



# Sons of The American Legion Detachment of Arizona

## Revised Constitution, Bylaws and Standing Rules

*Approved during General Meetings at 2021 Detachment Convention on June 26th, 2021  
and during Department Convention, Closing Department Executive Committee Meeting on  
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# Detachment of Arizona Constitution

*(Presented as a whole in conjunction with the Detachment Constitution, Bylaws and Standing Rules and approved 26 June 2021)*

## Preamble

Proud possessors of a priceless heritage, we male descendants of veterans of ALL Wars, associate ourselves together as “Sons of The American Legion” for the following purposes:

To uphold and defend the Constitution of the United States of America;

To maintain law and order; to foster and perpetuate a true spirit of Americanism;

To preserve the memories of our former members and the associations of our members and our forefathers in ALL wars;

To inculcate a sense of individual obligation to the community, state and nation;

To combat the autocracy of both the classes and masses; to make right the master of might;

To promote peace and good will on earth;

To safeguard and transmit to posterity the principles of justice, freedom and democracy;

To consecrate and sanctify our friendship by our devotion to mutual helpfulness;

To adopt in letter and spirit all of the great principles for which The American Legion stands; and to assist in carrying on for God and Country.

## Article I Name

### Section 1.

The name of this organization is, “Sons of The American Legion, Detachment of Arizona”.

### Section 2.

The Detachment Headquarters of the Detachment of Arizona is located at the same site as the Department of Arizona.

## Article II Nature

### Section 1.

Sons of The American Legion, Detachment of Arizona is a civilian organization. Membership therein does not affect, nor increase liability for military, or police service.

### Section 2.

Sons of The American Legion, Detachment of Arizona, is absolutely non-political, and will not be used neither for the dissemination of partisan principles nor for promotion of the candidacy of any person or group seeking public office of preferment.

### Section 3.

Sons of The American Legion, Detachment of Arizona, is absolutely non-sectarian.

### Section 4.

Each member performs his full duties as a citizen according to his own conscience and understanding according to the Law.

### Section 5.

All actions of Sons of The American Legion, Detachment of Arizona are subject to approval by the Department Executive Committee of The American Legion, Department of Arizona.

# Article III

## Organization

### Section 1.

The Detachment Executive Board is no longer referenced in its former capacity or wording in the Detachment Constitution & Bylaws. The five Executive Committee Members At-Large are part of the larger voting body referenced as the “Detachment Executive Committee.” The Detachment Executive Committee is composed of the Elected Officers of the Detachment plus the Past Detachment Commanders. Quorum is established at forty percent or more of the total Detachment Executive Committee members present to effect action on any motion placed before the Detachment Executive Committee.

### Section 2.

A Roll Call for vote includes all Detachment Elected Officers and Past Detachment Commanders. One person, one vote, no matter how many positions a member may hold:

#### **Detachment Roll Call:**

Detachment Commander

Detachment Vice Commander, Area A

Detachment Vice Commander, Area B

Detachment Vice Commander, Area C

National Executive Committeeman

Alternate National Executive Committeeman

Detachment Chaplain

Detachment Executive Committee Member at Large

Detachment Executive Committee Member at Large

Detachment Executive Committee Member at Large

Detachment Executive Committee Member at Large

Detachment Executive Committee Member at Large

Detachment Past Detachment Commanders (*as identified in Standing Rules*)

Detachment Adjutant - Non-Voting

Detachment Assistant Adjutant - Non-Voting

Detachment Assistant Adjutant - Non-Voting

Detachment Finance Officer - Non-Voting

Detachment Sgt At Arms - Non-Voting

Detachment Assistant Sgt At Arm - Non-Voting

Detachment Judge Advocate - Non-Voting

Detachment Honorary Commander – Non-Voting

### Section 3.

Each Post of The American Legion may sponsor no more than (1) Squadron of Sons of The American Legion. With the approval of the Department of Arizona, Squadrons sponsored by the Posts must be organized into Areas, under the Detachment organization and must be in accordance with the Department guidelines, within regulations of the National Executive Committee of The American Legion and with the National Constitution and By-laws of the Sons of The American Legion.

### Section 4.

Sons of The American Legion must is organized on a local basis, under a sponsoring Post and bears the name of said sponsoring Post as follows; “Sons of The American Legion Squadron of Post #, Detachment of AZ”.

### Section 5.

Detachment organization retains jurisdiction over all Squadron and Areas, within the geographical area and within the guidelines set up by the Detachment of Arizona, as regulated by the Department of Arizona.

# Article III

## Organization

Continued

### Section 6.

Sons of The American Legion, Detachment of Arizona, is regulated by such rules as prescribed by the National Executive Committee of The American Legion and as such restrictions prescribed by the Department of Arizona.

### Section 7.

All male descendants, adopted sons and stepsons of members of The American Legion and such male descendants of veterans who died in service, as set forth in Article 4, Section 1 of the National Constitution of The American Legion who died subsequent to their honorable discharge from such service must be eligible for membership in the Sons of The American Legion.

### Section 8.

There is no form or class of membership except an active membership.

## Article IV

### General Membership Meeting

### Section 1.

The Legislative Body of the Detachment of Arizona is the Detachment Convention, to be held annually in conjunction with the Department of Arizona American Legion. All acts of this Legislative body is subject to the approval of the Department Executive Committee of The American Legion.

### Section 2.

The Detachment Commander or his appointed representative issues a call letter to the General Membership Meetings no less than (60) sixty days prior to such meetings. This call is by letter and publication in such as is available to the Detachment of Arizona.

### Section 3.

Each Squadron is entitled to (1) one vote for their Squadron Charter and (1) one vote for each (10) ten members, or major part thereof, with such membership is received by Detachment no less than (30) thirty days prior to such called meetings. Squadrons must have a minimum of (10) ten paid memberships in order to be given a vote at the called meeting. Squadrons that have not paid their (10) ten memberships, not less than (30) thirty days prior to the called Convention, are ineligible to vote. Each Squadron is entitled to (1) one alternate for each delegate registered at said meeting. A Registered delegate is one who has paid such fee as required and has received his credentials. When a registration fee is required and not paid by such delegate, then said delegate is ineligible to vote and his Squadron forfeits the right a vote. All delegates and alternates receive all privileges if registration fee as required is paid. The vote of all absent delegates can be cast by their alternates, if insufficient numbers of alternates are present, then the majority of that delegation can cast such votes as that Squadron is entitled.

### Section 4.

Delegates from (5) five Squadrons constitutes a quorum.

### Section 5.

All Past-Detachment Commanders are delegates to the General Meeting Meetings and have one (1) vote, to be cast with their respective Squadrons. The elected Detachment Officers are automatic delegates to the General Meeting, and are entitled to one (1) vote, to be cast with their respective Squadrons. Past Detachment Commanders and currently elected Detachment Officers are entitled to cast only one (1) vote on any issue before the body.

# **Article V**

## **Detachment Officers**

### **Section 1.**

The Detachment Convention elects a Detachment Commander and three Detachment Vice-Commanders. The Vice Commanders are elected according to Areas A, B and C to conform with that of the Department of Arizona, further, that elections include a National Executive Committeeman, an Alternate National Executive Committeeman, a Detachment Chaplain and (5) five Detachment Executive Committeemen At Large members.

If any position of an elected nature should have no candidate then the newly elected Detachment Commander with the approval of the Detachment Executive Committee, appoints such officers as required. All elected and appointed officers are subject to approval by the Department of Arizona Executive Committee.

### **Section 2.**

The following officers are recommended for appointment by the Detachment Commander, and approved by the Detachment Executive Committee at the Detachment Organizational Meeting: Detachment Adjutant, Detachment Finance Officer, Detachment Sergeant at Arms, Detachment Judge Advocate, Detachment Historian and Detachment Committee Chairman.

### **Section 3.**

In the event of a vacancy in the office of Detachment Commander, such vacancy is filled by the Detachment Executive Committee by elevating one of the Detachment Vice Commanders to that office for the remainder of the term. In the event of a vacancy in the office of Detachment Vice Commander, either by elevation to Commander or any other contingency, such vacancy is filled by election at a meeting of three (3) Squadrons that will constitute a quorum of that Area upon call by the Detachment Commander, such meeting to be presided over by the Detachment Commander. All other vacancies will be filled by appointment by the Detachment Commander with the approval of the Detachment Executive Committee subject to approval by the Department Executive Committee.

### **Section 4.**

The sponsoring POST Commander and/or the sponsoring POST Adjutant must approve all endorsements for the Detachment elected officers. No nomination will be accepted from the floor of the Detachment Convention without the sponsoring Post endorsement. All such endorsements are sent to the Chairman of the Nominating Committee and the Detachment Adjutant no later than (30) thirty days prior to Detachment Convention, excepting those offered from the Convention floor, with the proper endorsement from the sponsoring post. No nomination will be accepted without said endorsement.

### **Section 5.**

All elected Detachment Officers will be installed at a joint installation with The American Legion on the closing day of the Department Convention. Detachment Officers are not considered installed until approved by the Department Executive Committee of The American Legion. This joint installation is considered part of the called Detachment Convention and a requirement of office for all Detachment Officers.

### **Section 6.**

Documented progress reports are due quarterly by elected Detachment Officers. These reports are submitted in writing describing the activities, important information and progress that has occurred and will occur within that officer's area of responsibility. These reports are presented to the Detachment membership at the Fall Conference, Spring Conference (*Camp Out*) and Detachment Convention.

# **Article VI**

## **Executive Committee**

### **Section 1.**

Any member of the Detachment Executive Committee, including the Detachment Commander, may be removed from office by a simple majority vote of said Detachment Executive Committee present for such offenses as non-performance of duties, or non-attendance of called Detachment meetings, or such other offenses as may be deemed removable by the Detachment Executive Committee or the Detachment Commander, and be ratified by Detachment membership at the next General Membership Meeting. Removal of an officer is subject to approval by Department Executive Committee.

# Article VI

## Executive Committee

continued

### Section 2.

Sons of The American Legion Detachment of Arizona recognizes individuals designated by the Department Commander of The American Legion, Department of Arizona, as the Department liaison and accepted by the Detachment Organization. Such person(s) serve as liaison only and has no voting privilege unless he is a member of Sons of The American Legion and appointed to such Committee or Commission by the Detachment Commander.

### Section 3.

The Department Commander and the Department Adjutant serves as ex-officio members of all Detachment Committees and Commissions as advisors to the Detachment Organization.

### Section 4.

Between Detachment meetings, the administrative power of the Detachment is vested in the Detachment Executive Committee for the current year.

### Section 5.

In fulfilling their duties and responsibilities, the Detachment Officers, elected and appointed, are responsible to the Detachment Executive Committee and to the Department Executive Committee.

# Article VII

## Detachment Executive Committee

### Section 1.

The Detachment Executive Committee meets 3 times annually. Those are Detachment Fall Conference, Detachment Camp Out and Detachment Convention. Call letters are issued no later than 60 days prior of said meetings.

### Section 2.

The Detachment Executive Committee meets prior to each Detachment General Meeting to consider any resolutions, or business of an Executive nature and meets following the Detachment Convention to approve all appointments by the newly elected Commander. Actions of the Detachment Executive Committee are subject to the approval of the Department Executive Committee of The American Legion.

### Section 3.

Detachment Adjutant notifies the Detachment Commander of the results of the vote taken, with the verification by Detachment Executive Committee members.

The Detachment Executive Committee meets at the call of the Detachment Commander or on the written request of (3) three Squadrons at any time during that year for sufficient reasons.

### Section 4.

No more than one (1) member from any given Squadron is elected to the five positions of Executive Committeemen at-large.

# Article VIII

## Detachment Organization

### Section 1.

The Detachment of Arizona Sons of The American Legion conforms to all geographic restrictions set up by the Department of Arizona and in no way conflicts with said geographic restrictions.

### Section 2.

The Detachment of Arizona conforms to the limitations set up by the Department of Arizona. Such other elected officers of intermediary groups, such as Areas will conform to those limitations. Such intermediary groups as Areas, acts as liaison between the Detachment organization and the Squadrons, for the purposes of promoting the programs of the Sons of The American Legion.

### Section 3.

The Detachment Executive Committee defines such powers as these intermediary groups may be given, but intermediary groups are not authorized to determine policy of any Squadron, nor in the Detachment.

### Section 4.

Intermediary groups such as Detachment Areas are subordinate to the Detachment Executive Committee and functions only so long as there are (3) three Squadrons active in their respective Area. Three (3) Vice Commanders, one for each Area, is elected at the Detachment Convention by the entire Detachment sitting in a called Convention, or by appointment of the Detachment Commander as earlier stated (*Article V, Section 1*), with ties to be broken according to Robert's Rules of Order. The Commander casts a vote according to Robert's Rules of Order.

# Article IX

## Squadron Organization

### Section 1.

Those who desire to form a Squadron of Sons of The American Legion completes an approved application form for a charter to the Post Commander of their local post in the area in which they reside. Upon approval of the Post Commander, the application is forwarded to the Department Commander of the Arizona and upon his/her approval with signature, the signed application is forwarded to the National Headquarters of The American Legion, where the Charter may be issued by the National Commander and the National Adjutant of The American Legion in the same manner prescribed for the issuance of Charters for Posts of The American Legion. New Squadrons are not be recognized by the Detachment until Squadron elections are held and the Squadron Officer Report Form (*SORF*) is submitted to the Detachment.

### Section 2.

The minimum membership for the formation of a Squadron of the Sons of The American Legion is ten (10) new members.

### Section 3.

If any Squadron of the Sons of The American Legion remains inactive for a period of one (1) year, with less than the minimum of ten (10) members paid, then at the discretion of the Detachment Executive Committee, the Detachment Commander orders said charter suspended and their active membership is canceled and any paid members transferred to the Detachment Headquarters Squadron 100. Failing to submit a Squadron Officer Report Form (*SORF*) and timely membership transmittals is considered "non-active" in which the Squadron loses its Squadron Charter by action of the Detachment Executive Committee.

### Section 4.

There can be no more than (1) one Squadron of Sons of The American Legion in any post. Squadrons may be organized into sections according to age, but all sections must be active and have equal rights. (*Reference Detachment Constitution, Article 3, Section 8*)

### Section 5.

Squadron Officers of Sons of The American Legion consists of a Commander, Vice Commander(s), Adjutant, Finance Officer, Chaplain, Sergeant at Arms, Historian and such other officers as deemed necessary. The Squadron First Vice Commander is to function as the Membership Chairman. Detachment does not recognize such officers, until a Squadron Officer Report Form (*SORF*) is submitted on a yearly basis thirty (30) days prior to Detachment Convention.

# Article IX

## Squadron Organization

continued

### Section 6.

Squadron Officers are elected annually, *or as stated in their respective Constitution & Bylaws* and conforms to the dates selected by the sponsoring Post of The American Legion, as closely as possible. Squadron Officers elected are subject to the approval of the sponsoring Post of The American Legion. If a squadron is temporarily inactive, the Squadron Commander and Squadron Adjutant may be appointed by the sponsoring Post Commander, provided such appointees are members of Sons of The American Legion, maintain their membership with the Squadron and such appointments are reported to Detachment, in compliance with the requirements of the Squadron Officer Report Form (SORF).

### Section 7.

Squadron meetings are held no less than monthly in accordance with the ritual of the organization and Squadrons must follow the requirements of the Squadron Handbook.

### Section 8.

It is recommended the Squadron Handbook be used as a guide unless Post and Squadron Constitution, By-laws and Standing Rules state otherwise.

# Article X

## Finance

### Section 1.

The revenue of Sons of The American Legion, Detachment of Arizona is from annual dues and from such other sources as may be approved by the Department Executive Committee of The American Legion, or the person(s) as may be designated by the Department Commander of The American Legion.

### Section 2.

The amount of Membership Dues collected for each membership processed is \$6.00 collected by the Detachment in addition to those amounts collected by the National Sons of The American Legion Organization.

The annual National and Detachment (*in combination*) per capita dues are collected by each Squadron and transmitted to the Detachment Headquarters Membership.

The dues required by the National Organization are defined in resolution form and communicated to the Detachment when a change is approved by the National Executive Committee. (*Resolution 1, Detachment Convention June 2019*)

Such funds are transmitted to the officer charged with the custody of Detachment funds and are held separately from other funds of the Department. Any member not having paid dues by December 31st, of said year, is in a delinquent status and loses all such privileges as voting, etc.

### Section 3.

The individual Squadrons, with the approval of host post, determines the amount of such annual Squadron dues.

### Section 4.

The annual Detachment budget for the following Fiscal Year is prepared by the Detachment Finance Officer and submitted to the Detachment Finance Committee.

The Detachment Finance Committee is responsible for consideration and deliberation for a finished budget proposal for presentation to the Detachment Convention General Membership Meeting for their approval.

The Detachment proposed budget is published and mailed with the Detachment Convention Call Letter (*Detachment Constitution; Article 4, Section 2*) prior to Convention.

### Section 5.

There will not be more than (1) one member from any given Squadron serving on the Detachment Finance Committee.



# **Article XI**

## **Discipline**

### **Section 1.**

The Detachment Commander, in conjunction with the approval of the Detachment Executive Committee, may suspend, cancel, or revoke the Charter of any Squadron of Sons of The American Legion within its jurisdiction, in the event it violates the provisions of this Detachment Constitution & By-laws, said action subject to the approval of the Department Executive Committee of The American Legion Department of Arizona.

### **Section 2.**

The cancellation or revocation of any Squadron Charter requires the 2/3rds vote of the Detachment Executive Committee and the approval of The American Legion Department Executive Committee.

# **Article XII**

## **Amendments**

### **Section 1.**

This constitution may be amended at any Detachment Convention by the Affirmative vote of (2/3) two-thirds of the registered delegates there-at, subject to the ratification of the Department Executive Committee of The American Legion, wherein the Department of Arizona.

### **Section 2.**

The Detachment Constitution is subordinate to the The American Legion National, Department of Arizona and National Sons of The American Legion Constitution and By-laws. Any Amendment to this Constitution is subject to the same conditions. All conflicts of wording defers to the parent organization of which the Detachment of Arizona is subordinate.

# Detachment of Arizona Bylaws

*(Presented as a whole in conjunction with the Detachment Constitution, Bylaws and Standing Rules and approved 26 June 2021)*

## Article I Duties Of Detachment Officers

### Section 1.

**Commander:** Sons of The American Legion Detachment Commander is the executive head of the organization with full power to carry out the mandates and policies of Sons of The American Legion, Detachment of Arizona, as approved by the Executive Committee of The American Legion, Department of Arizona. He performs such duties as are usually incident to the office. The Commander also acts as the Chairman of the Detachment Executive Committee of which he is a voting member and is ex-officio to all Committees operating under the Detachment Organization. The Commander is elected to serve in this capacity.

### Section 2.

**Vice Commanders:** The Vice-Commanders, act as the representatives of the Detachment Commander on all matters referred to them upon the request of the Detachment Commander, preside over meetings and perform such other duties as are usually incident to the office. The primary function of the Vice-Commanders is to act as representatives between the Detachment Commander and the Squadrons located in the Vice-Commanders' designated areas. The function of the Vice-Commander is to accept responsibility of membership in his area and to assist the Detachment Commander in the programs of Sons of The American Legion. Vice Commanders make progress reports to Detachment Headquarters at least every (60) sixty days to the Detachment Commander and/or the Detachment Adjutant. The Vice Commander is elected to serve in this capacity.

### Section 3.

**Adjutant:** The Adjutant, who corresponds to the secretary of an organization, is charged with the usual duties of an adjutant or secretary. He is the administrative officer of the policies and mandates of the organization. The Adjutant is appointed by the Commander to serve in this capacity.

### Section 4.

**Detachment Finance Officer:** The Finance Officer is the custodian of the funds of the organization and is charged with the receiving and disbursing of the funds of the Detachment. The Detachment Finance Officer makes reports on the condition of the treasury at each regular meeting and when called for by the Commander or Executive Committee; Financial disbursements are pre-approved by the Detachment approval of an annual Budget for the Fiscal Year. The Finance Officer is responsible for presenting a zero-based budget to the Detachment Finance Committee in a timely manner. The Finance Officer performs such other duties as are usually incident to the office. The Finance Officer is appointed by the Commander to serve in this capacity.

### Section 5.

**Sergeant At Arms:** The Sergeant at Arms is charged with responsibility of preserving order at all Detachment meetings and is given the responsibility of the colors of the Detachment when they are not in the possession of the Detachment Commander. He assists the Detachment Commander at all installations and initiations, and such other functions of the Detachment as the Detachment Commander deems necessary and are incident to his office. The Sergeant At Arms is appointed by the Commander to serve in this capacity.

### Section 6.

**Chaplain:** The Chaplain performs such divine nonsectarian service, as is necessary adhering to the ceremonial rituals as may be prescribed. The Chaplain is elected to serve in this capacity.

### Section 7.

**Historian:** The Historian collects from year to year all records, data of value and interest of Sons of The American Legion, Detachment of Arizona, and compiles a complete bound history of the year's activities, to be presented to the outgoing Detachment Commander on completion of his term. The Historian is appointed by the Commander to serve in this capacity.

### **Section 8.**

**Judge Advocate:** The Judge Advocate is the arbiter of all disputes concerning this Constitution, By-laws and Standing Rules and may only be overruled by a (2/3rds) two-thirds, plus (1) one vote of the body in session. He is charged with the maintenance and updating of this Constitution and By-laws. The Judge Advocate is appointed by the Commander to serve in this capacity.

### **Section 9.**

**Detachment Executive Committeeman At Large:** The Detachment Executive Committeeman At Large participates in the called meetings of Detachment Executive Committee and the Detachment General Membership Meetings with full voting privileges and responsibilities representing the Detachment Membership a whole. Responsibilities include assisting with the annual Detachment elections, called meeting preparations, serving on the Detachment Camp Out Committee, learning and understanding the Detachment Constitution and Bylaws for the purpose of full participation and representation of the General Membership and other duties suggested by the Commander and validated by the Detachment Executive Committee's approval. There are five (5) elected positions, no Squadron may have more than one (1) member serving in this capacity.

### **Section 10.**

The American Legion governs all Officers of Sons of The American Legion in the performance of their duties. All actions of Sons of The American Legion is subject to review and approval by The American Legion.

## **Article II**

# **Squadron & Detachment Constitution & By-Laws**

### **Section 1.**

Each Squadron must adopt a Constitution and By-laws with the approval of the sponsoring Post. The Squadron Constitution and By-laws must be adopted with the approval of the appropriate level of The American Legion, and there must be no conflict with the National, Department or Detachment Constitution and By-laws. Squadron Constitution and By-laws are subordinate to the provisions of the Detachment and National Sons of The American Legion Constitution and Bylaws, which are subordinate to and Department of Arizona and National American Legion Constitution and By-laws. Squadrons not having a Constitution and By-laws approved by the sponsoring Post, Detachment and Department Executive Committee, will not be recognized at Detachment Convention.

## **Article III**

# **Executive Committee**

### **Section 1.**

The Constitution of any Squadron or Detachment may create an Executive Committee, and their powers and composition are stated in this Detachment Constitution, By-laws and Standing Rules and must not exceed or conflict with said documents.

## **Article IV**

# **Membership**

### **Section 1.**

Membership in Sons of The American Legion is membership in the Detachment and National organization of Sons of The American Legion by affiliation with a Squadron.

### **Section 2.**

Each Squadron is the judge of its own membership subject to the restrictions and qualifications of The American Legion National Constitution and By-laws.

### **Section 3.**

Members may be suspended or expelled under the same provisions for suspension or expulsion of a member of The American Legion.

## **Article V**

### **Membership And Arrears Dues**

#### **Section 1.**

Applications for membership is verified by the designated officials of the sponsoring Post of The American Legion having jurisdiction over the Squadron.

#### **Section 2.**

Any member not having current year membership dues paid by December 31 of said year is delinquent. A delinquent member is suspended from all privileges.

## **Article VI**

### **Expenses**

#### **Section 1.**

All Detachment expenses over \$500.00 must be approved at a Detachment General Membership Meeting by a majority on a roll call vote of all Squadrons in attendance.

## **Article VII**

### **Amendments**

#### **Section 1.**

These By-laws may be amended at any Detachment Convention by a (2/3rds) two-thirds vote of the registered delegates, and are subject to the ratification by the Department Executive Committee of The American Legion.

#### **Section 2.**

Resolutions may be enacted by a (2/3rds) two-thirds vote of the registered delegates at any Detachment General Meeting, and will take effect immediately following the close of business of the Detachment General Meeting, subject to the approval by the Department Executive Committee of The American Legion.

#### **Section 3.**

The Detachment Bylaws are subordinate to the The American Legion National, Department of Arizona and National Sons of The American Legion Constitution and By-laws. Any Amendment to the Bylaws is subject to the same conditions. All conflicts of wording defers to the parent organization of which the Detachment of Arizona is subordinate.

## **Article VIII**

### **Rules of Order**

#### **Section 1.**

The Detachment Meetings are governed by the Detachment Constitution, Bylaws and Standing Rules. Areas not addressed in those documents are governed by Roberts's Rules of Order, Parliamentary Procedure.

## **Article IX**

### **Standing Rules**

#### **Section 1.**

The Detachment Standing Rules are accepted and a reference for the Detachment Constitution and Bylaws and may be amended at any Detachment General Membership Meeting by a simple majority vote of the registered delegates.

# Detachment of Arizona Standing Rules

(Presented as a whole in conjunction with the Detachment Constitution, Bylaws and Standing Rules and approved 26 June 2021)

## Standing Rules Overview

Standing Rules are the rules an organization uses to administer its affairs under the provision of its Constitution and Bylaws. They set forth the procedures adopted to accomplish specific areas. Standing Rules are more flexible than the Constitution and Bylaws, and may be changed or suspended at any General Membership Meeting by a majority vote. Standing Rules are generally not adopted but are developed as the need arises. Standing Rules serve as a guide to ensure the orderly transfer of duties from one administration to the next and are a valuable tool for the orientation of new officers. Standing Rules are effected upon approval of the Constitution, Bylaws and Standing Rules.

## Standing Rule 1 Detachment Convention Per Capita

The Detachment Executive Committee determines Convention voting fees as follows:

- 1) If your Squadron has: 100 members or less, your fee is: \$6.00  
\$1.00 for the charter and \$5.00 for membership, totaling \$6.00
- 2) 101 members or more but less than 501 members, your fee is: \$11.00  
\$1.00 for the charter and \$10.00 for membership, totaling \$11.00
- 3) 501 members or more but less than 1001 members, your fee is: \$16.00  
\$1.00 for the charter and \$15.00 for membership, totaling \$16.00

## Standing Rule 2 PMP (Trade name: S.A.L. Permanent Member Plan)

The Detachment of Arizona Permanent Member Plan (**PMP**) is a registered Trade Name with the Department of State Trade Name Certification, State of Arizona by The American Legion Department of Arizona, 4701 N. 19th Ave., Suite 200, Phoenix AZ 85015 as of April 15, 2019.

The PMP plan was approved by the Detachment in 2016 by the Detachment and entered into service in 2020

The Permanent Membership Plan (**PMP**) Standing Rules to apply in any given year of processing:

### Section One

Permanent Membership must be issued by the Detachment of Arizona only, and supervised by a Permanent Membership Committee.

The Committee consists of at least (5) voting members. The Detachment Adjutant, Detachment Finance Officer and Detachment Membership Chairman are automatic appointments.

Detachment Liaisons to the Sons of The American will be ex-officio members of the committee without a vote.

The Detachment Commander appoints the two remaining members of the Committee.

The Committee must elect amongst themselves a Committee Chairman.

### Section Two

Permanent Membership is only sold through a permanently chartered Squadron of the Detachment of Arizona. No memberships will be sold directly to individuals.

Each PMP application must have a separate check issued by the Squadron payable to "S.A.L. Permanent Member Plan."

### Section Three

To qualify for Permanent Membership, a member must be in good standing with his Squadron, paid current Detachment and National Dues, and possess a Sons of The American Legion membership number at the time his enrollment is issued.

### Section Four

Squadrons will remit to the Detachment the entire amount for permanent membership, payable to the "S.A.L. Permanent Member Plan," according to the following formula:

$(\text{Squadron dues} \times 18.5) + \$40.00 = \text{Total Amount Due}$

For calculation purposes, the amount of Squadron Dues will be the amount a senior or highest annual dues paid to the Squadron, with no discount given for "junior" or "dual" members. A receipt for the application, and payment will be mailed to both the member and the Squadron.

Minimum Dues accepted by the Detachment for entry into the program is calculated at National per Capita Fee + Detachment per Capita Fee + \$8.00 (eight dollars)

### Section Five

All Applications are to be made in triplicate. Upon completion and signing, the original is filed at Detachment Headquarters, the duplicate is returned to the Squadron and the triplicate is mailed to the enrolled Permanent Member.

## **Section Six**

Detachment Headquarters will issue the regulation membership card at the beginning of each year, or on a date established by the Committee.

## **Section Seven**

Annual Squadron Dues exceeding the Detachment and National per Capita will be credited to the Squadron at the beginning of the membership year or on a schedule that is reduced by 5% each year. Therefore, at the end of 20 years, the Squadron will no longer receive a credit of excess dues.

## **Section Eight**

Refunds are not made for any reason, even upon death of the member and even if the death occurs one day after the purchase of the "S.A.L. Permanent Member Plan."

## **Section Nine**

Because the Permanent Membership Plan is a contract between the member and the Detachment of Arizona, it is not transferable outside of the Detachment of Arizona, and such transfer of membership outside of the Detachment of Arizona will render the Permanent Membership Plan null and void with zero residual value.

However, transfers within the Detachment of Arizona are permitted. Permanent Member transfer requests to another Squadron within Arizona must be made in writing directly to the Detachment Adjutant (*a letter, separate of the member data form normally used for transfers*), to the Permanent Membership Committee.

Transfer of membership from your current Squadron to a new Squadron of record, and PMP transfers are two separate processes that occur simultaneously; both must be completed to fully complete the transfer of:

- A Your membership of record with national, and
- B Payment of dues by Detachment via the Permanent Member Plan.

A signed Member Data Form by the member, and the gaining Squadron will serve as written notice when accompanied with a short & simple cover letter to the PMP Committee.

- All transfer requests must include a nonrefundable fee of \$5.00 payable to the S.A.L. Permanent Member Plan.
- Upon approval of transfer, only the amount of the excess dues may be paid to the gaining Squadron. The gaining Squadron will not be entitled to any reimbursement until the transferring member is reported on the National Membership Roster, and the next membership year processing of cards is completed.
- A signed Member Data Form by the gaining Squadron will serve as acceptance of the Permanent Member. Gaining Squadrons will attach to the Member Data Form a letter of notice from the member authorizing the change of Squadron in the PMP records.

The Detachment Adjutant will attach a copy of the letter to the losing Squadron's copy of the Member Data Form as official notice the transfer is in process for a Permanent Member Plan enrollee.

## **Section Ten**

A Squadron can vote to bestow an "Honorary" Permanent Membership by either following the same procedure as regular Permanent Member Plan (*PMP Plan*) or use the traditional method where the Squadron follows the National American Legion procedures (*must adhere to both Legion and SAL National and Department processes*) where the Squadron chooses to pay the Detachment and National per capita amounts for the life of the member through a regular Squadron and subsequently a Post binding motion.

An "honorary" membership issued by a Squadron through the PMP plan is transferable to other accepting Squadrons. The Honoree is not obligated to repay any amounts to the losing Squadron for transfer.

## **Section Eleven**

Permanent Membership Forms used:

- The "PMP" Application
- The PMP Member Data Card (*Front & Back, serves as Individual Member Record*)
- The PMP Member Roster
- The Membership Card (*extracted from the Squadrons Membership package prior to distribution to PMP Member*)
- The Membership Information Verified at National
- Quarterly finance reports with the bank statement attached
- Accounting of Funds, Reports to the Body, Reports to the Department, Future Value Pay-Out
- Annual Financial Report of condition of PMP funds and future pay outs
- Issued funds for current year - National & Detachment disbursement
- Issued Funds/Credit to Squadrons disbursement of their share under the agreement

## Standing Rule 3

## Past Detachment Commander List

PDC Current list used in reference *Detachment Constitution Article III – Organization; Section 2.*

Past Det Cmdr Mike Guerra

Past Det Cmdr Glenn Currie

Past Det Cmdr Dave Lake

Past Det Cmdr Roland Matteson

Past Det Cmdr Rob Pederson

Past Det Cmdr Jimmy Brown

Past Det Cmdr Carl Armbruster

Past Det Cmdr Ed Cleary

Past Det Cmdr Fred Kvasnicka

Past Det Cmdr Steve Blank

Past Det Cmdr Jeff Frain

Past Det Cmdr Xavier Rodrigues

Past Det Cmdr Joe Roberts

Past Det Cmdr Bob Hath

Past Det Cmdr Joe Miller

Past Det Cmdr Greg Mekula

Past Det Cmdr Mike Talty

Past Det Cmdr Matthew Griffis

Past Det Cmdr Tom Lucas

Past Det Cmdr Chuck Treat

Honorary Past Det Cmdr Steve Allen – Non-Voting

**Proposed Detachment Constitution, Bylaws and Standing Rules submitted by:**

Sons of The American Legion, Constitution and Bylaws Committee 2021:

Committee Chairman — Matthew Griffis, PDC, NEC

Committee Member — Ed Cleary, PDC, NVC

Committee Member — Greg Mekula, PDC

Committee Member — Mike Bryant, Detachment Vice CMDR, Area C

Committee Member – Brad Heck, Detachment Judge Advocate

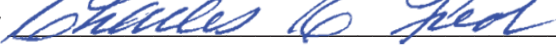
**Constitution, Bylaws and Standing Rules submitted to:** Sons of The American Legion, Detachment of Arizona, signed and dated by the Constitution and Bylaws Committee Chairman on behalf of the Committee as a whole in recommending the approval and adoption of the attached Constitution, Bylaws and Standing Rules by the Detachment of Arizona, subject to the approval of the Executive Committee of the Department of Arizona:

**Constitution, Bylaws and Standing Rules Committee:**

Dated and Signed by the Committee Chairman:  **Matthew Griffis**, dated 1st of June, 2021.

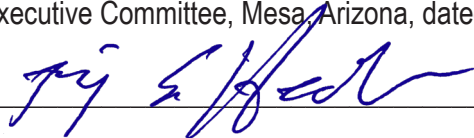
**Detachment of Arizona:**

Constitution, Bylaws and Standing Rules approved by Sons of The American Legion, Detachment of Arizona, The Detachment Convention, in General Membership Meeting, Mesa, Arizona, dated 26 of June 2021 and acknowledged

approval by signature of Detachment Commander  **Charles E. Treat**, (Detachment Commander presiding).

**Department of Arizona:**

Constitution, Bylaws and Standing Rules approved within The American Legion, Department of Arizona protocols during regular meetings of the Department Executive Committee, Mesa, Arizona, dated 27 of June, 2021 and acknowledged by

signature of Department Commander  **Ben Headen**, (Department Commander presiding).

and additionally, witnessed by the Department Adjutant  **Angel Juarez**, with signed originals distributed and filed with the following (**A Total of 9 signed originals of the approved Constitution, Bylaws and Standing Rules with original signatures**)

**Distributed to the following:**

- Each person whose signature appears on this page receives a signed set with original signatures (4 original signed copies).
- Detachment of Arizona receives two signed sets with original signatures (2 original signed copies).
- Department of Arizona receives two signed sets with original signatures (2 original copies)
- Sons of The American Legion National Headquarters receives on signed set with original signatures 1 original copy)

**National Sons of The American Legion, SAL National Adjutant:** Constitution, Bylaws and Standing Rules Mailed to National Headquarters and filed with the SAL National Headquarters in care of the National Sons of The American Legion Adjutant of record.