

Standard Operating Procedure

Fort Cumberland American Legion Post 13

Article I - About Standing Rules

Section 1. Standing Rules are rules, (1) which relate to the details of the Administration of a society rather than to parliamentary procedures, and (2), which can be adopted or changed upon the same condition as any ordinary act of the society. A standing rule can be adopted by a majority vote without previous notice, provided it does not conflict with or amend any existing rule of the society.

Section 2. While the major advantage to an organization in using Standing Rules is the flexibility to add, amend, or delete Rules without prior notice, and by a majority vote at the same meeting in which a motion on a Standing Rule is made. Post 13 may give advance notice of a motion on a Rule, and the Chair at the Membership Meeting will be receptive to a request to table a motion on a Standing Rule in order to give the Members additional time to consider and discuss such a motion.

Section 3. The adjutant may make grammatical corrections to a rule that will not change the intent of the rule.

Article II - Conformation to Principles of the American Legion

Section 1. Fort Cumberland Post 13 shall hold to the declared principles of the American Legion and shall conform to and abide by the regulations and decisions of the Department of Maryland and to the National Executive Committee or any duly constituted governing body of the American Legion.

Article III - Executive Committee

Section 1. Officers

In accordance with Post Constitution, Article IV, Section 1, this post shall have the following elected officers:

Post Commander

Vice Commander

Judge Advocate

Adjutant

Finance Officer

Sergeant at Arms

Historian

Chaplain

There will be Four (4) members to be elected to be part of the executive committee.

Section 2. Appointments

In accordance with Post Constitution, Article IV, Section 1, this post shall appoint the following officers:

House manager

Post Assistant Adjutant

Post Assistant Finance Officer

Post Assistant House manager

Past Commander

It is recommended for the incoming Commander to appoint the outgoing Commander to this position. If the incoming Commander is serving consecutive terms, they may appoint a previous Past Commander to utilize his experience.

Article IV - Duties of Officers

Section 1. Acknowledgement

New Officers will be given a detailed job description upon election or appointment to Office and be required to sign as acknowledgement of duties.

Section 2. Removal of Post Officers

In accordance with Post By-Laws, Article VII, Section 1, inefficiency of Officers will be described as not adhering to job description signed by Officer and/or having more than 2 un-excused absences from Executive Committee or Post Membership Meetings. Officers missing a meeting are to provide a written reason, before or after a meeting, for missing a meeting to the adjutant explaining the absence.

Section 3. Post Commander

He/she shall approve all orders directing the disbursement of funds and countersign all checks. He/she shall be chairman of the Executive Committee. He/she shall perform such other duties as directed by the post and the officer’s guide.

Section 4. Vice Commanders

He/she shall perform such other duties as may be assigned to them by the post, Executive Committee, and commander as outlined in the Officers Guide Manual.

Section 5. Post Adjutant

He/she shall act as secretary of the Executive Committee. He/she shall remit all dues to the finance officer on an approved statement of which they shall keep a copy. He/she shall perform such other duties as may be assigned to them by the post, Executive Committee, and Commander as outlined in the Officers Guide Manual.

Sections 6. House Manager

The House Manager shall have jurisdiction over the Social Quarters of the Post. They are responsible for maintaining order in the Social Quarters and have the authority to temporarily remove and suspend any member or guest with cause. The House Manager is responsible for ordering and maintaining an adequate amount of supplies to operate the Social Quarters and to support any social function the Post is undertaking. The House Manager will make spot checks of the activities of the Social Quarters during all operational hours. They will be responsible for supervising the bartenders and performance of the Bartender’s Operating Policies. They will be responsible for Hiring/Firing of bartenders subject to approval of the Executive Committee. Any pay raises for Post employees will be presented to the Executive Committee and Membership for approval. They shall perform all such other duties as may be assigned to them by the Executive committee or the Commander.

Article V - Dues

Section 1. Dues are payable in advance for the upcoming year. Dues must be paid by 1 January for a member to be considered in good standing.

Article VI - Elections

Section 1. Nomination List for Post Offices will be posted immediately following the April Member's Meeting.

Section 2. Prospective Officers must be present at May Members' Meeting or send written acceptance to accept nomination. Additional nominations will be accepted from the floor. There will be no write-ins accepted on ballots.

Section 3. Election for Post Offices will be held on the 3rd Thursday of May, from 10am-7pm.

Section 4. Election Judge and 2 Tellers will receive \$50.00 each and a meal to be provided. Meal will not exceed \$50.00 total.

Section 5. Ballots will be printed in alphabetic order for each office. At the end of the election, ballots will be counted by the tellers who shall make true statements of the written ballots cast, and present to the judge who shall report the results of the election at the next regular meetings. No nominees shall be involved in any part of the election process on Election Day.

Section 6. A teller shall present one ballot for each member in good standing present at the election for the current year, and who has paid their dues at least ten days prior to the Election Day. Should a voter mutilate his/her ballot, or mark their ballot wrong, can secure another ballot from the teller only if they give the mutilated or wrongly marked ballot to the teller. Each voter is limited to the use of three (3) ballots if necessary.

Section 7. Should any office voted for on the same ballot contain more names than said office calls for, the vote for such office will be declared null and void, but the remaining ticket, if correct, shall stand.

Section 8. In the event that the same person runs for and wins multiple offices, he/she must choose what office to fill. The other office will be filled by the runner up.

Section 9. There will be no Campaigning on Post property on the day of the Election. The tellers will be responsible for preventing any campaigning on post properties on Election Day.

Section 10. In accordance with Post constitution, Article IV, Section 5, new officers will be installed and assume their duties at the Member's Meeting following the Department Convention.

Section 11. Any elected Officer of the post who resigns his office must do so in writing.

Section 12. In accordance with Post By-Laws, Article II, Section 1, & Section 2, when a vacancy of the Post Commander is not filled, the post adjutant will announce the vacancy before the next regular meeting. Nominations for the vacant office will be made from the floor at that next regular meeting. The election to fill the vacancy will be held within three (3) weeks of the nominations on a date set by the Executive Committee. The special election will be held from

12 – 6 PM and supervised by three members appointed by the Executive Committee to conduct the special election. Committee members will receive \$50 each for their services.

Section 13. In accordance with (IAW) post by-laws Article II, Section 2, whenever an election for vacancies of elected officer positions other than commander is held, it will be conducted by secret ballot.

Article VII - Meetings

Section 1. Post Executive Committee shall meet 2nd Monday of the Month except when circumstances prohibit. (i.e.) if there is only one Monday before the 2nd Tuesday, excessively foul weather, etc.

Section 2a. Member's Meeting shall be held on the 2nd Tuesday of the Month except when circumstances prohibit.

Section 2b. In accordance with Post Constitution, Article IV, Section 1, July's meeting will be first Tuesday following the Department Convention for installation of officers

Section 3. There will be no drinking of alcohol at meetings.

Article VIII - Finance

Section 1. Checks must be countersigned by both the Finance Officer and the Post Commander. In the event that one is not available, the Adjutant can countersign.

Section 2. In accordance with Post Constitution, Article VI, Section 11, the Finance Officers accounts shall be audited quarterly by an audit committee of members appointed by the Commander with approval of the Executive Committee. They will perform the audit which will be conducted from a check list provided by the Executive Committee. This section shall not preclude the Executive Committee from seeking the services of a certified public accountant to audit the accounts of the Finance Officer if they deem it necessary.

Section 3. A budget shall be proposed by the finance Committee to the executive committee at least 60 days before the start of the Post's Fiscal Year, which is January 1 through December 31th. The budget shall be the basis of all expenditures within the post, and must be approved by the post membership in a regular meeting before the beginning of the Fiscal Year.

Section 4. The finance Officer shall make disbursements, any payment for budgeted items or expenditures, and is hereby permitted to exceed the post budgeted amount for any line item in the post budget by 10%. All such expenditures in excess of budget line, are considered approved by the post, but must be reported to the Executive Committee and membership at their meeting

Section 5. The Executive Committee shall approve all non-budgeted items exceeding \$200.00.

Article IX - Delegates to the Department Convention

Section 1. Only members in good standing are eligible to attend the annual convention as a delegate.

Section 2. A delegate list shall be posted on the bulletin board after the May meeting. If more members Sign up to be a delegate that the number of delegates authorized for the post to send, an election shall be held by ballot at least twenty (20) days prior to the date of convention start to determine the primary and alternate delegates.

Section 3. All delegates must attend the Post Caucus or submit a letter stating his/her commitment to be a delegate.

Section 4. No elected delegate will receive reimbursement expenses as a delegate to the department convention unless he/she has attended eight regular post meetings in the twelve month period June 1st through May 30th. If circumstances prohibited attendance at any of these meetings, he/she shall present a written excuse for his/her absence. It shall be the determination of the Post Executive Committee whether or not an excuse is reasonable and acceptable.

Section 5. No elected delegate will receive reimbursement unless he/she has attended at least two (2) district or department functions during the period 1 June through 30th of May.

Section 6. No elected delegate will receive reimbursement unless he/she has worked at least 100 hours on post projects or committee work (e.g. Honor Guard, End-of-Month drawings etc.)

Section 7. Reimbursement of expenses to convention delegates will be determined by attendance at the proscribed meetings and volunteer hours as such:

100 hours or more.....	100% of authorized expenses
75 hours or more.....	75% of authorized expenses
50 hours or more.....	50% of authorized expenses
25 hours or more.....	25% of authorized expenses

Section 8. An advance funding of 80% will be available upon request before the convention, the remaining 20% will be paid after the convention provided the delegate conformed to all the requirements sets by the Executive Committee:

A. all delegates should be in the convention hall at the time designated by the department commander.

B. each delegate shall remain in the convention hall for a minimum of two (2) hours on the first two days and for one (1) hour on the third day. Failure to adhere to these requirements will result in the delegate repaying advanced funds and he/she will not be eligible for advanced funds in the future and the Executive Committee will determine if disciplinary action is warranted.

Additionally the following amount will be paid to each delegate who attends the following functions:

- 1. Convention Legion College Classes.....\$100
- 2. Opening Reception and ceremony.....\$25
- 3. Post Everlasting Ceremony.....\$25

Section 9. In the event that a member has been disciplined for misconduct on Post Property and is, or will be, serving as a delegate to the Department of Maryland Convention shall have their expense money withheld or modified under the following policy:

A. Members disciplined by the Executive Committee Action. A member suspended for cause shall not earn credit for any volunteer work performed for the Post during the time of their suspension. Any work performed before or after the period of Suspension has expired will be considered for an expense money payment.

B. Members disciplined by Legion Trial that have been convicted and sentenced to suspension of privileges for less than or equal to 90 days will not earn any credit for volunteer work performed to benefit the post during the period of suspension of privileges. The privileges of being a member in good standing of the post will resume after the period of their suspension has expired.

C. Members suspended for one (1) year or expelled by legion trial will not earn any credit for work performed at or for the post.

D. No member in the Appeal Process that is under suspension or expulsion for a period over 90 days and up to 1 year following a legion trial, shall be paid any expense money for the Department of Maryland Convention. No expense money will be paid to the appealing member unless they win their appeal and that payment is directed by the Post Executive Committee.

Section 10. Post members attending Department Functions, such as Department Executive Committee meeting (DEC), Department Special Committee meetings, and Special department functions will be entitled to travel pay and per diem in accordance with our map located in the post finance office. Members attending must be elected or appointed to these positions and to receive travel funds, members must submit a written report for the function he/she attended.

Article X – House Rules

Section 1. Unless purchased at an event (i.e. Veterans Day or Memorial Day ceremonies, members picnic or other events), no food is to leave Post properties.

Section 2. No one allowed behind the bar with the exception of the House Manager, bartenders And officers invited by the bartender. No person who has been drinking will go behind the bar for any reason and serve alcohol.

Section 3. No one under 18 years of age is allowed to play shuffleboard or Pool except between 11:30 to 2:30 on Saturday while being supervised by an adult.

Section 4. No weapons of any kind will be allowed in the post.

Section 5. A member may sponsor two (2) guests, or in the case of a guest accompanied by a spouse or companion, two members. Members may sponsor multiple guests from their immediate family. The immediate family is defined as fathers, mothers, stepfather or step mothers, brothers, sisters, adopted or fostered brother and sisters of the family. Once a brother of sister marries and has their own family, or fathers or mothers remarries and have a new family, the immediate family succession ends and are not considered guests because of the immediate family clause.

Article XI – Game Rules

Section 1. General Game House Rule. Any prize won that doesn't require attendance must be claimed within 30 days of the date the winner is established, after which the post will claim ownership of the prize. Any prize of a perishable nature if not picked up within 3 days will be stored in a freezer.

Section 2. Daily Sign-up

Sign-up cost \$0.50

Sign-up starts at opening and ends at closing

Members must sign-up in person, if member requires assistance then only the bartender can assist with signing up.

Drawing is held after opening and in the presence of a witness the following day

Section 3. Monthly sign-up

Sign-up costs \$5.00

Sign-up starts upon post opening on the first day of the month following the drawing, and ends at 6:00 PM on the night of the drawing.

Members must sign-up in person, if member requires assistance then only the bartender can assist with signing up.

Drawing is held at 7:00 PM on the first Friday of the month following the drawing month unless circumstances require the drawing to be rescheduled.

If first living members name pulled is signed up they will receive **UP TO** \$5000. If the winner is not present they will receive 50% of the given prized.

If first living members' name pulled is not signed, up the next signed- up name pulled will receive \$100.

If reserve prize funds exceed \$10,000, members' names will be pulled until the first living signed-up name is pulled and the winner will receive \$5000. If the winning member is not present, they will receive 50% of the given prize.

If drawing is cancelled then the current paid list will be used until the next monthly drawing is held.

Section 4. Monthly Raffles/Raffles

Attendance not required to win a prize

House Manager will select an item to be raffled and game to play

Raffle will continue until selected game has ended

If winner has not removed prize after 30 days, winning prize will become property of the post.

Section 5. 50/50

Attendance not required to win prize

Tickets cost \$1.00 per chance, or \$5.00 for a bundle of ten tickets.

After end of time of sales, winning number ticket will be pulled and announced.

Section 6. Tip Jar

Attendance not required to win prize.

Bundles of 2 tips will cost \$1.00 each.

Maximum purchase by an individual on Jackpot Wednesday is limited to \$10 per purchase at a time. On other days a member is limited to a \$30 a purchase at a time per individual buyers.

Section 7. Tip Board

Attendance not required to win prize.

Tip board is a type of raffle with a select number of attempts to win.

Pulls are \$1.00 per chance

After all pulls have been distributed, the winning number will be revealed and announced.

Section 8. Cops and Robbers

Game consists of 162 tickets, each ticket cost \$1.00

Prizes consist of; Seal prize of \$50.00, 3 instant winners will receive \$10.00 and 6 instant winners will receive \$5.00. Player may choose tickets or cash for instant winner cards.

Section 9. Bingo

Regular games are 1 card for \$2.00, or 3 cards for \$5.00. Blackout games are 1 card for \$5.00.

Before each game the moderator will state the game requirement (Straight: 5 marks in a line, Double: 2 sets of 5 marks in a line, Postage stamp: 4 marks in a square in a corner, Four corner: 1 mark in all four corners, Round Robin: 1 mark in all outer edge spots, Letter: 1 mark in each spot to resemble a given letter by moderator such as an X or H, Blackout: all spots marked), and announce the prize.

Moderator will pull and announce the spaces to be marked, each lettered column has 5 numbered spaces below each letter (i.e. B3, G58) and places will mark spots related to game played.

Moderator will continue pulling numbers until a Bingo is announced. Upon verification of winning card the winner will receive the prize. If multiple bingos are announced the prize will be divided equally upon the verification of the winning cards and given to the winners.

Blackout Grand Prize must be one within a set number of moves starting at 50. If prize is not won in select number of moves the winning pot will be \$100. The following night of Bingo the select number to win will go up by one each night until the Grand Prize has been won and then the number will be reset.

Article XII - Sons of the American Legion

Section 1. Post 13 will recognize "Sons of the American Legion Squadron 13" as a program of Fort Cumberland Post 13.

Section 2. Eligibility for Membership in the Sons of the American Legion, Squadron 13, shall be as prescribed by the National Constitution of the Sons of the American Legion.

Article XIII – General

Section 1. Members will be responsible for furnishing the Post with up to date Contact Info

Article XIV – District Seven (7) Council Representatives

Section 1. In accordance with District 7 constitution, Article IV, Post 13 will post a sign-up list for delegates to the District 7 Council after the June Membership meeting. At the July Membership meeting the sign-up list will be presented to the membership for final approval for selection of a minimum of 2 (1 Primary and 1 Alternate Representatives) up to, but no exceeding, 6 (3 Primary and 3 Alternate Representatives) Representatives. If sign-ups exceed 6, then an election will be held to select District 7 Representatives.

Section 2. If a District 7 Representative position becomes vacant, nominations will be accepted and confirmed at the next membership meeting.

Section 3. It is the responsibility of District Representatives to attend District Meetings and provide a written report to the post about what was discussed and decided on at District Meetings. If a Primary Representative is unable to attend a District Meeting they must inform an Alternate Representative to go, and the Post Commander, that they are unable to attend and who is taking their place. It is strongly recommended that council representatives also attend the Western Region Meetings.

Article XV – Department Executive Committee (DEC)

Section 1. in accordance with Department Constitution and By Law (CBL) Article VII – Elections, Section 6, Post 13 will post a sign-up list for DEC Candidate Nominations after the April Membership meeting. At the May Membership meeting the nominations list will be presented to the membership for final approval to select a candidate if post 13 is eligible for a DEC Member based on the Five Hundred (500) rule. If nominations exceed one, then an election by secret ballot will be held to select a DEC candidate. If no candidate is chosen, a letter will be sent to the District 7 commander to decline membership in the DEC if post 13 is eligible to have a member on the DEC.

Section 2. If a DEC membership becomes vacant, a new candidate will be accepted and confirmed at the next membership meeting by a vote.

Section 3. It is the responsibility and required of DEC members to attend Dec meetings and produce a written report about what was discussed and decided on at DEC meetings. It is strongly recommended that the DEC member also attend District 7 Council and Western Region Meetings. If the DEC member is unable to attend a DEC meeting they must inform the Post Commander that they are unable to attend.

Section 4. DEC members will automatically become delegates to the Department Convention.

ARTICLE XVI – KEY FOB POLICY

SECTION 1. Members of Post 13, Squadron 13, and Unit 13 will receive a (FOB) upon paying their dues and being confirmed into membership (new and transfers). Employees will receive a FOB upon confirmation of employment.

SECTION 2. This FOB will give you access to the Social Quarters when the post is open. The system is activated you will touch the FOB against the scanner until you hear a beep. When you hear a click the door will be unlocked.

SECTION 3. Dues must be paid by 31 December at 11:59 PM. If not paid, the FOB will be disabled for individuals who have not paid. An individual's FOB can also be disabled due to disciplinary action as prescribed.

SECTION 4. When an individual loses their FOB, their first replacement will not be charged. Upon losing their FOB a second time, the individual will be charged \$2.50. Every subsequent loss of a FOB the individual will be charged \$5.00 each.

SECTION 5. Individuals re-admitted into Post 13, Squadron 13, and Unit 13 will have their FOB enabled upon confirmation of membership and dues paid. If the individual does not have a FOB then Section 1 applies.

SECTION 6. If an individual's FOB is damaged or stops functioning (not as defined in Section 2) Then the FOB can be replaced upon surrender of the FOB without charge, if not Section 4 applies.

ARTICLE XVII – HONOR GUARD COMMITTEE

SECTION 1. The Honor Guard Committee, hereto referred to as the Honor Guard, will consist of the committee chairman, hereto referred to as the Honor Guard Commander, and the Post 13 Legion Family members who volunteer to serve on it. The selection of the Honor Guard Commander is defined by the Post by-Laws Article IV Section 2. The Honor Guard members may make their preference known to the Post Commander who will make the selection of the Honor Guard Commander to the executive committee and the membership for ratification. The Honor Guard performs Honor Guard duties. The Honor Guard members will be provided a uniform purchased by the post and must sign an agreement of use. All members are responsible for recruiting members of Post 13 to join the Honor Guard.

SECTION 2. The Honor Guard Commander is responsible for all matters that are related to the operation of the Honor Guard. He/she will maintain a record of functions to include how many volunteer hours the Honor Guard has as a whole body and individually per Honor Guard member. He/she will make requests to the Executive Committee regarding Honor Guard matters such as purchases, allowances, selecting or removing members from the Honor Guard. He/she will report the status of the Honor Guard to the membership. He/she will maintain

order and determine the readiness of Honor Guard Members prior to services.

SECTION 3. Members of the Honor Guard are expected to conduct themselves in a respectful and professional manner before and during any emergency where they may participate and must adhere to the following rules:

- a. No member of the Honor Guard may consume alcohol prior to, between, or during any ceremony or service.
- b. Members will maintain their uniforms in a clean and presentable manner.
- c. Members will provide reliable and accurate contact info to the Honor Guard Commander.
- d. Members will check the Funeral Board regularly for upcoming services.

SECTION 4. For permanent removal of an Honor Guard member the Honor Guard Commander will present the request for removal to the post Executive Committee so they may make recommendation to the membership. The Honor Guard member subject to the removal must be informed of the action three (3) days prior to the request being made to the Executive Committee so that he/she make their defense to the Executive Committee. If the member is unable to be present to provide their defense to the Executive Committee, they will have 30 days to submit a written appeal to the Executive Committees recommendation made subject to the approval of membership. Upon removal from the Honor Guard, if no appeal is submitted, the member must return all serviceable uniform items within 2 weeks. Members will be billed on unreturned or missing items.

SECTION 5. After two (2) years of voluntary service and a minimum of 100 service hour per year, they will have their dues paid by the post.

Section 6. The honor guard reserves the right to not do a ceremony unless we are assured the veteran has been discharged under honorable conditions.