

**STANDING RULES**  
**OF**  
**LAUREL, MARYLAND POST NO. 60**  
**THE AMERICAN LEGION, INC.**

**INTRODUCTION**

These standing rules supplement the Department of Maryland – mandated Constitution and By-Laws for Laurel, Maryland Post No. 60, The American Legion, Inc., hereafter referred to as the “Post.”

**ARTICLE 1– OFFICERS**

**Section 1.** The Post shall have both a First and Second Vice Commander.

**Section 2.** In addition to the officers specified in the Constitution and Bylaws, the Commander shall appoint a Service officer.

**ARTICLE 2 – POST EXECUTIVE COMMITTEE**

**Section 1.** In addition to the elected officers of the Post, the Post shall have six elected members at large. The Adjutant shall be a voting member of the Committee.

**Section 2.** Employees of the Post hired by the Executive Committee shall not hold an elective or appointed office in the Post. However, personnel contracted for periodic business with the Post or Post Home may hold an elected or appointed office if they are Post members in good standing.

**Section 3.** The Executive Committee shall meet for organizational and such other business as may come before it on the second Thursday of each month, or at the call of the Post Commander. Under emergency circumstances, the Post Commander or five Executive Committee members may call a special meeting of the Executive Committee.

**Section 4.** The Executive Committee shall have the authority to hire business and legal-related personnel/firms such as: Certified Public Accountants, lawyers, auditors, bondsmen, etc. The Executive Committee shall also insure there is adequate bond for all persons having custody of Post funds; shall hear all reports; and shall have charge of and be responsible for the management of all the affairs of the Post.

**Section 5.** The Executive Committee shall authorize or recommend, as applicable, all non-budgeted expenditures exceeding \$2500.

**Section 6.** The Executive Committee shall have the authority to enforce those rules of conduct as outlined in Article IV of the National By-Laws of The American Legion, Article XXI of the Department of Maryland By-Laws of The American Legion, the Constitution and By-Laws and House Rules of Laurel American Legion Post 60, i.e., disloyalty, neglect of duty, dishonesty, conduct unbecoming a member of The American Legion, Laurel Post 60. Further, the Executive Committee shall have the authority to enforce the House Rules of the Post to Unit

60, American Legion Auxiliary; Squadron 60, Sons of the American Legion; and Post 60 American Legion Riders members. The Executive Committee shall conduct all disciplinary hearings and actions from the disciplinary hearings in the Post. In the interest of impartiality, the name of the individual or individuals involved in any disciplinary decision shall not be made public.

### **ARTICLE 3 – DISCIPLINE OF MEMBERS**

**Section 1. DISCIPLINARY HEARINGS** - Hearings and disciplinary decisions pertaining to misconduct on Post property by any individual will be conducted by the Executive Committee. The hearing will be conducted by a minimum of five members of the Executive Committee. In the event, the Post Commander is unable to fulfill the five-member Executive Committee Hearing Panel, members in good standing from the Post shall be appointed. The Judge Advocate shall be one of five members of the Hearing Panel. If the Judge Advocate is unable to participate in the hearing, the Post Commander shall appoint a presiding judge from the Executive Committee for the hearing. The Post Commander shall not be part of the five-member Hearing Panel and must not be present during the hearing.

(a) The Post Commander, with the approval of the Executive Committee, has the authority to issue a Letter of Warning to a Post Home member in lieu of a disciplinary hearing for minor infractions of Post House Rules.

(b) The Post Commander may suspend a Post Home member from Post property for up to 90 days pending a hearing from the Executive Committee per the Department of Maryland By-Laws. Further, the Post Commander may ask if the Post Home member wants to accept the suspension as their disciplinary action in lieu of a hearing. If the Post Home member chooses to accept the suspension, the Post Home member forfeits their right to a hearing and appeal to the Executive Committee. If disciplinary action is taken, the Post Commander will inform the Executive Committee of the action at the next scheduled meeting. S

**Section 2. SUMMONS** - Summons for hearings and disciplinary actions shall be in writing. The rights of an individual to have representation other than themselves, the ability to call witnesses or submit witness statements and the right against self-incrimination must be stated in the summons letter. When a summons to appear before the Executive Committee for an alleged offense results in failure to appear or non-response, the person or persons summoned shall be considered pleading no contest to the charges stated in the summons letter. The Executive Committee shall hold the hearing on the stated date and time. The Unit 60 President or Squadron 60 Commander shall receive a copy of all summons pertaining to their members. This section does not apply to visiting Legionnaires or other guests. Section

**Section 3. DISCIPLINARY ACTIONS** - If disciplinary action is taken for violation of Post 60 House Rules, the Post Home member may lose all privileges to the Post property for a period up to, but not to exceed one year. For disloyalty, neglect of duty, dishonesty, conduct unbecoming a member of The American Legion, not including Post 60 House Rules, the summons, hearing and disciplinary actions shall be in accordance with Article IV of the National By-Laws of The American Legion and/or Article XXI of the Department of Maryland By-Laws of The American Legion. Section

**Section 4. APPEALS** - When any disciplinary decision is made by the Executive Committee involving a Post 60, Unit 60 or Squadron 60 member, that individual must be

informed of the right to appeal that decision to the appropriate judicial review panel. Appeals may also be made to the entire Executive Committee in situations where the member(s) failed to appear or had non- response on the day the initial hearing took place. Appeals of this type must be in writing and submitted to the Executive Committee no later than 30 days after the initial hearing. The decision of the Executive Committee who attended the original hearing stands pending the outcome of an appeal. Section

**(a) POST 60 LEGION MEMBERS** - All appeals pertaining to violation of Post 60 House Rules by Post 60 Legion members shall be forwarded to the Post Commander. The Post Commander and a minimum of four members of the Executive Committee or Post members in good standing that did not participate as part of the original hearing panel shall rule whether to accept or deny the appeal. The Post Commander is the presiding judge of the Appeals Panel. A more than 50 percent vote to acquit shall vacate the disciplinary action. In the event of a tie, the Post Commander shall decide whether to impose or vacate the disciplinary action. The ruling from the Appeals Panel is final. Appeals for other than Post 60 House Rules infractions shall be forwarded to the Department of Maryland in accordance with Article XXI of the Department of Maryland By-Laws of The American Legion for action. 12 Section

**(b) UNIT 60 AND SQUADRON 60 MEMBERS** - All appeals pertaining to violation of Post 60 House Rules for Unit 60 and Squadron 60 members shall be forwarded to the Post Commander and the respective Unit President or Squadron Commander. The Post Commander and the respective Auxiliary President or Squadron Commander shall meet to hear the appeal and discuss it. The Post Commander shall appoint a minimum of four members of the Executive Committee or Post members in good standing that did not participate as part of the original hearing panel shall rule whether to accept or deny the appeal. The Post Commander is the presiding judge of the Appeals Panel. A more than 50 percent vote to acquit shall vacate the disciplinary action. In the event of a tie, the Post Commander shall decide whether to impose or vacate the disciplinary action. The ruling from the Appeals Panel is final

#### **ARTICLE 4 - PROPERTY AND BUSINESS MANAGEMENT.**

**Section 1.** In performing its assigned mission, the Executive Committee shall have the authority to hire such employees and contractors as is necessary to operate the Post Home and Business. The Post Business Manager and the House Committee is responsible to manage the Post Home and its property. All routine transactions or contracts for maintenance, repair or improvement of the Post Home or Business in excess of \$2,500 must be approved by the Executive Committee. Any emergency maintenance or repairs necessary to maintain the efficient operations of the Post Home in excess of \$2,500.00 must be authorized and approved by the Post Commander and Finance Officer.

**Section 2. ANNUAL INVENTORY.** An annual inventory of the Post real property shall be conducted by the Post Business Manager and the House Committee no later than the first regularly scheduled meeting after installation of Officers. If no House Committee is appointed, it shall be the Business Manager's responsibility to request support from the Executive Committee to complete the annual inventory.

**Section 3. GOVERNING REGULATIONS** - Post members should be aware of the fact that within the framework of Post Business, the Post becomes subject to federal, state, county and local regulations and licensing, which are not within the realm of American Legion

authority. Therefore, the Executive Committee is empowered to effect special rules to comply with these requirements.

## **ARTICLE 5 - HOUSE RULES**

**Section 1.** The Post Business Manager and House Committee shall have the authority to formulate such rules of conduct as may be necessary for the maintenance of good order in the Post Home and post such rules. Approval and enforcement are under the purview of the Executive Committee. Final ratification of any House Rules lies with the General Assembly.

## **ARTICLE 6 - 5-YEAR PLAN**

**Section 1.** The House Committee and the Post Business Manager will create and/or submit updates to the Post 60 5-Year Plan for upgrades and/or replacement of existing infrastructure to the Finance and Executive Committees by April 15th. If no House Committee is appointed, it will be the Business Manager's responsibility to request support from the Executive Committee to complete or update the 5-Year Plan.

## **ARTICLE 7 - USE OF POST 60 RENTAL FACILITIES**

**Section 1.** The activities of the Post, in absence of any contractual obligation, shall take precedence over any other activity scheduled by the Post Business Manager or the Executive Committee. For the purpose of this section, a monetary deposit held by the Post to reserve a specified date is considered a contractual obligation.

**Section 2.** Other than normally scheduled events, use of the Post rental facilities by any Post, SAL or Auxiliary member or committee for a function or an event will be coordinated through the Ways, Means and Activities Committee (WMAC). The WMAC will consult with the Executive Committee and the Post Business Manager for date availability and final determination for use. Whether or not charges for use of the rental facilities are involved, an appropriate rental contract shall be negotiated.

**Section 3.** Any company, organization, group, or individual desiring use of the Post rental facilities to conduct meetings or events for personal, family, private or commercial gain, must address their request to the Post Business Manager, and appropriate rental contract shall be negotiated.

**Section 4.** Any company, organization, group, or individual involved in bona fide non-profit fundraising activities for recognized charitable programs, or individuals or families in need, will address their request to the Post Business Manager. Final determination will rest with the Executive Committee. Whether or not charges for use of the rental facilities are involved, an appropriate rental contract shall be negotiated.

**Section 5.** Use of the Post rental facilities by any national, state, district or county organization of The American Legion shall be at the discretion of the Executive Committee. Such requests shall be addressed to the Post through the Post Business Manager. Final determination will rest with the Executive Committee.

## **ARTICLE 8. NON-PROFIT ORGANIZATION LONG-TERM AGREEMENTS**

**Section 1.** The Executive Committee shall ensure that any long-term use of Post facilities or property for a nonprofit organization will have a formal, written agreement (contract) with the Post before utilizing Post facilities or outside property. The contract shall ensure the non-profit organization covers its own liability, limitations and indemnity. Once approved by the Executive Committee and ratified by the General Assembly, the Post Business Manager shall oversee and enforce rules of the contract. The contract with the Post will be reviewed by the Executive Committee annually before any renewal.

## **ARTICLE 9 - DUTIES OF OFFICERS.**

In addition to the duties describe in the Post Constitution and Bylaws, the following duties are assigned to the named officers below:

**Section 1.** The Commander shall:

- (a) Approve all orders directing the disbursement of Post funds.
- (b) Make an annual report covering the activities of the Post for the year and recommendations for the ensuing year, which shall be read at the regular meeting in June and a copy thereof immediately forwarded to the Department Adjutant.

**Section 2.** The First Vice Commander shall chair the Membership Committee

**Section 3.** The Second Vice Commander shall:

- (a) Chair the Ways, Means and Activities Committee.
  - (b) Be generally responsible for the arrangements and promotion of the social activities of the Post, and upon advice of the Executive Committee, supervises the fund-raising activities of the Post.

**Section 4.** The Judge Advocate shall:

- (a) Examine all legal papers presented to the Post for its action, and shall advise the Post Commander and/or the Executive Committee in relation thereto.
- (b) Ensure legal documents are prepared as the Post may require.
- (c) If requested by the Post Commander and/or Executive Committee, obtain competent legal counsel.

**Section 5.** The Adjutant shall:

- (a) Maintain the membership account and make same available to the Finance Officer for monthly balance.
- (b) Be responsible to process all Legionnaire applications for timely submission of membership cards to Department.

**Section 5.** The Post Finance Officer shall:

- (a) Submit, by the first Executive Committee meeting in August, a complete End-of-Legion Year financial report. –
- (b) Counter-sign all checks disbursing monies of the Post, except as elsewhere provided herein.
- (c) Act as chairman of the Finance Committee and generally be responsible for supervising its activities. –
- (d) Advise the Executive Committee concerning a recommended budget for the upcoming year as allocated to the various Post committees as outlined in Article V.

**Section 6.** The Sergeant at Arms shall be responsible for preparing the hall for General Assembly meetings and other official events.

**Section 7.** The Chaplain shall be Chairman of the Veterans Affairs/Voluntary Service Committee and give comfort to Veterans' families when sick or bereaved. Expressions of condolence and sympathy will be attended to either verbally or by the postal service.

**Section 8.** The Service Officer shall:

(a) Advise and assist the Post members and their dependents of the rights and benefits granted to them by law.

(b) Know how to utilize such expert services as may be available in the community, and to render such assistance as may be required in filing claims for veterans and other benefits.

(c) Perform such other duties pertaining to the rehabilitation of Post members, as may be necessary, and arrange hospitalization, as available, whenever necessary.

## ARTICLE 9 - NOMINATIONS

**Section 1.** At the regularly scheduled meeting of the Post in February, it shall be the duty of the Post Commander to appoint a Nominating Committee approved by the Executive Committee. The Nominating Committee shall determine the eligibility of Post members in good standing and to vet the members' ability to hold office. The decisions of the Nominating Committee may be appealed to the General Membership at the April membership meeting in open forum. The General Membership will vote to whether to allow the nominee to be put on the ballot or not. A person deemed ineligible to hold office at the time of nominations closure cannot be elected or appointed to the position they are seeking for the next Legion Year.

**Section 2.** LIST OF NOMINEES - At the regular meeting of the Post in April, the Nominating Committee shall present to the Post a list of at least one nominee for each elective office of the Post, as well as Executive Committee and Department convention delegates and alternates (see Section 5.1). "Nominations in Absentia" will not be considered unless accompanied by a letter of acceptance by the person nominated "in absentia." A member of the Nominating Committee may be nominated for office without resigning from the Nominating Committee. Nominees will be listed in last name alphabetical order on the ballots.

**Section 3.** Any member of the Post, in good standing, shall have the right to nominate from the floor such other members of the Post, in good standing and are qualified for an elective office of the Post or other positions as described in the Post Constitution and Bylaws or these standing rules. General Membership has the right to publicly interview a floor nominee to see if they have the ability to perform the duties of office before the nominations are closed. Any challenge to a floor nomination by a Post member, requires a majority vote from the General Membership of whether to accept or deny the nomination.

**Section 4.** OTHER NOMINATIONS - Except as otherwise provided, no further nominations shall be made following the regular April meeting of the Post. All nominees shall thereupon be considered a candidate for the office for which they are nominated and shall notify the Post Adjutant immediately of their acceptance of such candidacy. Write-in candidates on ballots shall not be allowed once nominations are closed.

**Section 5.** VACATED CANDIDACY - In the event a candidate or elected officer in the Post dies, resigns their candidacy/office, is expelled or suspended, or for any other reason cannot serve in their office or candidacy, such event will be referred to the Executive Committee for immediate action. Officers who have stepped down from their responsibilities for the past term

shall not be allowed to run for a position as an officer or for an Executive Committee chair for the following year except in the event of an emergency or illness which prevents them from performing the duties of the position.

## **ARTICLE 10 - ELECTIONS**

**Section 1. ELECTION OF OFFICERS** - The election shall be the regular order of business of the May meeting of the Post. Candidates for the elected offices and Executive Committee shall be named on a single, secret, ballot. Each member of the Post, in good standing, is entitled to one vote per office. The Elections Committee, shall count the ballots and certify and publish the results. Those candidates receiving the highest number of votes shall be considered elected and the results announced to the General Assembly the same night. Results of the election will be forwarded to Department Headquarters by the Post Adjutant.

**Section 2. EARLY ELECTION OF DELEGATES/ALTERNATES** - The Executive Committee is authorized to call for the election of delegates to the Department Convention at the December meeting of the Post. Nominations will be accepted from the floor at the November meeting and throughout the remainder of the month. The results will be forwarded to Department Headquarters with the results of the regular Post Election in May.

**Section 3. UNOPPOSED CANDIDATES** - If all candidates running for office are unopposed at the close of nominations, a ballot election shall not be required. Only a majority voice vote shall be required at the May General Assembly meeting.

(a) In the event an unopposed candidate for an office is voted down by the General Assembly, the Commander shall not appoint the candidate to hold that office to circumvent the will of Post 60 membership. If the position for an unopposed Post Commander is voted down, a special election for the position must be held within 60 days with nominations to be submitted at the next General Assembly meeting. The interim Acting Post Commander shall be the previous Post Commander or, if they accept the position, the newly-elected First Vice-Commander

**Section 4. ONE OFFICE** - A member shall be selected as a candidate to only one elective office. No person presently serving in an elective office may be appointed to serve the unexpired term or vacant office of another person at the same time.

**Section 5. INSTALLATION** - The installation of all newly elected Post officers, Executive Committee members will take place at the meeting of the Post during the third week in June or such other time as may be decided by the Executive Committee. All elected officers and committee members shall assume their duties upon installation.

**Section 6. DEPARTMENT EXECUTIVE COMMITTEE** - The Post Commander will, at the General Assembly meeting of November, announce the Post endorsements for Department Executive Committee to be voted on at the December General Assembly meeting. The body, at that time, will vote on endorsements of Post Department Executive Committee representatives. The number of Post Department Executive Committee representatives is determined by the strength of Department.

**Section 7. HOURS OF VOTING** - On the third Thursday of May coinciding with the General Assembly meeting, the hours of voting shall be from 12:00 pm to 7:00 pm. Any ballots received by the Elections Committee after 7:00 pm shall be null and void.

**Section 8. TIE VOTES AND RECOUNTS OF VOTES** - In the event of a tie vote or a call for a vote recount by a member of Post 60 of an elected position, the General Assembly will break the tie by vote.

## ARTICLE 11 - DELEGATES

**Section 1.** A delegate accepting the nomination for election shall give adequate assurance that he will attend the Department Convention and fulfill their obligation as a delegate.

## ARTICLE 12 – APPOINTMENTS AND COMMITTEES

**Section 1. APPOINTMENTS** - The newly elected Post Commander, as soon as they are installed, shall appoint , a Service Officer, Color Guard and Color Guard Commander to serve during their term. Such appointments, and any other appointments, are subject to ratification by a majority of the Executive Committee.

**Section 2. COLOR GUARD** - The Post shall have a Color Guard and a Color Guard Commander appointed by the Post Commander. They shall: - Be a member of Post 60, Sons of the American Legion, Squadron 60 or the American Legion Auxiliary, Unit 60. - Have custody of all flags and colors belonging to the Post. - Advance and retire the same during meetings and ceremonies as directed by the Post Commander. - Perform such other duties as may be assigned by the Post Commander and/or the Executive Committee. - The Color Guard Commander shall take monthly inventory of weapons.

**Section 3. COMMITTEES** - The Post Commander, upon taking office each year, shall appoint the following standing committees: Membership; Ways, Means and Activities; Americanism; Finance; Children and Youth; Publicity; Athletics; Sons of The American Legion; Graves Registration; Donation Screening; Audit; Election; Bingo; Awards; and, such other committees as are necessary. The standing committees shall consist of such members and chairmen thereof as designated by the Post Commander and approved by the Executive Committee. The Nominating Committee is appointed by the Executive Committee and the Post Commander shall not be a member of this committee.

**Section 4. MEMBERSHIP COMMITTEE** - The Membership Committee shall have charge of all matters pertaining to the membership of the Post, including the recruiting of new members and reinstatement and eligibility of members. The 1st Vice-Commander will be the Chairman of this committee.

**Section 5. WAYS, MEANS AND ACTIVITIES COMMITTEE** - Chaired by the 2nd Vice Commander, the Ways, Means and Activities Committee shall have charge of the promotion of the advantages of the Post and arrangements for social activities and entertainment. It shall generate and administer activities to raise funds for the Post programs and shall have a separate sub-committee for each enterprise.

**Section 6. AMERICANISM COMMITTEE** - The Americanism Committee shall be charged with the inspiration of patriotism and good citizenship by arrangements for proper observance of patriotic occasions; encouragement of patriotic and civic phases of instructions in schools; Americanism of aliens; combating anti-American propaganda by education of the general public in American ideals through public forums, etc.; and activities for community and civic betterment, including Boys State, Scouting, Oratorical Contests, School Awards, ROTC



Awards, Scholarships, distribution of Need-A-Lift books, and celebration of all national holidays.

**Section 7. CHILDREN AND YOUTH COMMITTEE** - The Children and Youth Committee shall be charged to ensure that any child of a veteran in need of care and protection shall receive proper and timely service and aid; to strengthen the family unit; extend support to sound organizations and facilities that provide services for children and youth; and to maintain a well rounded program that meets the needs of the young people in their respective community.

**Section 8. PUBLICITY COMMITTEE** - The Publicity Committee shall be charged with the promotion of public support of the Legion's programs by utilizing Department and National Legion news services, and by local publicity of the Post programs. It shall also be responsible for the publication of the Post Newsletter.

**Section 9. ATHLETICS COMMITTEE** - The Athletics Committee shall be charged with the promotion of physical development and sportsmanship by organization of Post Athletic teams, recreation, etc., and by cooperation and support in the general recreation and athletic programs of the community.

**Section 9. SONS OF THE AMERICAN LEGION COMMITTEE** - The Sons of The American Legion Committee shall have supervision over the operation of Squadron 60 of the Sons of The American Legion.

**Section 10. VETERANS AFFAIRS/VOLUNTARY SERVICE (VA/VS) COMMITTEE** - The VA/VS Committee, chaired by the Post Chaplain, is charged with the visiting and comforting of members from this Post and their families, as well as other Veterans and their families, when sick or bereaved. The committee shall report to the Post Commander any member in special need.

**Section 11. HOMELAND SECURITY COMMITTEE** - The Homeland Security Committee shall work with and coordinate Legion efforts with local Civil Defense Councils on matters pertaining to national, civilian and home defenses. The Homeland Security Committee shall further 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 12. GRAVES REGISTRATION COMMITTEE** - The Graves Registration Committee shall record grave sites and keep complete information, in a file in the Post Home, on Veterans burial in cemeteries in the area. On Memorial Day, the committee shall arrange for the decoration of Veterans graves in cemeteries in the area.

**Section 13. FINANCE COMMITTEE** - The Finance Committee shall review the finances of the Post and make recommendations to the Executive Committee for the transfer, execution, freezing and disbursement of funds from one account to another, except where otherwise provided for in these By-Laws. The Finance Committee shall be generally responsible for overseeing the various accounts and making such recommendations, as they deem necessary or expedient for the betterment of the financial status of the Post. It shall be the responsibility of this committee to coordinate the requested budgets of the various committees for the operation of their programs and to prepare, present and recommend a budget for the year to the Executive Committee for approval. After a budget has been approved, additional requests for funding must be submitted to this committee for recommendations to the Executive Committee. The Finance Committee will present an estimated budget at the first Executive Committee meeting after installation of new officers. A final budget will be submitted at the next Executive Committee meeting following the submission of the estimated budget. The outgoing Finance Committee will

present a final report for use by the incoming Finance Committee members to assist them in preparing their budget recommendations.

**Section 14. DONATION SCREENING COMMITTEE** - The Donation Screening Committee is charged with periodic review of all requests for donations to ascertain their authenticity, need and locations. Their recommendations will be presented to the Executive Committee for final action.

**Section 15. AUDIT COMMITTEE** - The Audit Committee is responsible to conduct a comprehensive in-house audit of the Post's funds and expenses at the end of each Legion year per Article V, Section 5. Anyone who serves on the Executive Committee shall not be a member of the Audit Committee to prevent conflict of interest

**Section 15. NOMINATING COMMITTEE** - The Nominating Committee is formed in February and is charged with compiling the names of members in writing who are campaigning for an elected position in the Post. The committee ensures nominees are members in good standing and are able to carry out the duties of elected office as prescribed in Article VII - Duties of Officers. The Nominating Committee presents an orderly list to the membership at the April General Assembly meeting. The list for nominations presented shall be by position and in last name alphabetical order. The Post Commander shall not be a member of this committee.

**Section 16. ELECTION COMMITTEE** - The Election Committee consists of four appointed members. Three members are charged to creating the ballots in last name alphabetical order and by position the nominees are campaigning for and counting the ballots on election night. One member shall be appointed the Election Judge. The Election Judge oversees the count, hears all complaints and certifies and publishes the results of the election.

**Section 17. BINGO COMMITTEE** - The Bingo Committee is charged with the smooth operation of all Post 60 Bingo events. This committee collects funds, disperses winning payouts, obtains necessary supplies, maintains the equipment, keeps patrons advised, ensures appropriate publicity to attract prospective patrons and ensures the Bingo program follows all applicable national, state, county and city laws. The Bingo Committee works with the Post Business Manager as needed for managing of funds, storage of equipment and kitchen support. The Bingo Committee Chairman ensures that appropriate financial and administrative records are kept current and compiles a report to the Executive Committee on all aspects of the Bingo program for the monthly General Assembly meeting

**Section 17. AWARDS COMMITTEE** - Awards Committee(s) is/are appointed by the Post Commander no later than 90 days prior to the award cut-off date. The committee(s) reviews submission forms and selects the best candidate nominated. Guidance for awards selection are contained in Article XVIII, American Legion Post 60 Awards.

**Section 18. EQUAL EMPLOYMENT OPPORTUNITY COMMITTEE** - The Equal Employment Opportunity Committee shall consist of five members in good standing, who shall convene within 15 days after the receipt of a written complaint from an employment applicant, current or past employees, bidder(s) or contractor(s), pertaining to the hiring, employment, working conditions or other matters within the scope of local, state or federal laws.

**Section 19. HOUSE COMMITTEE** - The House Committee shall work with the Post Business Manager and be responsible for the maintenance and care of the Post Home, the Post real property, and all furnishings and equipment owned by the Post. The House Committee shall consist of up to five members of the Post, who are in good standing and are appointed by the Post Commander. They will assist in developing the 5-Year Plan, performing the Post's annual inventory with the Post Business Manager and formulate and post House Rules

## **ARTICLE 13 - POST MEMBERSHIP MEETINGS**

**Section 1.** The regular meeting of the Post shall be held at the Post Home on the third Thursday of each month at 7:00 P.M., at which time may be transacted such business as may properly be brought before it; such meetings may be converted into entertainment meetings, as may be deemed advisable by the officers of the Post. Should such a date be on a holiday, the General Assembly meeting may be rescheduled by the Post Commander, upon due notice to the membership. Should it be necessary to hold a meeting due to unusual circumstances, the Post Commander may reschedule a General Assembly meeting. Circumstances beyond control shall in no instance be construed to mean personal reasons, but rather, a general event such as extremely hazardous weather as announced by the local media, etc., which could cause a hardship for the general membership to travel to and from the meeting. All Post 60 officers or their designated representatives are required to attend each monthly General Assembly meeting.

**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, providing seven days advance notice is given the membership.

**Section 3.** The annual meeting of the Post shall be held on the third Thursday in May of each year. This meeting shall serve as the annual corporate meeting of the Post.

**Section 4.** Subsequent to the presentation and acceptance of the minutes of the previous Executive Committee meeting, and upon a majority vote for reconsideration, any motion contained in the minutes that is in dispute may be amended upon a majority vote of the Legionnaires in attendance at the General Assembly meeting.

## **ARTICLE 14 - NOTICES**

**Section 1.** The Post shall not incur or cause to be incurred, any liability or obligation whatever which shall subject to liability any other Post subdivision, group of individuals, members of The American Legion, or other individuals, corporations or organizations.

## **ARTICLE 15 – Funds or Special Accounts**

**Section 1. COMMANDER'S WELFARE FUND** - The Post Commander shall have an established budget-controlled emergency fund obtained from the Membership Fund, which will be available for their use in rendering emergency aid to a member of the Post, or other Legionnaire, or for such other use involving the welfare of the Post membership. The Post Commander shall report all disbursements from such fund, giving adequate reason for each disbursement. Such report shall be made at the next Executive Committee meeting following any such disbursement or disbursements. Upon their request, consideration shall be given by the Executive Committee to the replenishment of such funds from the Membership Fund or, if sufficient funds are not available in the Membership Fund, from the General Fund.

**Section 2. BUILDING FUND** - A fund designated as the Building Fund shall be an established account in a federally insured local financial institution. All monies directed to this fund shall be deposited in the fund and used for the improvement/repair of the Post Home, to

include acquisition of new equipment and non-recurring expenses in excess of \$2,500, not related to the stocking requirements of the Post Business operation. All transactions through this account shall require the signature of any two of the following: Post Commander, Finance Officer or another officer of the Post as designated by the Post Commander. The Executive Committee budgets and tracks disbursement of this fund.

**Section 3. MEMBERSHIP FUND** - A fund designated as the Membership Fund shall be an account established in a federally insured local financial institution. The monies derived from annual membership dues and sale of Legion accoutrements shall reside in this account. All monies directed to this fund shall be used to provide for the expenses incurred for membership related matters or functions. All transactions through this account shall require the signature of any two of the following: Post Commander, 1st Vice-Commander, Finance Officer, or Post Adjutant. The 1st Vice-Commander budgets and tracks disbursement of this fund.

**Section 4. GENERAL FUND** - A fund designated as the General Fund shall be a special account established in a federally insured local financial institution. This account shall be a depository for monies associated with the various activities or business of the Post/Post Home as prescribed in Article II, Article VI, and Article XI of these By-Laws. All monies directed to this fund shall be used for daily and/or recurring expenses associated with the operation of the Post Business described in these standing rules and to fund shortfalls in other funds/accounts. All transactions from this fund shall require the signature of any two of the following: Post Commander Finance Officer, Post Business Manager/Assistant Business Manager or another officer of the Post as designated by the Post Commander. The Finance Committee tracks disbursement of this fund.

(a) Special beverage tokens will be made available to the Post Commander for use in providing complimentary refreshments for American Legion visitors/dignitaries from other posts, non-Legion dignitaries who attend Post functions, and, at their discretion, to members who volunteer their services to perform specific duties for Post operations. The cost of tokens will be made available from the General Fund. The Post Commander will report the status of and/or a request for replenishment of tokens from the general fund as necessary to the Executive Committee.

(a) The Post may allocate high school scholarships from the General Fund

(1) The recipients of such scholarships are to be determined from applications submitted to Post 60 by students, through school guidance offices and accredited home study/school programs. A panel designated by the Post Commander, Auxiliary Unit 60 President, Sons of the American Legion, Squadron 60 Commander and if applicable, the affiliated local nonprofit organization shall evaluate all applications and determine winners.

(2) Scholarship assistance is for high school seniors only. Additions to scholarships and their funds may be made at future dates by Post 60 at their discretion.

(3) The Americanism Committee budgets and tracks disbursement of any scholarship funds.

**Section 5. INVESTMENT FUNDS** -. The Post may make financial investments to grow funds not currently needed for post operations. Monies use for these investments shall be a compilation of the following accounts/activities: charitable or other donations, gaming machines, booster-type activities and any other monies from accounts/activities as designated by the Executive Committee. The post may choose to engage a paid financial manager to assist with these investments.

(a) Decisions on investments and withdrawing investment funds will be made by the Executive Committee, with ratification by the General Assembly. All transactions in or out of the investment funds shall require the signature of any two of the following: Post Commander, Post Adjutant, Finance Officer or Post Business Manager or another officer of the Post as designated by the Post Commander. The Investment Funds status shall be tracked and reported by the Finance Officer and Post Business Manager/Assistant Business Manager.

(b) Risk Tolerance: It is necessary to decide the asset allocation that represents the best compromise and offers the best probability of meeting the Post's long-term goals for its investment portfolio. It will be the responsibility of the Post Executive Committee to determine the percentage of available funds that will be invested in fixed-income allocations (ie) Cash, CDs, Government-backed bonds, and other investment options with tolerable risk levels. FDICA insurance will not be a factor in determining investment options.

**Section 6.** All designated funds or accounts, either existing or established in the future, and not covered under this Article, shall, at the direction of the Finance Committee and the Executive Committee, have all monies in excess of their minimum required balance transferred to any account as deemed necessary. Except as otherwise indicated in these By-Laws, any movement of monies from one fund to another shall be made at the direction of the Finance Committee and the Executive Committee.

## **ARTICLE 16 – SALE OF REAL ESTATE**

**Section 1.** All proposals for sale of real estate of the Post shall be initially submitted to the Executive Committee and General Assembly. The Executive Committee must secure the approval of the sale by the District 5 Council, the Southern Maryland Region Council and The American Legion Department of Maryland. A competent lawyer, recommended by the Post Judge Advocate, must be in charge of the actual transfer of the property. The approval for sale may be requested concurrent with local transactions. Written appraisal by a professional firm must be made prior to submission District 5 Council, Southern Maryland Region Council and the Department Executive Committee.

**Section 2.** The Executive Committee, after receipt of the details of the proposed sale, shall consider both the proposal and the recommendations at a regular meeting, provided that written notice of the proposed sale shall have been given to each member of the Executive Committee at least five days in advance of such meeting.

**Section 3.** Should the Executive Committee give tentative approval to the proposed sale, by a two-thirds majority, the Post Commander, with the approval of the Executive Committee, shall appoint three members of the Post, in good standing, who shall then select an agent to negotiate with the prospective purchaser to obtain the best deal possible. The Executive Committee must then approve the selection of the agent by at least a two-thirds majority.

**Section 4.** After an agreement on the terms of the sale, presented by the agent, is reached by the special three-member committee, the matter is again presented to the Executive Committee for reconsideration. If such Committee again approves the sale by a two-thirds majority, the matter must then be presented to the entire membership of the Post. A two-thirds majority of the membership attending a regularly scheduled meeting of the Post, after notification at least five days prior to the meeting, may vote to approve the sale.

## **ARTICLE 17 - LOANS**

**Section 1.** Any proposal to borrow money utilizing Post property as collateral shall be initially submitted in writing for preliminary approval and recommendations to the Finance Committee with the approval of the Executive Committee and General Assembly. A written appraisal of the Post's assets must be provided by a professional appraiser. Written approval must be obtained from the General Membership, District 5 Council, Southern Maryland Region Council and the Department Executive Committee before the loan can be finalized.

## **SECTION 18 – INSURANCE AND BONDING**

**Section 1. CASUALTY INSURANCE** - The Post shall obtain and maintain in full force and effect the following multi-peril type insurance:

(a) Fire insurance with extended coverage, vandalism, malicious mischief, debris removal, windstorm and water damage for all Post structures, equipment and furnishings.

(b) Workman's Compensation insurance to the extent required by law.

(c) National Flood Insurance if the property is located in a flood plain.

**Section 2. PUBLIC LIABILITY INSURANCE** - The Post shall obtain and maintain comprehensive public liability and property damage insurance covering personal liability and property damage liability of the Post, its officers, employees, agents, members and guests arising in connection with the operation or maintenance of the Post. Limits of liability coverage shall be determined by the Executive Committee in conjunction with the insurance carrier.

**Section 3. FIDELITY BONDS** - The Post shall obtain and maintain fidelity bonds and/or indemnity insurance for all Post 60 employees and officers that handle or manage Post funds.

(a) The Finance Officer must be covered by fidelity bonds in such sums as shall be fixed by the Executive Committee.

## **SECTION 19 - POST AWARDS**

**Section 1. LEGIONNAIRE OF THE YEAR** - A Legionnaire of the Year award shall be designated annually as outlined below.

(a) The award time period is from July to April of the current Legion year. Any Post 60 member may nominate a Post 60 member in good standing for the Legionnaire of the Year award.

(b) Nomination forms shall be available in the Post Home lounge in January. The form submitter should give detailed reasons of why the individual deserves to be named Legionnaire of the Year such as: community service, support of the Post Home, volunteering to support Legion activities such as Americanism, Children and Youth, Post activities, etc.

(c) The Post Commander will appoint an Awards Committee for Legionnaire of the Year by the last week in April. Nominee submissions will be judged by the second week in May, the awardee will be announced and recognized at the Post's Installation ceremony.

**Section 2. VETERAN OF THE YEAR** –A Veteran of the Year award may be designated annually as outlined below.

(a) The award time period is from November 12 to September 30 crossing the previous and current Legion years. Any Post 60 member may nominate the Veteran of the Year

award to any active duty, honorably discharged or retired military person. The individual does not have to be member of Post 60 to be eligible for this award.

(b) Nomination forms shall be available in the Post Home lounge in June and must be submitted to the Post by the end of September. The form submitter should give detailed reasons of why the individual deserves to be named Veteran of the Year such as: service to the community, heroism, patriotism, and if a member, support of the Post Home, Legion activities such as: Americanism, Children and Youth, Post activities, etc.

(c) The Post Commander will appoint an Awards Committee for Veteran of the Year by the last week in August. Nominee submissions will be judged by the second week in October, the winner will be announced at the monthly General Assembly meeting. The veteran will be recognized in a ceremony on Veteran's Day.

**Section 3. CERTIFICATES OF RECOGNITION** - The Post Commander shall have the authority to award certificates of recognition with the approval of the Executive Committee.

## **ARTICLE 20 – AMENDMENTS**

**Section 1.** These Standing rules may be amended at any Post General Assembly meeting by majority vote.

**Section 2.** Any part of these standing rules which are now, or which may become, inconsistent with the Constitution and Bylaws of the Post, Department of Maryland, or the American Legion shall be nullified and be replaced by the Constitution and By-Laws provision with which these Standing Rules are in conflict.

**Section 3.** A copy of the updated Standing Rules, along with a copy of the current Post Constitution and Bylaws, shall be posted in the Post Lounge, and updated within 5 business days of any amendments. Any legion member may request an amended from the Post Adjutant.

## **ARTICLE 21 – OTHER**

**Section 1. AMERICAN LEGION POLICIES AND DIRECTIVES** - Copies of policies and directives received from American Legion National or Department of Maryland headquarters shall be posted with the Post 60 By-Laws in the Post Home as long as the policy/directive remains in effect. Membership will be notified of new policies and directives at the monthly General Assembly meeting.

**Section 2.** The Post shall keep all deeds, bonds, incorporation documents, certificates of deposit and other assets deemed critical to the operation and preservation of The American Legion Incorporated, Laurel Maryland Post No. 60 in a bona-fide safe deposit box. In August each Legion Year, the Post Commander, Adjutant, Finance Officer and Post Business Manager shall review and inventory the contents of the Post's safe deposit box. The Executive Committee shall report the inventory of items

**Section 3.** To protect the safety of Post members a bus or van may be rented for attending events sponsored by The American Legion. A limit of \$1500.00 will be enforced. All transportation requests must be approved by the Post Executive Committee. Transportation costs for events not associated with the Legion will be the responsibility of those attending.

These Standing Rules were properly presented to and adopted by the Body of Laurel, MD Post No. 60, The American Legion, Incorporated, and the General Assembly meeting on

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Mike McNalley  
Post Adjutant  
Laurel, Maryland Post No. 60  
The American Legion, Inc.

Lee Luby  
Post Commander  
Laurel, Maryland Post No. 60  
The American Legion, Inc.