

By-Laws of 303 Squadron, attached to Shaddrick-LaBeau Post No. 303 Department of Minnesota.

## **ARTICLE I MEMBERSHIP**

Section 1. Applications for membership shall be made in writing on blanks prescribed therefore by the National Organization.

Section 2. All applications for membership shall be acted upon at the meeting 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 10 or more Squadron members cast their vote against the acceptance of such applicant, then such applicant shall be recorded as rejected.

## **ARTICLE II NOMINATION AND ELECTION OF OFFICERS**

Section 1. At the first regular meeting in February 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 second regular meeting in April 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 seconded, the same shall be considered as though contained in the report of the nominating committee after said report has been accepted and adopted by the Squadron.

Section 3. 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.

Section 4. The newly elected officers and members of the Executive Committee shall take office at the next regular meeting, at which time proper authority shall install them.

## **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 By-Laws and the policies and mandates of the National and of the Department 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 a Squadron, shall act as representative of the Commander on all matters referred to him and shall specifically be in charge of 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 the Second Vice President, shall likewise act as representative of the Commander, and he shall specifically be in charge of 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 Department 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 committee heretofore referred to in Section 4, Article I, of the National By-Laws. 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 services 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 form year to year all records and data of value and interest to the Sons of The American Legion and The American Legion, and shall compile during his term of office a complete history of the year's activities.

## **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 Shaddrick-LaBeau Post No. 303, Department of Minnesota, 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.

## **ARTICLE VI STANDING COMMITTEES**

Section 1. Upon nomination of 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.

## **ARTICLE VII MEETINGS**

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

Section 2. The regular stated meeting of this Squadron shall be held on the 1<sup>st</sup> and Thursday of each and every month.

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

Section 4. Every member shall furnish to the Adjutant his address, 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 5. Notice of all special meetings of the Squadron shall be mailed to each Squadron member 48 hours previous to the holding of such meeting and at least 1 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 ten 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. Four members, besides a qualified presiding officer, shall constitute a quorum at any meeting of the Squadron.

Section 2. Five members of the Executive Committee 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 bank by the Finance Officer. Withdrawals shall only be made upon draft of check signed by the Finance Officer and the Chairman of the Post Supervisory Committee.

Section 2. All Squadron and Post officials handling Squadron moneys shall be properly bonded with a good and solvent bonding and surety company, as surety, to cover double the average amount of moneys handled in a single year.

## **ARTICLE X RULES OF ORDER**

Section 1. The procedure at all Squadron meetings shall be governed by Roberts' Rules of Order.

## **ARTICLE XI AMENDMENTS**

Section 1. These By-Laws are adopted, subject to the provisions of the National By-Laws and the Detachment By-Laws, of which this Squadron is a subordinate member. Any amendment to the National or Detachment By-Laws which is in conflict with any provision hereof 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 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 given 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 By-Laws is to be voted upon.