

BY-LAWS
Of
GREEN VALLEY AMERICAN LEGION POST 66, INC.

TABLE OF CONTENTS

ARTICLE I.	MANAGEMENT
ARTICLE II.	MEMBERSHIP
ARTICLE III.	MEETINGS
ARTICLE IV.	NOMINATIONS, VOTING, ELECTIONS
ARTICLE V.	MEMBERS DUES
ARTICLE VI.	EXECUTIVE BOARD
ARTICLE VII.	POST OFFICERS
ARTICLE VIII.	OFFICERS DUTIES
ARTICLE IX.	APPOINTMENTS
ARTICLE X.	FINANCE
ARTICLE XI.	EMPLOYMENT
ARTICLE XII.	RECOGNITION
ARTICLE XIII.	INTENT AND AMENDMENTS CONSTITUTION AND BY-LAWS
ARTICLE XIV.	SIGNATURE DOCUMENT

ARTICLE I.

MANAGEMENT

SECTION 1. The governing and management of Post 66 is entrusted to the Executive Board consisting of: Post Commander, 1st Vice Commander, 2nd Vice Commander, Post Adjutant, Finance Officer, Judge Advocate, Sergeant-at-Arms, immediate Past Commander and three elected members at large, who shall serve one, two, and three years respectively.

SECTION 2. All vacancies existing in the Executive Board, or in any office of Post 66, shall be filled by a majority vote of the remaining members of the Executive Board. A person so appointed shall hold the office for the unexpired term of the Executive Board member whom he/she succeeds. A vacancy shall exist on the Executive Board when an officer has an unexcused absence from his/her position for a period of three (3) consecutive board meetings. Excused absences may be for work, health or family related reasons. The Post 66 Commander or his/her representative may grant the excuse. Before such action is taken, the individual shall be notified in writing, delivered in person by a member of the Executive Board or the United States Postal Service via registered letter.

SECTION 3. Appointees, non-voting Executive Board members shall include but not limited to: House Committee Chairperson, Building/Facilities Chairperson, Service Officer, Historian, Librarian, Chaplain, Americanism Chairperson, Boy's State Chairperson, Children & Youth Chairperson, Economic Committee Chairperson, Finance Committee Chairperson, Foreign Relations Chairperson, Legislative Chairperson, Security Chairperson, and Veteran Affairs Chairperson.

SUBSECTION 3.a Appointed committee chairpersons shall furnish the Executive Board with an annual report for their chair position. A copy of these reports shall be included in the Post records and maintained by the Post Adjutant for safekeeping.

SECTION 4. No guns or weapons of any kind are allowed in any Post 66 facility pursuant to ARS. 4-229.

ARTICLE II

MEMBERSHIP

SECTION 1. Charter members are members who joined Post 66 prior to the issuance of the Post charter in the year 1968.

SECTION 2. Application for membership shall be made in writing under such regulations as may be prescribed by the Post 66 Executive Board and consistent with the National American Legion application form.

SECTION 3. The Post 66 Adjutant shall immediately act verifying credentials of the applicant when approving or disapproving the application. Upon approval, the Post Adjutant shall issue the applicant a membership card to Post 66. Said applicant will have conditional status until approved or rejected by the general membership at the next general membership meeting. If disapproved, the vote will be shown as such in the record of the meeting and conditional status be removed and card rescinded immediately.

SECTION 4. The membership year for the Post 66 shall begin on January 1st and end on December 31st of that year. A member becomes delinquent on January 1st of the year. If dues are not paid by February 1st, the member is suspended with no Post privileges as a member or guest until payment of current dues and is then reinstated by the Executive Board. If the member is delinquent for 5 months' through June 1st, the member is dropped from the role of membership, as mandated by American Legion National Constitution.

SECTION 5. Resignation: A member may resign from Post 66 any time while dues are current. If member's dues are not current, dues must be brought to current status or the members continuous service will be broken.

SECTION 6. SUSPENSION: In the event a member of Post 66 is suspended from Post 66 activities (lounge & social functions) the individual may not attend general membership meetings unless requested to do so by the Post Commander.

SECTION 7. Transfer: The only method of transfer from one Post to another Post is via formal transfer. This form of transfer maintains the member's continuous membership in the American Legion. The right to transfer does not automatically carry the right to be accepted by another American Legion Post. On transfer, there

shall be no transfer of funds from dues, the accepting Post shall recognize that annual dues have been paid. The transferring Post shall retain said dues. Except where the new post may require additional dues greater than that of Post 66 the transferee is responsible to pay any additional dues. In all instances where a member of the American Legion in good standing during the current year transfers from one post to another after payment of the current year dues, the transferring Post 66 shall retain said dues and have credit for such membership during the remainder of that year. Transferee shall be entitled to all of the benefits and assume all of the responsibilities of membership of the new Post after formal transfer is made.

SECTION 8. Any member of Post 66 may be disciplined, suspended or expelled for cause by a 2/3's (two-thirds) vote of the Executive Board.

The first step in all actions against a member of Post 66 in good in good standing shall be filing with the Post Adjutant written charges properly verified by affidavit and signed by the accuser or accusers. Charges shall be based on disloyalty, neglect of duty, dishonesty or conduct unbecoming of the American Legion. Any charges must be written in a form so as to be simply understood, enabling an accused to prepare a proper defense.

All charges must be made under oath and in writing by the accusers who must be members in good standing of the American Legion, Legion Auxiliary or Sons of the American Legion or employees of Post 66. In the event the accuser is a bona-fide guest of the Post, charges must be properly verified by affidavit and signed by the accuser and the member who properly signed the guest into the Post.

All disciplinary action shall be accordance with the following process:

- 1) Upon receipt of an affidavit from an accuser, the Adjutant will forward it to the Post Commander, who within 72 hours, shall convene a special meeting of the Executive Board. At that meeting the Board shall determine the appropriate action to be taken against the accused, if any, by a 2/3's vote. The accused shall be notified in writing of the Boards action.
- 2) If the Board votes to take disciplinary section of any type, the accused can accept the Board's action, or dispute the action and request a trial or hearing. If a trial is requested the Post Judge Advocate shall convene any trial or hearing as quickly practical. The hearing or trial shall be concluded according to the American Legion Officer's Guide and "Robert's Rules of Order".
- 3) Pending a hearing or trial, the recommendation of the Executive Board action against the accused shall remain in effect.

SECTION 9. A member who has been expelled or suspended from Post 66 for any cause may be reinstated to membership by 2/3's (two-thirds) vote of the Executive Board and the general membership present at the next general membership meeting, with payment of current dues for the year in which the reinstatement occurs.

SECTION 10. No person who has been expelled by a Post shall be admitted to membership at Post 66, without the consent of the expelling Post, except that where such consent has been asked for and denied by such Post, may then appeal to the state Executive Committee of the Department of the expelling Post for permission to apply for membership in Post 66, and shall be ineligible for membership until such permission is granted.

ARTICLE III

MEETINGS

SECTION 1. The regular Post 66 general membership meeting shall be held in the Post 66 hall on the second Tuesday of each month at 2 pm or a time to be determined by the Executive Board, at which time may be transacted such business as may properly be brought up for action by the membership or Executive Board. Special guests shall be recognized at all Executive Board and general membership meetings and may be allowed to address the membership, if so desired, with the approval or request of the Post 66 Commander.

SECTION 2. The Post 66 Executive Board shall meet on the second Tuesday of each month at 11:00 AM.

SECTION 3. The Post 66 Commander or a majority of the Executive Board shall have the authority to call a special meeting of Post 66 at any time.

SECTION 4. Upon written request of 15 members, the Post Commander or the Executive Board shall call a special meeting of Post 66.

SECTION 5. During any general membership meeting, 1/100 of membership shall constitute a quorum.

SECTION 6. Except as provided herein, all meetings shall be conducted according to "Robert's Rules of Order".

SECTION 7. There shall not be any regularly scheduled general membership meetings of Post 66 in July or August. Executive Board may be called for a special meeting to conduct necessary Post 66 business and minutes will be presented at the first available general membership meeting.

ARTICLE IV

NOMINATIONS, VOTING & ELECTIONS

NOMINATIONS

SECTION 1. The Nominating Committee shall be selected from both the membership and/or the Executive Board. The chairperson for this committee shall be selected from the Executive Board; however, the Post Commander may not be selected for this position. The committee shall be comprised of a minimum of 3 – 5 members. Committee members should be given the guidelines with respect to candidate's qualifications, willingness, knowledge of the American Legion, American Legion Constitution and prior knowledge or background for the position which they are running. Additional qualifications should include: a high sense of justice, fairness and courtesy, open mindedness, moral courage and the ability to get along with and communicate with others.

SECTION 2. All candidates selected and willing to serve American Legion Post 66 may post in the lounge and hall, personal background information and qualifications, additional information like a photograph etc. may be included. No other areas may be posted within the Post 66 building or on the Post 66 property.

SECTION 3. Nominees may be present at the March meeting of the general membership at which time they may be given an opportunity to speak to the membership at large.

SECTION 4. Post officer nominations are open until the Friday before post elections in April. Voting shall take place on Monday, from 2 pm to 6 pm and Tuesday from

11 am to 2 pm. Voting will be closed prior to the start of the membership meeting so the ballots can be counted.

SECTION 5. All candidates for any Executive Board position should complete the American Legion Extension Institute course within 90 days of their election to the Executive Board. In addition, any member of the American Legion in good standing is also available to complete this training. Cost of the course will be absorbed for any Executive Board member.

VOTING

SECTION 1. All votes, general business and elections, at the Executive Board and general membership meetings shall be by the membership gathered. Absentee ballots are not allowed. Members must be present to cast their vote.

SECTION 2. All elections will be held by secret ballot. These By-Laws also provide that elections shall be by ballot except when there is but one candidate for office. The election of one candidate may be by show of hand or voice vote by the membership gathered.

SECTION 3. A person ineligible to hold office at the time of the election cannot be elected even by unanimous vote. No person shall be allowed to run for more than one Executive Board position in the same election or election year.

SECTION 4. Majority vote is required to elect any person to any position within the Post.

SECTION 5. Proxy voting is prohibited for American Legion Post 66, elections and general membership meetings.

ARTICLE V

MEMBERSHIP DUES

SECTION 1. The amount of annual membership dues shall be determined by Post 66 Executive Board. Dues for the succeeding year may be paid at any time after July 1st.

SECTION 2. Membership year at American Legion Post 66 shall begin January 1st through December 31st of that same year.

ARTICLE VI

EXECUTIVE BOARD

SECTION 1. The Post 66 Executive Board shall consist of all Officers and elected members named in ARTICLE I. SECTION 1. of these By-Laws.

SECTION 2. Within ten (10) days following the installation of officers, the Post 66 Executive Board shall meet for organizational purposes and any other pertinent business.

SECTION 3. The Post 66 Executive Board shall meet at least once each month and as often as the Commander deems necessary. Six (6) members of the Executive Board shall constitute a quorum to conduct business. Upon the expressed written request of three (3) or more members of the Executive Board, the Commander shall call a special meeting. Only those issues expressed in that request shall be discussed.

SECTION 4. The Post 66 Executive Board, as duly elected by the general membership, under the provisions of this Constitution and By-Laws, has the overall responsibility for the operation and management of the Post 66 lounge and all other facilities on Post 66 property. Additionally, the Executive Board is the sole authority in the hiring and termination of the Post Manager who is responsible for the employment of those permanent and temporary personnel who assist in the operation of the Post lounge, kitchen and hall facilities.

SECTION 5. The Post 66 Executive Board shall have the responsibility of helping to secure the appointee chairpersons, committee members and workers for all Post 66 activities and programs. They shall also promote these activities or programs to obtain a successful conclusion.

SECTION 6. Being that members of the American Legion, the American Legion Auxiliary and the Sons of The American Legion make up what is known as The Legion Family, any Post 66 member, in good standing, from one of the organizations listed above, may serve as a chair person or committee member for Post 66.

ARTICLE VII

POST OFFICERS

SECTION 1. The administrative affairs of American Legion Post 66 shall, except as may be otherwise provided in these By-Laws, be under the supervision of the Executive Board and shall consist of (10) elected officers of Post 66. The term of office of the Executive Board shall be for one year, not to exceed two (2) consecutive terms except as noted in these By-Laws. Exception: Post Adjutant may retain his/her elected office as long as he/she wishes and is re-elected by the membership, due to the nature of the function of the Adjutant's position and required training time to gain knowledge of the position. Other Executive Committee members may run for additional terms in a different position or run for the same position after one-year separation from that current position. No member shall hold more than one Executive Board position during the same year.

SECTION 2. The elected officers of American Legion Post 66 shall consist of: Post Commander, 1st Vice Commander, 2nd Vice Commander, Post Adjutant, Finance Officer, Judge Advocate, Sergeant-At-Arms, Past Commander, and three (3) Executive Board members at large who serve one-, two-, and three-years respectively. These officers comprise the Executive Board of Post 66.

SECTION 3. Appointed officers are appointed by the Post Commander and subject to Post Executive Board approval.

SECTION 4. Appointed officers are, but not limited to: House Committee Chairperson, Chaplain, Historian, Post Service Officer, Building Committee Chairperson, and the Color Guard Commander, latter elected by the Color Guard volunteers.

SECTION 5. Officers shall hold officer's positions until their successor have been duly installed and will assume office at 12 pm (noon), Sunday at the end of the American Legion Arizona Department State Convention to be held at the Department's discretion, normally held in June.

SECTION 6. All vacancies existing in the Executive Board or in any Post 66 office shall be filled by the Post 66 Commander, with a majority vote by the Executive Board. A person so appointed shall hold the office for the unexpired term of the person he/she succeeds.

SECTION 7. Any person holding an Executive Board office shall be removed by two-thirds (2/3's) vote of the Executive Board for three (3) consecutive unexcused absences from an Executive Board meeting. Notice of such action shall be transmitted in writing to the concerned individual and hand carried or mailed through certified mail. Excused absences may be for health, emergency, or work related. Absences may only be excused by the Post 66 Commander.

SECTION 8. All meetings shall be conducted under and pursuant to "Robert's Rules of Order", except as provided.

ARTICLE VIII

DUTIES OF OFFICERS

SECTION 1. All Executive Board members and appointed committee chairpersons and members shall be volunteers of American Legion Post 66 family, there for the good of the Post.

SECTION 2. Duties of the Post Commander: (a) It shall be his/her responsibility to preside at all meetings of the Executive Board and general membership and to attend the Department of Arizona convention; (b) to exercise general supervision over the business and affairs of Post 66 and such officer shall be the chief executive officer of Post 66; (c) The Post Commander shall approve all orders directing the disbursement of funds and shall make an annual report covering the business of Post 66 for the year. (d) He/she will make recommendations for the ensuing year, which shall be read at the annual meeting and forward a copy thereof immediately to the Department Adjutant. (e) The Post Commander shall supervise and carry out policies as directed by the Post 66 Executive Board and/or Post 66 General Membership. (f) Because the Post Commander is presiding over the meeting, he or she should maintain an aura of neutrality and refrain from making any motions. In addition, the Commander should vacate the chair if he or she wishes to debate on any motion.

SECTION 2.(a) The Post 66 Commander shall be chairperson of the Post delegates and/or alternates to the Department conference and convention. (b) Post Commander, along with the House Committee Chairperson, shall perform an annual job performance review for the Post Manager. This job performance review shall take

place during the month of October of the Post Commanders elected term. Results of the job performance review will be maintained with personnel records for Post 66.

SECTION 3. Duties of the 1st Vice Commander: The 1st Vice Commander shall be in charge of all efforts concerning membership for Post 66. He/she will assume the office of the Post Commander and discharge the duties of the Post Commander during the absence or disability of, or when called upon by the Post Commander.

SECTION 4. Duties of the 2nd Vice Commander. The 2nd Vice Commander shall be the Chairman of the Entertainment Committee. In addition, the 2nd Vice Commander shall assume and discharge the duties of the office of the Post Commander and/or the 1st Vice Commander during the absence or disability of either or both Post Commander and 1st Vice Commander.

SECTION 5. Duties of the Post Adjutant: The Post Adjutant shall (a) have charge of and keep a full and correct record of all proceedings, meetings, and membership records; (b) keep such records as the Department and National organizations may require; (c) render reports of membership annually or when called upon at meetings; (d) under the direction of the Post Commander handle all correspondence.

SUBSECTION 5.a. Written minutes of all regular scheduled Post Executive Committee, membership or special meetings shall be read at the next membership meeting. A copy of all minutes shall be provided to the Post Commander prior to any reading. The original of all minutes shall be filed for reference. This file shall be entrusted to the Adjutant for safekeeping. Copies of the minutes for the current month shall be posted on the bulletin board and made available at each meeting. These minutes shall be posted a maximum of five (5) days after the general membership meeting.

SUBSECTION 5.b. The Post Adjutant and Finance Officer are both bonded by the Department of Arizona. All other members and employees who are authorized to handle funds shall be bonded by the Post 66 insurance policy.

SUBSECTION 5.c. The Post Adjutant shall be responsible for all properties belonging to Post 66. These shall include: Post 66 files, office equipment, ceremonial equipment, memorabilia, historical documents, donated objects of value and other items as may be included by the Post Executive Board. Items donated to the Post for fund-raising purposes need not be included. The actual care and safekeeping shall be entrusted, by direction, to the Adjutant, Sergeant-at -Arms, Color Guard Commander, and the Post Historian. A written inventory shall be conducted prior to the installation

of new Post Officers each year and presented to the incoming Finance Officer. A copy of this inventory shall be made available to all Post 66 members. This may be published in the Post newsletter, e-mail, or bulletin board. No Post 66 records, equipment, books, video media, memorabilia, or any other Post 66 inventory, shall be removed or destroyed by any person unless directed in writing by the Post 66 Executive Committee.

SECTION 6. Duties of the Post Finance Officer: (a) The Finance Officer shall have charge of all finances and see that they are safely deposited in local bank(s) or financial institutions within the Green Valley, Sahuarita area, and shall report once per month to the Executive Board the condition of the Post 66 finances; (b) make recommendations as deemed necessary or expedient for raising funds with which to carry on the activities of Post 66. (c) he/she shall sign all checks disbursing the monies of the Post, and (d) shall furnish such surety bonds in such sum as shall be fixed by the Post Executive Board. (e) Financial officer shall review the report and contract of the Post 66 contracted accounting firm and report their activities to the Executive Board and membership monthly.

SUBSECTION 6.a. The Post Finance Officer shall oversee and audit at his/her discretion the Post Manager's financial records and bookkeeping methods.

SUBSECTION 6.b. The Post Finance Officer shall establish a minimum (3) person committee, made up of Post family members, to assist in overseeing the finances of Post 66.

SECTION 7. Duties of the Judge Advocate: The Judge Advocate: shall (a) observe and maintain the Constitution and By-Laws of Post 66, (b) insure that bi-annually the Constitution and By-Laws are updated as deemed necessary; (c) insure that the Constitution and By-Laws are adhered to by the Executive Board and all Post 66 members during meetings; (d) shall interpret and define the American Legion Officers Guide and insure "Robert's Rules of Order" are adhered to as deemed necessary. The Judge Advocate shall form a minimum two (2) person committee for evaluating and updating the Constitution and By-Laws as required.

SUBSECTION 7.a The Judge Advocate will at the direction of the Post Commander be required to sit as presiding judge during any trial or judicial hearing, at the request of the Post Commander and or the Executive Board. Upon completion of said trial, the Judge Advocate will provide the Post Adjutant and the Department Adjutant a complete record of said trial.

SECTION 8. Duties of the Sergeant-at-Arms: The Sergeant-of-Arms shall (a) secure and preserve order at meetings; and (b) shall perform such other duties as may be directed by the Post Commander or the Executive Board.

SUBSECTION 8.a Sergeant-at-Arms shall ensure that all members are eligible to attend general membership meetings and may cast a legitimate vote.

SECTION 9. Current Past Post Commander. The current past Post Commander will sit on the Post Executive Board as a full member with voting privileges of the Executive Board for one (1) term and an additional term if the current Post Commander is voted into a second term by the general membership.

SECTION 10. Duties of the three (3) elected at large Executive Board Officers. The three (3) elected Executive Board members at large will serve three (3) staggered year terms, so that at any given year the Post 66 will have a 1 year, a 2 year & 3 year elected Executive Board member at large on the Post 66 Executive Committee.

SUBSECTION 10.a. The three (3) elected Executive Board members at large are responsible to attend all Executive Board and general membership meetings.

SUBSECTION 10.b. Elected Executive Board members by the direction of the Post Commander or Executive Board may provide liaison at appointed committee meetings.

SECTION 11. No elected officer of American Legion Post 66 shall be an employee of the Post.

ARTICLE IX

APPOINTMENTS

SECTION 1. The Post Commander, immediately upon taking office each year shall appoint the following standing committees: Americanism, Boys State, Children and Youth, Foreign Relations, Finance, House, Entertainment, Legislative, Membership, Public Relations, Service Officer, Chaplain, Historian, Librarian, Building Committee Chairperson, and National Security. Such standing committees shall consist of such members, as stated in Article VI, Section 6, and the chair thereof, as shall be designated by the Post Commander. The Post Commander shall also appoint a

“Strategic Planning” Committee whose members are appointed to a term of three years. Every three years, the Commander at that time will appoint the committee with members of his or her choosing.

SUBSECTION 1.a. The Post 66 Executive Board shall have the responsibility of helping to secure the chairpersons, committee members and workers for all Post 66 activities and programs. They shall also promote these activities and programs to successful conclusions.

SECTION 2. House Committee Chairperson. The House committee chairperson oversees the operation of the Post lounge and hall to ensure proper operation and readiness for events and meetings.

SUBSECTION 2.a. The House Committee Chairperson or his/her Assistant Chairperson will attend all Executive Board meetings as liaison to the Executive Board.

SECTION 3. Americanism Committee Chairperson shall be charged with (a) the inspiration of patriotism and good citizenship by arrangements for proper observance of patriotic occasions; (b) encouragement of patriotic and civic phases of instruction in schools; (c) Americanization of aliens; (d) combating anti-American propaganda by education of the general public in American ideals through public forums, etc., and activities for the community and civic betterment.

SECTION 4. Boy’s State Committee Chairperson shall be charged with the recruitment of boys to attend annual Boy’s State Conference, and ascertain the students class standings, the information and cost required for this program.

SECTION 5. Children and Youth Committee Chairperson shall be charged with (a) aid and service to children of veteran, (b) cooperating with other established agencies in the community; (c) laboring for the betterment of child conditions and in coordinating services and agencies in the community for the above purposes; (d) acting as an intermediary for the needy child of a veteran in obtaining the fulfillment of the American Legions Pledge that – no child of a war veteran shall be in need of the necessities of life and – a square meal for every child.

SECTION 6. Economic Committee Chairperson is primarily concerned with local employment programs, veteran’s preference, government employment and reemployment.

SECTION 7. Finance Committee Chairperson shall be charged with the (a) administration of the financial policy, (b) preparation of budget, (c) recommendations and supervision of receiving, distribution and accounting of all Post 66 funds.

Section 7. a. The finance officer shall report the current monthly financial report at both the Executive Board and general membership meetings.

SECTION 8. Foreign Relations Committee Chairperson has to become active as America has recognized its responsibilities as a world leader. Maintaining and securing world peace and friendship abroad through community endeavors have become as essential as any aspect of treaty law.

SECTION 9. Legislative Committee Chairperson needs to have knowledge of what is going on in Congress – what we favor or oppose, and should be ready to initiate action in support of our position when requested by the American Legion National or Department organizations.

SECTION 10. Service Officer shall head the Veterans Affairs and Rehabilitation Committee and shall supervise all matters pertaining to service to comrades in the prosecution of all just claims against the United States or State government, employment, relief, etc.

SECTION 11. Security Committee Chairperson shall work with and coordinate American Legion efforts with local Civil Defense Council on matters pertaining to national, civilian and home defenses. He/she shall assist the armed forces of the United States in recruiting efforts and the security of the American home.

SECTION 12. Veteran Affairs Volunteer Service Committee Chairperson is charged with (a) visiting and comforting Post 66 members and their families when sick or bereaved, and (b) with visiting ex-service personnel in hospitals and is specifically chaired by the Post 66 Chaplain.

SECTION 13. Building Committee Chairperson oversees (a) the operation of the physical building and equipment, (b) outside ground maintenance and (c) general upkeep of the home post facilities.

SUBSECTION 13.a The Building Committee Chairperson, although not paid for his/her services, may hire temporary help to maintain grounds and building upkeep and maintenance.

SECTION 14. Post Chaplain shall be charged with (a) the spiritual welfare of the Post Comrades; and (b) will offer divine but nonsectarian service in the event of dedications, funerals, public functions, etc. adhering to such ceremonial rituals as are recommended by the National or Department of Arizona headquarters of the American Legion from time to time.

SECTION 15. Post Historian shall be charged with (a) the individual records and incidents of the Post and Post membership, and (b) shall perform such other duties as may properly pertain to the office as may be determined by the Executive Board.

SECTION 16. Post Librarian shall be charged with maintaining the library, maintaining books, videos, CD's and memorabilia in the Post library.

SECTION 17. Strategic Planning Committee will be charged with determining the future course of action for the Post to include:

1. Facilities
2. Finances
3. Membership/Demographics
4. Operations

SECTION 18. Each Committee Chairperson shall present a final written report for his/her activity, submitted to the Post 66 Executive Board as soon as possible following the conclusion of the activities for the year. A copy of this report shall be included in the Post 66 records.

ARTICLE X

FINANCE

SECTION 1. The revenue of Post 66 shall be derived from the annual membership due and/or initiation fees and from such other sources as may be approved by the Executive Board.

SECTION 2. Post 66 shall pay annually, that portion of each member's dues, that is due to the District 2, Department of Arizona, and the National Headquarters of The American Legion.

SECTION 3. The amount of annual membership dues or installation fees shall be determined and set by the Executive Board. Changes shall be via the same procedure as a change in these By-Laws.

SECTION 4. All monies shall be expended by check only. All checks shall be signed by two (2) authorized members of Post 66, registered as authorized signers at the bank or other financial institution with whom the Post conducts business. There shall be a total of two (2) authorized signatures on record for check writing. These two will be the Finance Officer and Post Adjutant. The Post 66 contracted accounting firm also has authority to sign checks for Post 66.

SECTION 5. The Finance Officer and Post Adjutant are bonded by the Department of Arizona. All other Post members and or employees who are authorized to handle funds shall be bonded by the Post 66 insurance policy.

SECTION 6. All expenditures for Post 66 must be approved by Post 66 Executive Board prior to their presentation to the membership, except the Post 66 Commander shall have the right to spend an amount not to exceed \$500.00 per elected term. The Post 66 Executive Board can approve expenditures but not to exceed \$1,000.00 without concurrence from the regular membership. All recurring Post 66 operating expenses shall be exempt from this provision. All fixtures and equipment acquired by the Executive Board or Committee Chairperson using Post funds shall remain the property of Post 66. Authorized transfer or sale of any Post 66, fixtures and/or equipment requires majority Executive Board approval. Written transfer will be conveyed to the recipient.

ARTICLE XI

EMPLOYMENT

SECTION 1. It is the policy of Post 66 to provide equal employment to all qualified persons and not discriminate against applicants or employees because of race, color, religion, sex, pregnancy, national origin, age, disability and any other factor protected by law.

SECTION 2. The Executive Board of Post 66 has established a policy of confidentiality in regards to disclosure of our full and part time employee's salaries and benefits in accordance with applicable State and Federal Statutes. Those expenses are reflected in the Post's budget and financial statements. All employees are expected

to uphold the laws of this state and the rules and regulations of Post 66 and Department of Arizona. If there are any questions about how to make sure you are complying with the law or Post 66 rules and regulations, contact the immediate superior or Executive Board member.

SECTION 3. Hiring and termination of employees is in the direct hands of the Food and Beverage Manager or committee chairperson with final decision resting with the Executive Board.

SECTION 4. Part time employees may be hired by the Food and Beverage Manager as needed to perform a specific task without the Executive Boards approval. Full time positions are not exempt from Executive Board approval.

ARTICLE XII

RECOGNITION

The SONS OF THE AMERICAN LEGION

SECTION 1. Green Valley American Legion Post 66 recognizes the organization known as “the Sons of The American Legion Squadron 66”. Oversight authority for “the Sons of The American Legion Squadron 66” is the Green Valley American Legion Post 66.

SECTION 1.a. Membership in the Sons of The American Legion shall be prescribed by the Sons of The American Legion National Convention.

SECTION 1.b. American Legion Post 66 Commander shall appoint a liaison to “the Sons of The American Legion Squadron 66” for the purpose of keeping both organizations abreast of current events.

SECTION 1.c. The Sons of The American Legion Squadron 66 shall submit to the Post 66 finance officer a monthly statement of their current functions, membership status, and finances which shall be entered into and become a part of the Green Valley American Legion Post 66 records, to be entrusted to the Post 66 Adjutant for safekeeping.

SECTION 1.d. The Post 66 Finance officer shall annually audit the financial records of the Sons of The American Legion Squadron 66 during the last month of each fiscal year which is July 1 to June 30.

THE AMERICAN LEGION AUXILIARY UNIT 66

SECTION 1. Green Valley American Legion Post 66, Inc. recognizes the organization known as The American Legion Auxiliary Unit 66 Department of Arizona.

SECTION 1.a. Membership in the American Legion Auxiliary shall be as prescribed by the National Constitution of the American Legion Auxiliary.

SECTION 1.b. The American Legion Auxiliary shall be governed by the Department of Arizona American Legion Auxiliary by such rules and regulations as may be prescribed by the National Executive Committee and approved thereafter by such Department of The American Legion Auxiliary.

OTHER ORGANIZATIONS

SECTION 1. VETERANS OF FOREIGN WARS, DISABLED AMERICAN VETERANS, VIETNAM VETERANS OF AMERICA, MARINE CORPS LEAGUE, CANADIAN LEGION, AMVETS (American Veterans), active duty armed forces personnel and all allied legion members may be granted individual or group guest status for use of Post 66 lounge and/or hall, during normal Post events with proper and current membership identification of their affiliation to one of the above organizations. While according to Arizona liquor laws we may recognize these organizations, their membership in the American Legion is recommended.

SECTION 2. Access to American Legion Post 66, general membership meetings not allowed under these By-Law

ARTICLE XIII INTENT AND AMENDMENTS POST CONSTITUTION AND BY-LAWS

SECTION 1. No portion of this document containing the Post 66 “Constitution” or “By-Laws” shall be in conflict with any National or Department of Arizona,

Constitution and By-Law provision. Any such wordings or intent shall be disregarded as binding upon any Post 66 member, until rewritten and approved by Post 66 and the Department of Arizona.

SECTION 2. This document may be amended at any regular membership meeting by two thirds (2/3's) vote of the members of Post 66 attending such members meeting. Provided that the proposed amendment shall have been submitted in writing and read at the next regular meeting of Post 66, and providing further, that written notice shall be posted on the bulletin boards in the lounge and office for at least 30 days in advance of the date when the amendment is to be voted on.

SECTION 3. This document shall be reviewed bi-annually for completeness and conformity to the National and Department of Arizona Constitutions and By-Laws. A committee known as the "Constitution and By-Laws Committee" shall meet for this purpose at least every two (2) years, commencing on the date of the last amendment(s) shown.

SECTION 4. After ratification by Post 66 membership, the document shall be provided to the Department of Arizona, Judge Advocate for review and approval as prescribed in the Department of Arizona, Constitution and By-Laws.

SECTION 5. The original signed copy of this document shall be placed into a permanent file entrusted to the Post Adjutant for safekeeping.

SECTION 6. Copies of the approved and ratified amendments of this document shall be made available to members upon request to the Post Adjutant.

SECTION 7. An "electronic" copy of these Constitution and By-Laws shall be maintained in the office of Post 66.

5/10/2022

ARTICLE XIV
CONSTITUTION AND BY-LAWS
Of The
GREEN VALLEY AMERICAN LEGION POST 66, INC.
DEPARTMENT OF ARIZONA

AMENDED AND RATIFIED BY THE MEMBERSHIP PRESENT THIS 10th DAY
of MAY, 2022

Approval Signatures

Wayne Ferreira Date 5/27/22
Wayne Ferreira
Post Commander,
Green Valley American Legion Post 66, Inc

John D. Hanson Date 5-27-2022
John Hanson
Post Judge Advocate
Green Valley American Legion Post 66, Inc.

_____ Date _____
Alfred Quintana
Department Judge Advocate
Department of Arizona
The American Legion

Constitution and By-Laws Committee for 2019-2020
John Hanson
Jim Harvey