Post. He/She shall review, revise and maintain a current list of Post Standard Operating Procedures. He/she is responsible review and sign all contracts and other agreements of the Post along with the Post Commander. Shall indoctrinate incoming officers to their positions, as-needed.

Section 11. Duties of Judge Advocate; : He/she shall be the interpreter of the Constitution and Bylaws of the Post, and may at any time be called upon by the Post Commander and other officers and members of the Post to rule on the legality of their actions in so far as they affect the good of the American Legion. He/she shall supply professional advice in the conduct of Post business or to procure proper counsel. He/she is the guardian of constitutional form of Post government. He/she shall be the chairperson of the Auditing and Bylaws Committees. He/she is the parliamentarian. As such he/she will be responsible for all trials held in the Post. He/she will review completed audits of the Post finances and report to the Executive Committee any irregularities or problems discovered.

Section 12. Duties of the Service Officer; The Post Service Officer shall give aid and assistance to veterans of all wars, their spouses, and dependents, as may be requested of him/her and which lie within his/her power to perform. He/she shall represent the Post in all matters pertaining to assistance to veterans, their spouses, dependents or survivors. He/she shall be authorized to correspond in the name of the Post with Departments of Federal, State, and County Governments and any and all other persons when such correspondence shall be necessary. He/she must be certified annually by the Department of Florida.

Section 13. Duties of the House Committeemen; The House Committee shall be comprised of the five (5) House Committeemen. The Chairman of the House Committee shall be elected by its five members. The House Committee is responsible to the Executive Committee for maintaining qualified personnel in the positions of Post Janitorial, Maintenance, and Yard/Grounds work. They are further charged with hiring a qualified Lounge Manager, whomust be a Post member in good standing. They also oversee the post kitchen operations. They will ensure all personnel carry out their assigned duties in accordance with Post policy/directives, job descriptions and local health guidelines. They shall also provide assistance to the Lounge Manager on an as needed basis. They will report all recommended changes and/or discrepancies (except emergencies) to the Executive Committee before a final approval is made.

ARTICLE VI **DELEGATES**

Section 1. Delegates to the Department convention and Mid-Winter Conference shall be appointed by the Post Commander at a regular meeting to be held not more than fifty (50) days nor less than twenty (20) days prior to the Department Convention. Delegates will be ratified by General Membership.

Section 2. The Post Commander shall be an automatic delegate to all Conventions, Conferences, and meetings. All other delegates to District Constitutional Conference and other District, Area, Department or National functions who shall have voting authority or shall be reimbursed for costs incurred shall be appointed by the Post Commander at a regular meeting prior to such function. Such delegates will be ratified by General Membership.

Section 3. The delegates appointed to attend such functions shall have their registration fees paid for by the Post.

Section 4. To be eligible for travel expenses as a delegate, a member must **have attended 50% of all official meetings during the last 12 months or be an elected or appointed officer to be approved by the Executive Committee and ratified by the General Membership.**

Section 5. **Delegates will receive the amount specifically approved by the General Membership for each individual event, which will cover the room for the duration of the event, \$50.00 for food per day, and reimbursement for fuel and tolls.**

Section 6. **They will be required to provide receipts for all and a written report of their expenditures and activities within 30 days of return. Failure to submit such receipts and written report can result in forfeiture of such reimbursement.**

ARTICLE VII **APPOINTMENTS & DUTIES** **OF COMMITTEES**

Section 1. The Post Commander, immediately upon taking office each year, shall appoint the following officers and standing committees as deemed necessary (with confirmation of the General Membership): Adjutant, Service Officer, Judge Advocate, Membership, **Ceremonials, Economics, Graves and Memorials, Veterans Affairs and Rehabilitation,**, Entertainment, Finance, Auditing, Scholarship, Publicity, Americanism, Athletic, Sons of the American Legion Liaison, Children and Youth, Security, Blood, Bylaws, Bingo, Legion Riders Chapter 240 Liaison, and Disaster Preparedness. He/she, along with House Committee Chairman, shall appoint four(4) members to the House Committee. The Commander may appoint special committees to handle any matters as they arise. The standing committees shall consist of a chairperson and two (2) or more members thereof as shall be designated by the Post Commander. The chairperson may select and appoint members to serve on his/her committee with approval of the Post Commander. The Post Commander shall appoint also those chairpersons as otherwise provided for in these by- laws.

Section 2. Ceremonials Committee: The principal duty of the Ceremonial committee is to ensure all new members are properly initiated. The committee also concerns itself with proper presentation of other rituals outlined in the Manual of Ceremonies, including burial and other rituals. The Sergeant-At-Arms shall be the Chair of the Ceremonials Committee.

Section 3. The Membership Committee shall have charge of all matters pertaining to membership of the Post including the procuring of new members, reinstatements, and eligibility of members. The First Vice Commander shall be chairperson of this committee.

Section 4. The Entertainment Committee shall have charge of all matters pertaining to the promotion of Post functions and arrangements for social affairs. The Second Vice Commander shall be chairperson of this committee.

Section 5. The Finance Committee shall be charged with the administration of the financial policy. They shall assist in the preparation of the Annual Budget recommendations, and have supervision of receiving, disbursing, and accounting of all Post funds. The Finance Officer shall be chairperson of this committee.

Section 6. The Auditing Committee shall be charged with an audit of the Post financial accounts and Lounge accounts at least annually before the election of new officers, or more frequently as the need arises. It is highly desirable that at least one member of this committee be a qualified accountant. The Judge Advocate shall be chairperson of this committee.

Section 7. The Scholarship Committee shall have charge of all matters pertaining to the awarding of financial assistance to deserving high school graduates seeking to further their education. Persons recommended for receiving financial assistance are subject to approval by the General Membership.

Section 8. The Publicity Committee shall be charged with the promotion of public support of the Legion's programs by the establishment of proper contact with the American Legion Magazine, Department, and National Legion News Service and by local publicity of the Post programs and activities. The First Vice Commander shall be the chairman of this committee.

Section 9. The Americanism Committee shall be charged with the inspiration of patriotic and good citizenship through patriotic observances; patriotic and civic instruction in schools; Americanization of aliens; information on and **combating** anti-American propaganda; youth activities such as Boy's State, Scouts, oratorical contest; school awards and medals; flag etiquette; and other similar community service. **Additionally, this committee shall oversee the issuance of School and JROTC awards and shall make selections for Boys State, as appropriate.**

Section 10. The Athletic Committee shall be charged with the promotion of physical development and clean sports by the organization of Post athletic teams, recreation, etc., and by cooperation and support in the general recreational and athletic programs of the community.

Section 11. The Sons of the American Legion Committee shall have jurisdiction over the operation of this Post's Squadron of the Sons of the American Legion.

Section 12. The Children and Youth Committee shall be charged with aid and service to children of veterans, cooperating with agencies in the community, laboring for the betterment of child conditions, and in coordinating services and agencies in the community for the above purposes. To act as intermediary for the needy child of a veteran in obtaining the fulfillment of the Legion's pledge that "No child of a war veteran shall be in need of the necessities of life," and "A square deal for every child".

Section 13. **The Security Committee** shall work with and coordinate Legion efforts with the local Civil Defense Council on matters pertaining to national, civilian, and home defenses. It shall assist the Armed Forces of the United States in recruiting efforts and in every way be active in community activities for the defense of the nation and the security of the American Home.

Section 14. **The Blood Committee** shall work closely with the local area blood bank and the Post to ensure that an adequate supply of blood is on hand for the community. He/she will keep records of all blood donors and submit an annual report to the Post.

Section 15. **The Bylaws Committee** shall review the bylaws annually and recommend necessary changes to the General Membership for consideration and/or approval. The Judge Advocate shall be chairperson of this committee

Section 16. **The Bingo Committee** shall consist of the Bingo Chairman and Bingo callers. The appointed Bingo Chairperson and committee members will follow to the letter of the law the conduct of the games. The Bingo Chairman shall be responsible for accurate record keeping and using modern accounting methods.

Section 17. **Disaster Preparedness Committee** will meet within 72 hours after the announcement of any major Hurricane or Tropical Storm to review the Disaster Preparedness Guidelines and make recommendations to the Executive Committee on protecting the Post Home and employees.

Section 18. **Duties of the House Committee** The House Committee shall be comprised of the five (5) individuals. The House Committee is responsible to the Executive Committee for maintaining qualified personnel in the positions of Post Janitorial, Maintenance, and Yard/Grounds work. They also oversee the post kitchen operations. They will ensure all personnel carry out their assigned duties in accordance with Post policy/directives, job descriptions and local health guidelines. They shall also provide assistance to the Lounge Manager on an as needed basis. They will report all recommended changes and/or discrepancies (except emergencies) to the Executive Committee before a final approval is made.

Section 19. All committee chairpersons shall submit their annual budget recommendations to operate their committees in writing to the Finance Committee as soon as possible after receiving their appointment or election as committee chairpersons and may spend no more than \$250 without approval of the Executive Committee

ARTICLE VIII **SUPPORT TO THE PROGRAMS**

Section 1. **Sons of the American Legion Committee:** This committee shall have supervision over the operations of the Post's Squadron of the Sons of The American Legion.

Section 2. **American Legion Riders Committee:** This committee shall have supervision over the operations of the Post's Chapter of The American Legion Riders. All actions of the Riders

membership, relative to any disciplinary action(s) against a Riders member(s) shall be subject to the approval of the Post Executive Committee.

ARTICLE IX RESOLUTIONS

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

ARTICLE X GENERAL MEETINGS

Section 1. The general meetings of the Post shall be held at the Post Home on the second Tuesday of each month at 6:30 p.m., except on legal holidays, in accordance with the Officer's Guide and the Manual of Ceremonies, at which may be transacted such American Legion business as may be brought up for action.

Section 2. The Post Commander, or a majority of the Executive Committee, shall have the power to call a special meeting of the Post at any time.

Section 3. Upon written request of fifteen (15) Post members, the Post Commander or the Executive Committee will call a special meeting of the Post at any time.

Section 4. Fifteen (15) Post members present at a regular or special meeting of the Post shall constitute a quorum.

Section 5. Officers of the Post should wear The American Legion uniforms at Post Meetings, if possible, and/or as directed.

ARTICLE XI ELECTIONS

Section 1. The annual election of officers of this Post shall be held on a date as specified per Department of Florida guidelines, of each year. Balloting shall be under the supervision of the Judge Advocate, with assistance as he/she shall require. In the event that elections cannot be held as prescribed, refer to American Legion Post 240 Constitution Article IV Section 10.

Section 2. At a meeting of the membership each year the Commander shall select members to serve on a Nominating Committee to seek out, research and nominate members to be officers the coming year. The Commander may not serve on this committee.

Section 3. At a meeting following their appointment, the Chairperson of the nominating committee shall announce to the membership the names of those vetted members who have self-nominated themselves. Further nominations may be made from the floor, provided the person being nominated is present and accepts the nomination, or a letter is presented on his/her behalf agreeing to the nomination. All members nominated must be vetted before their

names goes on the ballot.

Section 4. Any member of the Post who is in good standing shall be allowed to vote during the time allocated for the election. Post membership records and persons familiar with them shall always be available during balloting to verify eligibility of members. The Judge Advocate shall make a final ruling on eligibility after consulting the records.

ARTICLE XII **NOTICES**

Section 1. Every member shall furnish the Post Adjutant with his/her address or e-mail for mailing purposes.

Section 2. The Post Adjutant shall cause notice of elections of Post Officers shall be published at least thirty(30) days prior to the date of the elections.

Section 3. A copy of the Constitution and By-Laws shall be given to each member requesting a copy and a copy shall always be placed on the Post bulletin board and Post website.

ARTICLE XIII **POST REVENUE**

Section 1. There shall be no associate members of the Post.

Section 2. In regard to delinquent members reference is made to the Post Officers Guide.

Section 3. There shall be no gambling nor gaming devices on Post property except as authorized by Florida State and Escambia County Statutes.

ARTICLE XIV **POST FUNDS**

Section 1. All Post Officers handling Post funds shall be bonded by an accredited Bonding Agency. The General Fund shall be composed of dues and such other sources of revenue as the Post may receive that is not specifically earmarked for another fund.

Section 2. The Bingo Fund shall be separate from all other Post funds and will rely on its income solely from the operation of bingo games in the Post Home, and strictly in accordance with the current laws of the State of Florida. The appointed Bingo Chairperson and committee members will follow to the letter of the law the conduct of the games.

Section 3. The Sons of the American Legion Fund shall be composed of dues from SAL members and such sources of revenue as voted upon by the Squadron and approved by the Post.

Section 4. The Post 240 Lounge Fund shall be administered by the Lounge Manager who shall render monthly reports to the Post through the Executive Committee. Lounge funds shall be generated from the sale of food, beverages, and usage of coin operated machines.

Expenses paid from this fund shall include employee's salaries, state and local taxes, social security, unemployment insurance, accounting fees, costs of food and beverages for resale, and miscellaneous costs inherent in the operation of the club. The Lounge Manager shall be responsible for accurate record keeping and using modern accounting methods.

Section 5. Additional funds may be established when deemed necessary by the Post on the recommendation of the Executive Committee and by majority vote of members present at a regular meeting.

ARTICLE XV **RULES OF ORDER**

Section 1. The Post shall use and follow the American Legion Post Officers Guide in conducting its meetings, initiation of members and other ceremonies prescribed therein. The Post Officers Guide shall be read by each officer of the Post in order to get a clear understanding of the duties of his/her office. **If not prescribed in the above mentioned manual, then "Robert's Rules of Order, Newly Revised" shall be used.**

ARTICLE XVI **HONORARY LIFE MEMBERSHIP**

Section 1. The citation of an individual Legionnaire to honorary life membership in the Post is a testimonial by those who know him/her best, and that he/she has served the American Legion well.

Section 2. Honorary life membership shall not be conferred on any member unless he/she has done an outstanding amount of work for the good of the Legion and for the Post.

Section 3. No member will receive an honorary life membership from the Post, unless he/she has been an active member for at least five (5) consecutive years.

Section 4. Honorary life membership will not be conferred by a vote of the Post unless all members are notified in advance of the regular meeting that the voting is to take place. This notice is to give the name of the member to be voted upon and his/her qualifications.

Section 5. No honorary life membership conferred by the Post can be revoked except when the member who has received the life membership transfers from the Post or is expelled for a major infraction.

ARTICLE XVII **LIMITATIONS OF LIABILITIES**

Section 1. The Post shall incur, or cause to be incurred, no liability nor obligations, which shall be subject to liability of any other Post, subdivision, group of men, members of the American Legion, or other individuals, corporations, or organizations.

ARTICLE XVIII
AMENDMENTS

Section 1. These Bylaws may be amended at any regular meeting of the Post by a vote of two-thirds of the members of said Post attending such regular meeting provided that the proposed amendment shall have been submitted in writing and read at the **next** regular meeting of said Post; and further provided; that written notice shall have been given to all members at least **thirty (30)** days in advance of the date such amendment is to be voted upon, and notifying said members that at such meeting a proposal to amend the By-laws is to be voted upon, and stating the amendment.

These changes to the By-Laws were duly approved, after proper notice, by the membership of Warrington Post 240, The American Legion, Inc. on 9 June, 2020.

REVIEWED

//s// Donald Graham
JUDGE ADVOCATE, POST #240 / DATE

ATTESTED

//s// Dave Forsman
COMMANDER, POST #240 / DATE

//s// Joseph Bodmer
ADJUTANT, POST #240 / DATE

APPROVED

DEPARTMENT JUDGE ADVOCATE / DATE

FINAL APPROVAL

DEPARTMENT ADJUTANT / DATE

DEPARTMENT COMMANDER / DATE