



The American Legion
Department of Texas
The Woodlands Post 305
P. O. Box 9336
The Woodlands TX 77387
281-298-2440

Master

Standing Rules The American Legion, The Woodlands Post 305

The purpose of these Standing Rules is to augment the Post's Constitution & By-Laws, thus providing more detailed guidance to all Post members. If anything stated herein below is, or becomes, in conflict with the Constitution & By-Laws, the Constitution & By-Laws shall govern and these Standing Rules require correction or updating. The Constitution & By-Laws referenced are those approved by the Department of Texas as of July 12, 2015. These Standing Rules were distributed to all Post members, read to the membership and adopted as of August 17, 2017.

A. MEETINGS

1. The regular Membership meetings of this Post shall be held on the third Thursday of each month starting at 7:00 p.m. at the South County Community Center. Each October the Post regular meeting shall be held at Shadow Bend Park as the Post's annual picnic outing. The day, time and location of any meeting may be changed by the Commander in accordance with the Post Constitution and By-Laws. Members will be notified of any changes by email and by a notice posted on the website giving meeting place and time.
2. Post membership meetings shall be conducted using the appropriate protocol as described in the *Manual of Ceremonies of The American Legion*.
3. The quorum for a regular membership meeting is five (5) Post members in good standing.
4. The Executive Committee shall meet at 7:00 p.m. on the Monday prior to the membership meeting. Additional meetings may be called at the discretion of the Commander or by request made to the Commander from three or more Committee members. The quorum for the Executive Committee meetings is six (6) officers or committeemen.

B. OFFICERS, ELECTIONS, AND EXECUTIVE COMMITTEE

1. At each February membership meeting, the Executive Committee shall appoint a Nominating Committee chairperson. That Committee shall solicit officer candidates for each of the twelve (12) officer and committeeman positions of the Post.
2. The Constitution and Bylaws require that to be eligible to hold an office, the person must be a member in good standing within Post 305 which includes paid-up for current dues. Refer to Section F; Para. 4.

3. Once the Nominating Committee has agreement of the candidate officers, the Nominating Committee shall present in writing its slate of candidates at the April membership meeting for the following positions: Commander, First Vice Commander, Second Vice Commander, Finance Officer, Service Officer, Adjutant, Judge Advocate, Sergeant-at-Arms, Historian, Chaplain, and two Committeemen- at-Large. All twelve officers and committeemen comprise the Executive Committee.
4. Election of officers shall be held at the May membership meeting each year. If the slate includes more than one candidate for any position, or if a qualified Post member is named from the floor as an additional candidate for any position, voting for that position must be by written ballot. If voting by ballot, the Commander will appoint two (2) clerks and one (1) judge to count ballots at a point removed from the immediate area of the meeting. When there are no competing candidates for a position, voting may be by a voice vote. Officer candidates receiving the most votes for each position become the "officer-elect" until they are installed.
5. Installation of new officers shall take place at the June membership meeting. The term of office the new officers shall commence immediately following the Department Convention. The term ends when the newly installed officers relieve the outgoing officers. In the event the election leaves a position vacant for any reason, the officer who held that position in the year just ending shall continue to serve until a new candidate is found and elected, or appointed by the Commander after December 31st.
6. Following the Post's annual election and the Department Convention and prior to the September membership meeting, the Commander-elect shall appoint a chairperson to each of the Standing Committees listed under Section C below. Said appointments are subject to approval by the members, and chairpersons may be confirmed at the August membership meeting or thereafter before the committee is scheduled to commence work.

C. STANDING COMMITTEES

1. The Standing Committees of this Post are named as follows and have the purposes and objectives as set forth in the American Legion Officer's Guide and Manual of Ceremonies.
2. Standing committees of this Post are as follows:
 - **American Legion Riders:** This committee supervises the Sons of The American Legion squadron in its organization, activities, and recreational and educational programs.
 - **Americanism:** This committee seeks to inspire love of country and good citizenship through patriotic observances, flag etiquette, civic instruction in schools, the Americanization of immigrants, community service, and youth activities such as Boys State, Boy Scouts, Oratorical Contest, School Award Medals and American
 - **Legion Baseball:** To oversee the Department Baseball program and the annual Department Baseball Tournament.
 - **Boys Scouts:** The Committee shall plan, supervise, direct, and coordinate all American Legion participation in the Scouting program and encourage increased participation by Post Members. The Committee shall be responsible for the selection of the Eagle Scout of the Year, the Adult Cub Scout of the Year, the Adult Boy Scout of the Year, and all Square Knot Awards.
 - **Boys State:** Oversee the Texas Boys State Program.

- **Children & Youth:** This committee is charged with ensuring that any child of a veteran in need of care and protection shall receive proper and timely service and aid, strengthening the family unit, extending support to sound organizations and facilities that provide services for children and youth, and maintaining a well-rounded program that meets the needs of the young people in the community.
- **Community Service:** Shall encourage and inspire Post participation in all phases of Community Service and the Education Program. To promote and develop materials to be used by Posts and schools in implementing the School awards program in their communities
- **Constitution & Bylaws:** The Constitution and Bylaws Committee shall be responsible for proposing changes to the Constitution and Bylaws necessitated by revisions to National and Department Constitution and By-Laws.
- **Economic:** This committee assists veterans in meeting and overcoming problems such as employment, veterans' preference, housing, civil service appeals, and employment of handicapped and older workers.
- **Finance:** This committee supervises the receiving, disbursement and accounting of all post funds, prepares annual budget recommendations, and advises the post on all financial policies. The post finance officer usually chairs the finance committee
- **Junior Shooting:** Promote gun safety and marksmanship for junior shooters. Shall encourage Posts to participate in the program
- **Legislative:** This committee promotes the Legion's official legislative mandates, disseminates monthly legislative updates, organizes and promotes proactive grassroots lobbying activities, and establishes and maintains liaisons with elected officials and their staffs. All activities must be in compliance with Section 2, Article II of the Constitution of The American Legion, which forbids the dissemination of partisan principles and the promotion of the candidacy of any person seeking public office. However, voter education is a critical element of the electoral process, and posts are permitted to host town hall meetings, put on "meet the candidate" nights and allow candidates to address post meetings, district conferences or state conventions. Candidates may participate as long as invitations are extended to all candidates, affording them equal opportunity to participate. The American Legion cannot endorse or oppose any candidate, even if the candidate is a Legionnaire and post member. A post home should be free of any political materials that would appear to be an endorsement of a particular candidate. Every effort must be made to remain nonpartisan. Note: If in doubt, contact the department judge advocate for clarification before proceeding.
- **Membership & Post Activities:** This committee is responsible for obtaining, retaining and increasing post membership – specifically, renewals, enrollment of new members, transfers and reinstatements. The first vice commander often chairs the membership committee.
- **National Security:** This committee urges post members to assist in community emergency preparedness, and to support local and national civilian defense projects
- **Oratorical:** Shall plan, supervise and conduct the Department Oratorical Contest. Insure the Final contest is held in conformance with national Contest procedures, rules and regulations. Promote the School Awards program, Education and Scholarship, American Education week and encourage participation by the Posts.

- **Public Relations/Publications Committee:** This committee elevates awareness in the veterans' community and the community at large of the Legion's advocacy of veterans' issues, national security, Americanism, and youth. The American Legion is defined in the public eye by the values for which it stands. The committee accomplishes this in two ways: placing radio and TV advertisements and public service announcements produced by the National Public Relations Division where they can be seen and heard, and developing relationships with editors and journalists in the post's community so that they cover programs supporting the Legion's four pillars.
 - **Sons of the American Legion:** This committee supervises the Sons of The American Legion squadron in its organization, activities, and recreational and educational programs.
 - **School Awards:** Oversee the various awards programs such as NJROC and ROTC medals and other school recognitions.
 - **Service:** This committee is key to every successful post, assisting returning veterans in their transition to civilian life. Other concerns include employment, on-the-job training, and educating veterans on their rights and benefits. The committee should also maintain contact with any members of the armed forces from the post's community. The post service officer may chair the committee; however, the responsibilities of the committee go beyond the day-to-day functions of a good service officer in filing claims.
 - **Training:** The committee is to develop a comprehensive series of training programs that will satisfy the needs for appropriate instruction to the Post to develop future leaders. *Incorporate the current courses of instruction, such as the Legion College, District & Division Commanders School, and the American Legion Extension Institute, but expanded to satisfy more of the grassroots requirements*
 - **Veterans' Affairs & Rehabilitation:** This committee assists veterans in pursuing claims, understanding their rights and obtaining their benefits. Committee members also visit comrades who are sick or disabled, and provide comfort to members' families in illness and bereavement. The head of the Veterans Affairs & Rehabilitation Committee may be the post service officer. *In addition, the post chaplain may serve as chair of a visiting committee.*
 - **Other Standing Committees as deemed appropriate**
3. Acceptance of the position of chairperson of a Standing Committee indicates acceptance of and willingness to fulfill the responsibilities assigned to that committee as outlined, to plan the program which supports the defined purposes and objectives, and to be prepared to report progress and status orally at each membership meeting.

D. ADMINISTRATION OF THE POST

1. The Commander, with the assistance of the Adjutant, shall develop, by the September membership meeting, and maintain thereafter, a calendar or monthly listing, of administrative events required of the Post or routine for the Post, including deadlines for any submittals to the Department (e.g. Certification of Officers; Consolidated Post Report; Financial Audit Report; IRS Form 990; award recommendations). Such timetable will

indicate, as appropriate, which officer or chairperson is primarily responsible for action.

2. The Adjutant is responsible for the creation, collection and preservation of records of Post events, including the minutes of Executive Committee and membership meetings, committee reports, incoming correspondence of significance, outgoing letters, and the like. The Historian will provide for the safekeeping of Post records related to his or her basic duties to create an annual history book and yearbook and for properties derived there from (trophies, awards, certificates, and newspaper/publicity items).
3. The outgoing Commander, at the end of the fiscal year, shall prepare and submit an annual report in writing to the membership, including a review of accomplishments, meetings, special events, and an annual financial report. In this regard, the Historian shall provide to the Commander for his or her use portions of the completed history book for the year. Said annual report shall become a part of the Adjutant's records and attached to the minutes of that meeting which included the Commander's report.
4. Once a year or as necessary, the Commander will appoint a Special Committee of three Post members to review and propose any necessary updates and/or changes to the Standing Rules. The Judge Advocate shall chair this Committee.
5. In issues pertaining to meeting protocol, "*Robert's Rules of Order*" take precedence over the Post's Constitution & By-Laws and these Standing Rules.

E. FINANCE

1. The Commander shall appoint a Finance Committee, with the Finance Officer as chairperson, with the following responsibilities in addition to the routine duties of handling all financial matters as defined in the *Officer's Guide*::
 - a. Prepare and present a line-item budget for the upcoming year, in the form of a Code of Accounts as defined in the *American Legion Post Operations Manual*, wherein all projected income and expenses are separately displayed. Said budget shall reflect the best estimates of the officers and chairpersons who have some income and/or expense responsibility. The final budget shall be available for review and adoption by the membership of the Post at the September membership meeting.
 - b. The budget shall include appropriate allowances for all of the programs and projects which the Commander has selected as being a part of his or her plan for the ensuing year, consistent with the total of projected income based on prudent assumptions and past-year experience.
 - c. Ensure that the Code of Accounts and all bookkeeping and financial reporting differentiate between general income funds and allocated or earmarked funds, where a special purpose

is a condition or restriction.

- d. No officer, chairperson nor member of this Post shall subject the Post to any liabilities, including financial liability, beyond those authorized by the Executive Committee, these Standing Rules or the membership.

2. The Commander shall appoint an Audit Committee consisting of the Judge Advocate and other Post members who will complete an audit of the year's financial records ~~prior to the start of the next fiscal year~~. The Audit Committee will report the results of the audit to the membership at the September membership meeting for adoption.

NO LATER THAN
45 DAYS AFTER
JUNE 30.

45 days

3. The Commander has discretionary spending authority up to \$50 to meet urgent needs as they occur between the monthly meetings. The Commander shall inform the Executive Committee of each such expense made or committed since the prior monthly meetings. Single expenditures over that limit and up to \$200 must be approved by the Executive Committee. Single expenditures over \$200 must be approved by majority vote by the membership at the next regular meeting, or at a meeting of the membership specially called for that purpose.
4. The Commander is authorized to purchase a gift valued up to \$15 for a visiting distinguished guest.
5. The Adjutant is authorized to receive signed checks from the Finance Officer for the payment of the stipulated increment of membership dues to the Department. For incoming checks, including dues payments, the name of the payee shall be entered on the face of the check by the Finance Officer when no printed name appears...
6. The Finance Officer, or any other officer, may propose to the Executive Committee the investment of a portion of Post funds for the purpose of gaining additional income. The Finance Officer shall indicate the amount of monies to be so invested and shall make a recommendation as to the broker and the proposed holding(s). If such investment is approved by the Executive Committee and the membership, the Finance Officer becomes responsible for management of the account, for making monthly reports of its status to the membership and for recommending changes be made, including withdrawal, in the investment.

F. MEMBERSHIP

1. Recognize there are two primary activities of "Membership", where differing responsibility is allocated to the First Vice Commander and to the Adjutant.
2. The First Vice Commander has as a primary responsibility the management of efforts to maintain and increase Post membership by any methods. That includes retention of current membership, recruitment of new members and recovery of past members with expired membership.

3. The Adjutant has a major responsibility in the administration of the current membership:
 - a. maintaining the roster or register of current members, including their contact information and their dues payment status
 - b. receipt of dues by mail or otherwise; getting all incoming dues payments to the Finance Officer
 - c. noting direct renewal notices and on-line dues payments; processing the three-part ID cards and transmitting aggregated dues increments to the Department
 - d. notifying the Department of changes in a member's status and data
 - e. making summary monthly reports of dues payments vs annual goal to the Executive Committee but especially to the First Vice Commander.
4. For a Post member to remain "in good standing", among other considerations, he or she shall remit annual dues to the Post no later than December 31st of each year. After that date, the Post member who has not paid current dues is classed as "delinquent" and shall be suspended from all membership privileges. If that delinquency remains beyond February 1, the member has forfeited his or her membership in the Post, effective as of June 30th. A delinquent member may be reinstated to active membership by voice vote of the membership and payment of dues for the years in which reinstatement occurs.

G. CHAPLAIN

1. All Post members are responsible for notifying the Chaplain of any illnesses or debilitating condition among the membership. The Chaplain will make a judgement as to what compassionate action, if any, the Post should take. Further, he or she shall report orally on the status of members on the binnacle list.
2. The Chaplain will be allowed to spend up to \$50 over the course of each fiscal year for condolence and get-well cards to be sent on the following occasions:
 - a. At the time of illness or death of a Post member.
 - b. At the time of the death of a spouse, child or parent of a Post or Auxiliary member.
 - c. When any Auxiliary member is hospitalized or ill at home.
 - d. When any active service, military family members of Post and Auxiliary members are hospitalized, as the Chaplain becomes informed of those circumstances...
3. Upon the death of a Post or Auxiliary member, the Chaplain or the Commander will contact the family to offer the gift of a prepared family meal to be provided by the Post and Auxiliary jointly for the benefit of the immediate family at a time and place

desired by the bereaved. If accepted, the Chaplains of the Post and Auxiliary will arrange the details.

4. *When there is a personnel change at the Chaplain position, the Adjutant will notify funeral directors within the Post's limits of the new Post Chaplain contact.*

G. BOYS STATE PROGRAMS

1. *The Post shall participate in the Boys' State program each year. The Boys State Committee chairperson shall, in a timely way, solicit from the area high schools their candidates for Boys State; shall schedule and conduct interviews of candidates; and shall rank the interview findings to assist in the selection of Post-sponsored boys and other sponsorships. Further, the Committee shall seek outside contributions toward sponsoring each participating candidates. Selection of candidates shall be by a vote of the Boys State Committee.*

Submitted by:

Everett Ison
Judge Advocate

Attested By:

Victoria Glover
Commander

Pickens Jones
Adjutant

Approved by the Membership on August 17, 2017