

ADAMS, HANNA, MOORE MEMORIAL POST NO. 156
THE AMERICAN LEGION, DEPARTMENT OF MARYLAND

STANDING RULES

March 21, 2024

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STANDING RULES

IMPLEMENTATION OF STANDING RULES

Standing rules are rules or resolutions that supplement or clarify the By Laws and are of a continuing nature. These rules deal primarily with administrative matters and function under the umbrella of and are intended to be in conformance with the Post Constitution and Bylaws (C&BL).

1. Roberts Rules of Order Standing Rules, §2, p. 18 “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 or act of the society. A standing rule remains in effect until rescinded or amended but if the application of the standing rule pertains to matters other than the conduct of meetings, it cannot be suspended.”
2. Post 156 Adjutant shall give advanced notice of a motion to add, delete, or edit a Rule. Such changes shall be published via email and take two Membership meetings before a rule is added, deleted, or revised.

RULE 1: ELECTION OF POST OFFICERS AND MEMBERS AT LARGE

1. **Post Officers.** The following officers are elected in accordance with the Constitution and Bylaws.
 - a. **Post Commander:**

It shall be the duty of the Post Commander to preside at all meetings of the Post and the Post Executive Committee and to have general supervision over the business and the affairs of the Post, and such officer shall be the Chief Executive Officer of the Post. The Commander shall perform such other duties as directed by the Post or Executive Committee as are incident to this office and shall be ex-officio member of all Post Committees.
 - b. **Adjutant:**

It shall be the duties of the Adjutant to have charge of and keep a full and accurate record of all proceedings of all meetings, keep such records as the Post, Department, and National Organizations may require, and under direction of the Commander, shall handle all correspondence of the Post. He/she shall be responsible for all Post records, legal instruments or papers and maintain an accurate and complete inventory of the Post property and whereabouts of the same. He/she shall notify the membership in case of a change in meeting dates or place, and special meetings as necessary.

c. Judge Advocate:

The duties of the Judge Advocate shall be to advise the Post Officers and Post Committees on all legal matters relating to the Post, including rules of order, interpretation and construction of the Post Constitution and By-Laws. He/she shall act as Judge at all trials and shall be Judge of Elections. He/she shall perform such other duties as are incident to this office.

d. 1st Vice Commander:

The First Vice Commander shall assume and discharge the duties of the office of Post Commander in the absence or disability, or when called upon to do so by the Post Commander. The First Vice-Commander shall have as his/her primary mission increasing and stabilizing the membership of the Post, shall serve as Chairman of the Membership Committee and shall perform such other duties as are incident to this office.

e. 2nd Vice Commander:

The Second Vice Commander shall perform the duties of the First Vice Commander in the absence of or disability, or when called upon to do so. The Second Vice Commander shall have as his/her primary function the Chairmanship of the Americanism Committee and shall perform such other duties as are incidental to this office. As Chairperson of the Americanism Committee he/she shall be charged as inspirer of Patriotism and good citizenship, and shall form subcommittees, as required, to carry out programs for Boys State, Oratorical, Flag Education and Patriotic Observances, as well as any other subcommittees the Executive Committee considers necessary for the advancement of Americanism within the Post and Community.

f. 3rd Vice Commander:

The Third Vice Commander shall perform the duties of the Second Vice Commander in the absence of or disability, or when called upon to do so. The Third Vice Commander shall have as his/her primary function of planning field trip exercises (FTXs), speaker programs, and other duties that the Post Commander deems necessary.

g. Finance Officer:

The Finance Officer shall have charge of all finances and see that they are safely deposited in some local bank or banks authorized by the Executive Committee and a permanent record thereof be kept. He/she shall keep a record of all receipts and disbursements. He/she shall make a monthly financial report to the Post membership present at the Membership Meeting. He/she shall render a quarterly statement of the assets, liabilities, receipts, and expenditures of the Post to the Executive Committee. He/she shall be chairman of the Post Budget Committee. All checks dispersing the funds of the Post shall be signed by the Finance Officer and the Commander, provided however, in the absence of either the Finance Officer or the Commander, said checks may be signed by the First Vice-Commander when immediate payment is necessary.

h. Historian:

The duties of the Historian shall be to compile a complete record of the activities of the Post during his/her term of office and send reports to the Department Adjutant as prescribed by the Department. The Post Historian shall be charged with maintaining a history of all honors and achievements accorded the Post or any of the Post individual members during his/her term of office. He/she shall perform such other duties as may properly pertain to the office as may be determined by the Commander or the Executive Committee.

i. Sergeant-at-Arms:

The Sergeant-at-Arms shall preserve order at all meetings and shall perform other such duties as may be assigned from time to time by the Executive Committee.

j. Chaplain:

The Chaplain shall be charged with the spiritual welfare of all Post Comrades and shall offer divine but non-sectarian service in the event of dedications, funerals, and public functions, etc., and adhere to such ceremonial rituals as are recommended by the National or Department Headquarters.

2. Up to six Executive Committee Members-at-Large (MAL) serve on the Executive Committee and are nominated and elected at the same time as Post Officers. There shall be an even number of MAL. The number of members shall be determined at the time of the election and approved by the Membership.
3. The Nominating Committee shall be appointed by the Post Commander at the February Membership meeting and shall consist of two Post Officers and at least two other Post Members. Committee members shall accept names for elected offices, check membership rolls to ensure eligibility of the nominees, solicit additional nominees, develop and present the ballot at the April Membership meeting. Additional nominations shall be accepted from the floor at this meeting provided that the nominee is present or has provided a written statement to the Post Adjutant that he/she will accept the nomination for that particular office. The election shall be held at the May Membership meeting in accordance with the Constitution and By-laws. Additional nominees may be offered at the May meeting prior to the elections. [Ref: Constitution Article IV]
4. In accordance with the Post Constitution, Article IV, Section 1, the following are appointed positions when approved by the Membership present at a scheduled Meeting.
 - a. Post Service Officer
 - b. Public Relations Officer
 - c. Webmaster
2. The Appointed officers listed in Section 4 do not have a vote on the Post Executive Committee, but may have voice on matters, and can exercise their right to vote on matters at all Post meetings.
5. Vacancies of elected officers or appointed positions for any reason shall be filled in the same manner as prescribed in Article II of the Post Bylaws.

RULE 2: POST EXECUTIVE COMMITTEE

1. Composition.

In accordance with the Post Constitution, Article V, Section 2, the Post Executive Committee shall manage the affairs of the post, subject to the approval or ratification, as applicable, by the Post Membership and consists of the all elected Post Officers and Members at Large (MAL): [Ref: Constitution Article V]

- a. All elected Post Officers listed in paragraph of Rule 1.
- b. At least two (no more than six) Members-at-Large (MALs). Actual number to be determined at the time of the election. [Per CBL must be even number] (Article V, Section 2)]

2. Responsibilities and Authority of the Post 156 Executive Committee.

The Post Executive Committee shall meet monthly and is the administrative authority and manages Post 156 in accordance with the Constitution and By-Laws of The American Legion, of the Department of Maryland, and on behalf of the Post 156 Membership. The Post Executive Committee has the responsibility, and commensurate authority, on matters such as, but not limited to, the Post's compliance with the rules and regulations of The American Legion and the Department of Maryland; compliance with external laws and regulations (e.g., environmental and safety laws and regulations, alcohol license regulations and gaming permits, etc.); supervising the financial management and ensuring the audit of the Post's affairs; the daily operations of the Post, to include employment and compensation decisions, and the obtaining of insurances as appropriate. A quorum for purposes of voting on any matter shall consist of the Commander, or a Vice-Commander as assigned by the Commander, and a majority of the members of the Executive Committee.

3. Attendance at Executive Committee Meetings.

Executive Committee meetings are open to all Post members in good standing. A Post member, other than an Executive Committee member, shall have no voice, unless the Post member shall have been recognized by the presiding officer.

4. Conduct of Emergency or Interim Meetings.

The Commander shall have the authority to call emergency or interim meetings of the Executive Committee. In each case, all members of the Executive Committee shall be notified by email or phone call. In addition, The Commander shall call a meeting of the Executive Committee upon the written request of three (3) or more Executive Committee Members. If unable to have a face-to-face meeting, the meeting may be conducted either by conference call or videoconference call.

RULE 3: BUDGET AND PROCUREMENT

1. **Procurement.** Procurement is the purchase of supplies or services, either with or without a formal written contract.
2. **Budget.**

- a. The Finance Officer shall prepare, with the assistance of other Post officers, a Draft Annual Budget and submit it to the Executive Committee for review no later than May 1. Committee Chairs also shall be given the opportunity to provide input to this budget.
 - b. Members of the Executive Committee shall review this Draft Annual Budget and provide comments to the Finance Officer who shall reconcile these comments before providing a Proposed Annual Budget at the June meeting to Post Membership for a vote. If not approved by the Membership, the budget goes back to the Executive Committee with recommendations from membership for next months review and vote by Post Membership.
 - c. Once approved the budget shall be referred to as the Approved Annual Budget.
3. **Disbursements.** Upon written approval of the Post Commander the Finance Officer shall make disbursements for the Post (Section 4 below).
4. **Reports.** Financial reports shall be made by the Finance Officer at all regular Post membership meetings. These reports shall not be accepted or approved, as they are subject to audit.
5. **Procurement Categories and Spending limits for Budgeted and Non-budgeted items.** There are three categories of procurement as follows:
 - a. **Planned Purchases/Expenditures – Budgeted Line Items.** Expenses that are consistent with the Approved Annual Budget require no further action prior to disbursement by either the Executive Committee or the Membership Meeting. Further, at the discretion of the Post Commander, disbursements for non-discretionary payments which are in excess of the approved budget line shall be paid. A report shall be made at the next Membership Meeting.
 - b. **Unplanned Emergency Purchases, Health, Safety, and Compliance.** Emergency Purchases in excess of the Approved Annual Budget and less than \$500.00, may be approved by the Post Executive Committee without gaining immediate approval from the Post Membership. This practice shall be followed when the majority of the Post Executive Committee determines that exigent circumstances warrant such purchases. These purchases shall be reported by the Finance Officer and presented to the Membership at the next Regular Membership Meeting.
 - c. **Other Unplanned Purchases/Expenditures.**
 - i. Proposed non-budgeted expenses which do not qualify under (a) or (b) above shall firstly be reviewed by the Executive Committee which shall determine a recommended position to be provided at the next Membership meeting. Secondly, approval for the unbudgeted expense shall be sought from a majority of the Membership present at a Regular or Special Membership Meeting.
 - ii. Non-budgeted expenses exceeding \$500.00 that are proposed at the Post Membership Meeting without a Post Executive Committee recommendation shall automatically be referred to the Post Executive Committee for consideration and recommendation. No such expense may be voted upon by

the Post Membership meeting until the next Regular Membership Meeting following the initial motion. This rule does not apply to Emergency purchases or those shown to be affecting Health, Safety and Compliance. This sub-rule may be suspended with an unanimous vote of those members present at the Membership meeting.

6. **Membership Dues.** Dues increases shall be considered each year first by the Executive Committee during January. No later than the February Meeting, a report with recommendations shall be made to the Membership which will have the opportunity to approve the recommendation by a vote of the majority in attendance.
7. **Annual Financial Audit.** As required by Article VI, subsection 11 of The Post Constitution, the Post Commander shall, with Membership approval establish an Audit Committee of at least two members. The Committee shall decide to complete this requirement by means of either an internal audit or through the services of a CPA to complete a financial review. The internal audit or external financial review shall be completed within 90 days after the end of the fiscal year. The Committee shall present the report to the Membership following completion.
8. **Post Donations.** The Post's charitable donations, not contained in the Post budget, are subject to the approval of the Membership.
9. **Check Signatories** Per C&BL, an additional officer besides the Finance Officer shall be an authorized signer. This shall include one of the following: Adjutant, or 1st Vice Commander.

RULE 4: MEMBERSHIP

1. **Membership Committee Chairman.** Currently, the 1st Vice Commander manages Membership matters for the Post including communication of such matters with the Department of Maryland and National. This differs from the typical Post wherein the Adjutant manages such matters. This is subject to change.
2. **Applications for Membership.** Various methods are available to apply for membership including acceptance of membership applications and dues at the meeting on behalf of the Membership Committee. However, a Post Officer shall cite 1) evidence of current service by sighting an active-duty ID card or 2) past service by sighting a copy of Veteran's DD-214 or equivalent and reporting as much to the Membership Committee Chairman.
3. **Honorary Life Memberships.** If recommended by the Executive Committee and approved by the Membership, Honorary Life Memberships for worthy recipients may be authorized and paid on an annual basis.

RULE 5: POST STANDING COMMITTEES

1. The following Committees shall be maintained:
 - a. Audit
 - b. Budget

- c. Holiday Party
- d. Children & Youth
- e. Membership
- f. Oratorical
- g. Honor Flight
- h. Other committees as proposed by the Post Commander and approved by the Membership.

2. **Approval of Committee Chairman.** Per the C&BL, the Commander shall nominate committee chairs subject to the approval of the membership at a regular meeting.

Reviewed annually:

signature

date

AMENDMENT LOG

Original	04/18/2024	Approved by Membership
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