



**THE AMERICAN LEGION**  
**WALTER DURKEE POST NO. 311**

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**STANDARD OPERATING PROCEDURES**  
**AND**  
**MANUAL OF POST POLICIES**

**REVISED: JULY 2015**

**WALTER DURKEE - POST 311  
STANDARD OPERATING POCEDURES  
AND MANUAL OF POST POLICIES**

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## **1.0 INTRODUCTION**

### **1.1 Use Notice**

The American Legion, Walter Durkee Post 311, Standard Operating Procedures (SOP) and Manual of Post Policies is distributed to its Officers, Managers, Committee Chairpersons, in addition to a Member's Review Copy, which is maintained at the Post for the 'onsite' inspection and use by the membership. The SOP is to be used for the sole purpose of conducting the Business of the Post. Any other use is strictly forbidden and could result in loss of membership.

### **1.2 Post Monthly Meetings and Traditional Events**

Appendix A contains a 'Quick Reference' Calendar for Post events.

Monthly Post Meetings are commonly scheduled for the first Thursday of each month with an Executive Committee Meeting commonly held prior to the Membership Meeting.

## 2.0 CONSTITUTION OF WALTER DURKEE POST 311

### **Preamble**

For God and Country, we associate ourselves together for the following purposes:

To uphold and defend the Constitution of the United States of American; to maintain law and order; to foster and perpetuate a one hundred percent Americanism; to preserve the memories and incidents of our associations in the Great Wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and the 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 comradeship by our devotion to mutual helpfulness.

### **2.1 Article I: Name**

Section 1: The name of this organization shall be Walter Durkee Post No. 311, East Grand Rapids, Michigan, The American Legion, Department of Michigan hereafter referred to as Post.

### **2.2 Article II: Objects**

Section 1: The objects and purposes of this Post shall be to promote the principles and policies as set forth in the foregoing preamble, and the National and Departmental Constitutions of The American Legion.

### **2.3 Article III: Nature**

Section 1: This Post is a civilian organization and membership therein does not affect or increase liability for military or police service.

Section 2: This organization shall be absolutely nonpolitical and shall not be used for the dissemination of partisan principles or for the promotion of the candidacy of any person seeking public office or preferment.

Section 3: Rank does not exist in The American Legion; no member shall be addressed by their military or naval title in any meeting of this Post.

## **2.4 Article IV: Membership**

Section 1: Eligibility to membership in this Post shall be as prescribed by the National Constitution of The American Legion.

Section 2: Application for membership shall be made in writing under such regulations as may from time to time be prescribed by the Post Executive Committee.

Section 3: All applications for membership shall be acted upon at the next meeting following the making of such application, and shall at such meeting, be accepted, rejected or referred for further investigation and consideration. However, if a majority of the members present cast their vote against the acceptance of said application, then such application shall be recorded as rejected.

Section 4: Any member of this Post may be expelled for cause by a two-thirds vote of the Post Executive Committee after charges are preferred under oath in writing, and a fair trial had upon the same. Before proceeding under this section, the Post shall make inquiry as to whether or not the Department Constitution and By-Laws have provided a different procedure, which should be followed.

Section 5: A member who has been expelled or suspended from this Post for any cause may be reinstated to membership by a two-thirds vote of the membership present in Post meeting, and the payment of current dues for the year in which the reinstatement occurs. Notice of the request for re-admittance shall be given in writing to the membership at least two months before the meeting set for the vote.

Section 6: No person who has been expelled by another Post shall be admitted to membership in this Post, without the consent of the expelling Post. When such consent has been asked for by the person and has been denied by the expelling Post, that person may then appeal to the State Executive Committee of the Department of the expelling Post for permission to apply for membership in this Post. The person shall be ineligible for membership in this Post until such permission is granted.

## **2.5 Article V: Officers**

Section 1: The administrative affairs of this Post of The American Legion shall, except as may be otherwise provided by the By-Laws, be under the supervision of a Post Executive Committee. The term of office of members of the Post Executive Committee shall be for one year. This Post,

by its By-Laws, may provide for such other Standing Committees and Working Committees as the business of the organization may require.

Section 2: The officers of this Post shall be a Commander, First Vice-Commander, Second Vice-Commander, an Adjutant, a Finance Officer, Post Service Officer, a Post Chaplain, a Sergeant-at-Arms, a Judge Advocate, a Post Historian and such other officers as may be deemed necessary by this organization. The officers shall be nominated from the floor at the meeting preceding the annual election with the exception of the Adjutant who shall be appointed by the Commander elect.

Section 3: All officers and Post Executive Committee members shall be elected annually, at the May Meeting, and they shall hold office until their successors are duly installed or as otherwise provided. Any officer or Post Executive Committee member may be removed for cause or for inattention to duties by the Post Executive Committee, a two-thirds vote of said committee being necessary to order removal.

Section 4: Every member of this Post in good standing shall be eligible to hold office in this Post.

Section 5: The duties of officers and the Post Executive Committee shall be those usually appertaining to such officers or committee and as further provided in the By-Laws.

## **2.6 Article VI: Finance**

Section 1: The revenue of this Post shall be derived from membership or initiation fees, from annual membership dues and from such other sources as may be approved by the Post Executive Committee.

Section 2: The amount of such membership or initiation fees and the amount of such annual Post dues shall be fixed by this Post from time to time.

Section 3: The Post shall pay to Departmental Headquarters, the National and Departmental annual membership dues for every member of the Post.

## **2.7 Article VII: Charter Members**

Section 1: Members who joined this Post prior to November 11, 1919 or members who joined this Post prior to the issuance of its charter shall be known as charter members. It shall be understood, that the matter of charter members for the permanent charter is left to the decision of the Post members.

## **2.8 Article VII: American Legion Auxiliary**

Section 1: This Post recognizes an Auxiliary organization to be known as the Walter Durkee Auxiliary, Unit No. 311, The American Legion Auxiliary, and Department of Michigan.

Section 2: Membership in the Auxiliary shall be as prescribed by the National Constitution of the American Legion Auxiliary.

## **2.9 Article VIII: Amendments**

Section 1: This Constitution is adopted subject to the provisions of the National Constitution of The American Legion and of the Department Constitution of the Department of Michigan, The American Legion. Any amendment to said National Constitution or Department Constitution, which is in conflict with any provisions hereof, shall be regarded as automatically repealing or modifying the provision of this Constitution to the extent of such conflict.

Section 2: This Constitution may be amended at any regular Post meeting by vote of two-thirds of the members of said Post attending such regular meeting, providing the proposed amendment shall have been submitted in writing and read at the next proceeding regular meeting of said Post, and providing, further, written notice shall have been given to all members a least seven days in advance of the date when such amendment is to be voted upon, notifying said members that at such meeting a proposal to amend the Constitution is to be voted upon.

***End of Constitution***

### **3.0 BY-LAWS OF WALTER DURKEE POST 311**

#### **3.1 Article I: Name**

Section 1: The Post existing under these By-Laws is to be known as Walter Durkee Post No. 311, Grand Rapids, Michigan, The American Legion, Department of Michigan hereafter referred to as Post.

Section 2: The objects of this Post are as set forth in the Constitution.

#### **3.2 Article II: Management**

Section 1: The government and management of this Post are entrusted to an Executive Committee of nine members, to be known as the Post ‘Executive Committee.’

Section 2: The Post Executive Committee shall consist of the Commander, First Vice-Commander, Second Vice-Commander, the Adjutant, the Finance Officer, immediate Past Commander, Chaplain, Judge Advocate, Historian, Service Officer, Sergeant-at-Arms, and three Trustees. All of the officers and the three members (Trustee), except the Adjutant, shall be elected annually at the May Meeting and shall be installed at the Annual Meeting.

Section 3: All elections of officers and Post Executive Committee members, except the adjutant and immediate Past Commander, shall be by ballot and the candidate or candidates receiving the highest number of votes shall be elected to the prospective office or offices for which they are candidates. The Adjutant shall be appointed by the Commander elect.

Section 4: All vacancies existing in the Post Executive Committee, or in any office of the Post from any cause other than the expiration of the term, shall be filled by a majority vote of the remaining members of the Executive Committee, and a person so appointed shall hold office for the unexpired term of the member of the committee or officer he succeeds. A vacancy shall also exist when a committee member or officer is absent from the Post for a continuous period considered detrimental to the interest of the Post by the Post Executive Committee.

**Section 5: The Post’s financial affairs shall operate on a fiscal year which will start on 1, January and end on 31, December of each calendar year.**

#### **3.3 Article III: Post Executive Committee**

Section 1: The Post Executive Committee shall meet for organization and such business as may come before it at the call of the Post Commander within ten (10) days after the installation of the

new officers. Thereafter, the Post Executive Committee shall meet at the call of the Commander at least once every three (3) months and as often as said Commander may deem necessary. The Commander shall call a meeting of the Post Executive Committee upon the joint written request of three (3) or more members of said Post Executive Committee. Six (6) members of the committee shall constitute a quorum.

Section 2: The Post Executive Committee shall hire such employees as may be necessary; shall authorize and approve all expenditures, shall require adequate bonds from all persons having the custody of Post funds; shall hear the reports of Post Officers, Managers, Committee Chairs; and generally, shall have charge of and be responsible for the management of the affairs of this Post.

### **3.4 Article IV: Duties of Officers**

Section 1: *Duties of the Post Commander:* It shall be the duty of the Post Commander to preside at all meetings of the Post and to have general supervision over the business and affairs of the Post. Such Officer shall be the Chief Executive Officer of the Post. The Commander shall approve all orders directing the disbursement of Post funds which were not previously included in the approved annual budget. The Commander shall make an annual report covering the business of the Post for the year and recommendations for the ensuing year. This report and the recommendation(s) shall be read at the first meeting after the changeover weekend/annual meeting. A copy of said report and recommendation(s) shall immediately forward to the Department of Michigan Adjutant. The Commander shall perform such other duties as directed by the Post.

Section 2: *Duties of the First Vice-Commander:* The First Vice-Commander shall assume and discharge the duties of the office of Commander in the absence or disability of, or when called upon by, the Post Commander, shall chair the Membership Committee and be responsible for membership growth.

Section 3: *Duties of the Second Vice-Commander:* The Second Vice-Commander shall assume and discharge the duties of the office of First Vice-Commander in the absence or disability of, or when called upon by, the Post Commander and shall cause the development and/or maintaining of the patriotic observances of all kinds, develop Post activities, and the entertainment features, which mark all meetings by developing and monitoring necessary committees.

Section 4: *Duties of the Adjutant:* The Adjutant shall have charge of, and keep a full and correct record of all proceedings of all meetings, keep such records as the Department and

National organizations may require, render reports of membership annually or when called upon at a meeting, and under the direction of the Commander handle all correspondence of the Post.

Section 5: *Duties of the Finance Officer*: The Finance Officer of the Post shall have charge of all finances (both Post and Auxiliary) and see that they are safely deposited in a local bank or banks, provided that the Post may direct that certain funds may be deposited in a savings account or otherwise invested.

The Finance Officer shall report once a month to the Post Executive Committee the condition of the finances of the Post, with such recommendations as may deem expedient or necessary for raising funds with which to carry on the activities of the Post, and shall make an annual report to the Post at the end of each year.

The Finance Officer shall sign all checks disbursing the monies of the Post (and Auxiliary), and shall furnish such surety bonds in such sum as shall be fixed by the Post Executive Committee.

**The Finance Officer shall perform such other duties as shall be directed by the Post and shall serve as an advisor for the Finance, Investment and Charity Committees.**

Section 6: *Duties of the Service Officer*: The Service Officer shall hold this office indefinitely, if possible, assuring the continued service to and ready access by the membership. The duties of the Service Officer include identifying and administering to the needs of the Post membership, their families, fellow veterans and the community. The Service Officer shall chair the Service and Economic Committee and be the contact person for the State Reconnect Committee.

Section 7: *Duties of Post Chaplain*: The Post Chaplain shall be charged with the spiritual welfare of the Post comrades and their families, and will offer divine, but nonsectarian service in the event of dedications, funerals, public functions, etc., adhere to such ceremonial rituals as are recommended by the National or Departmental Headquarters from time to time.

The Post Chaplain with the Post Historian shall be involved in graves registration of veterans seeing that such graves are appropriately decorated on Memorial Day and shall chair the Graves Registration and Memorial Committee.

Section 8: *Duties of the Sergeant-at-Arms*: The Sergeant-at-Arms shall preserve the order and ceremony at meetings, and shall perform such other duties as may be from time to time assigned by the Post Executive Committee.

The Sergeant-at-Arms shall chair the Welcoming Committee assuring that all new members and guests are introduced and all existing members are encouraged to attend all meetings.

Section 9: *Duties of the Judge Advocate*: The Judge Advocate shall have legal training and/or past Legion experience sufficient to interpret the Constitution and By-Laws of the Post and may at any time be called upon by the Commander and other officers and members of the Post (and Auxiliary) to rule on the legality of their actions and decisions insofar as they affect the good of The American Legion.

The Judge Advocate is the guardian of constitutional form of Post government and will provide professional advice in the conduct of the Post (and Auxiliary) business or will procure proper counsel to obtain that advice.

The Judge Advocate will cause an audit of the Post (and Auxiliary) financial accounts annually just before the election of officers or more frequently, if necessary.

Section 10: *Duties of Post Historian*: The Post Historian shall hold this office indefinitely, if possible, preserving and compiling the records of the Post's historical interests. The Post Historian shall be charged with the individual records and incidents of the Post and Post members, and shall perform such other duties as may properly pertain to the office as may be determined by the Post or its Executive Committee.

Section 11: *Duties of the Post Trustee*: The Post Trustee (three) shall represent the members at all Post Meetings assuring the continued service to and ready access by the membership. The Post Trustee shall serve on the Election Committee, and shall perform such other duties as may properly pertain to the office as may be determined by the Post or its Executive Committee.

### **3.5 Article V: Delegates**

Section 1: Delegates and alternates to a Department of Michigan convention shall be elected by ballot or declaration by the Post at a regular meeting of the Post to be held at least twenty (20) days prior to the date of such convention. **Delegates will be approved to up to \$500.00 to cover cost of attending conventions.**

### **3.6 Article VI: Appointments**

Section 1: The Post Commander, immediately upon taking office, each year, shall appoint the following Standing Committees as provided by The American Legion: Americanism and Ceremonials, Membership, Finance, House, Entertainment and Welcoming, Service and

Economic, Children and Youth, Public Relations, Graves Registration and Memorial. Such Standing Committees shall consist of such members, and the chair thereof, as shall be designated by the Post By-Laws and approved by the Post Commander.

Section 2: The Post Commander, immediately upon taking office, each year, shall approve the appointments provided by the governing committee chair of the following Working Committees, which shall be governed by and report to the Executive Committee or a Standing Committee of the Post: Changeover Weekend/Post Annual Meeting, Nomination, Charities, Boys State and Girls State, Family Outing, Golf, Fund Raising. Such Working Committees shall consist of such members, and the chair thereof, as shall be designated by the Post By-Laws or contained in its standard operating procedures, assigned by the governing committee chair and approved by the Post Commander.

### **3.7 Article VII: Standing Committees**

Section 1: *Americanism and Ceremonials Committee:* The Americanism and Ceremonials Committee shall be charged with the inspiration of patriotism and good citizenship by arrangements for proper observance of patriotic occasions; encouragement of patriotic and civic phases of instruction in schools; Americanization of aliens; combating anti-American propaganda by education of the general public in American ideals through public forums, etc., and activities for community and civic betterment. In addition, the committee must ensure all new members are properly initiated. The committee also concerns itself with proper presentation of other rituals outlined in the Manual of Ceremonies -- burial detail and the wearing of Legion regalia.

Section 2: *Membership Committee:* The Membership Committee shall have charge of all matters pertaining to membership of the Post, including the procuring of new members, reinstatements and eligibility of members.

Section 3: *Finance Committee:* The Finance Committee shall be charged with the administration of the financial policy, preparation of budget recommendations and supervision of receiving, disbursing and accounting of all Post funds.

**The finance committee will be responsible for approving all non-emergency contracts that affect the finances of the post and/or its members. All non-emergency contracts require the signatures of both the post commander and chairman of the Financial Committee.**

Section 4: *House, Entertainment and Welcoming Committees:* The House, Entertainment and Welcoming Committees shall have charge of all matters pertaining to the care of the Post quarters, equipment, supervision of employees, quarters promotion of club advantages and arrangement for social activities, and they shall submit to the Post Executive Committee such recommendations and requests for funds for the proper maintenance of the Post quarters and all other property as may be entrusted to their charge. They shall cause to be written/updated governing laws of the Post quarters, such laws to be known as House Rules; which shall be submitted to the Post Executive Committee for final approval and adoption, said rules to be published not later than sixty (60) days after the installations of the new Post officers. There shall be two (2) separate positions charged with the overall care of the Post Quarters: a Post Facility Manager and a Post Facility Engineer.

Section 5: *Service and Economic Committee:* The Service and Economic Committee shall have charge of all matters pertaining to service to comrades and their families; in the prosecution of all just claims against the United States or state governments, employment, relief, etc., and community welfare matters. In addition, the committee is concerned with local employment programs, veteran's preference, and government employment and re-employment rights of veterans.

Section 6: *Children and Youth Committee:* The Children and Youth Committee shall be charged with aid and service to children of veterans, cooperating with other established agencies in the community; laboring for the betterment of child conditions and in coordination services and agencies in the communities for the above purposes. To act as intermediary for the needy child of a veteran in obtaining the fulfillment of the Legion's pledge that "no child of a war veteran shall be in need of the necessities of life" and "a square deal for every child."

**The children and youth committee will be responsible for organizing the Annual Children's Christmas Party.**

Section 7: *Public Relations Committee:* The Public Relations Committee shall be charged with the promotion of public support of the Legion's program by the establishment of proper contact with The American Legion Magazine, Department and National Legion news service and by local publicity of Post programs and activities.

Section 8: *Graves Registration and Memorial Committee:* The Graves Registration and Memorial Committee duties involve recording of gravesites and complete information on

veteran's burial in cemeteries assigned to the Post. Special assistance can be given the Service Officer in providing flags, headstones or proper interment in national cemeteries.

### **3.8 Article VIII: Working Committees**

Section 1: *Changeover Weekend/Post Annual Meeting Committee:* The Changeover Weekend/Post Annual Meeting Committee reports to the Executive Committee. As provided in the Changeover Weekend/Post Annual Meeting Policy, the Changeover Weekend/Post Annual Meeting Committee shall plan and administrate a work and reward weekend, located in the State of Michigan, for those who serve the Post and to assure a cohesive transfer of authority, responsibility and historical knowledge of Post operations. This weekend is to be held in conjunction with and have as a part of it, the Auxiliary's Changeover Weekend (if active).

Section 2: *Nomination Committee:* The Nomination Committee reports to the Executive Committee. In working with the Executive Committee, Post officers, Standing and Working committee chairs, and members of the Post, the Nomination Committee shall develop a list of officer and Executive Committee member candidates, submitting said list to the Executive Committee subsequent to the regular Post monthly meeting in March.

Section 3: *Charities Committee:* The Charities Committee reports to the Finance Committee. As provided in the Post Charity Gifts Policy and in working with the Executive Committee, Post officers, Standing and Working Committee chairs, and members of the Post, the Charities Committee shall develop a list of first veterans, then veteran's children based charities and/or activities listed as part of the activities of The American Legion. Allocating specific funding levels for each from within the committee's budget constraints and submitting said list to the Finance Committee. Based on the Charity Gifts Policy, the Finance Committee makes the final decision as to which charities and/or activities receive funding and the specific amount of said funding. A Post member must submit or sponsor the charity-funding request, in writing, and if an insufficient number of requests are received, the Charity Committee will complete said list based on past approved funding.

Section 4: *Family Outing Committee:* The Family Outing Committee reports to the Entertainment Committee. As provided in the Post's Family Outing Policy, the Committee 'may' provide one or two family based outing each year. The family outing is a member and immediate family (spouse and children) outing consisting of a family based activities located in the greater Grand Rapids, Michigan area, refreshments and food. The outing is to provide family based fun and fellowship.

Section 5: ***Golf Committee:*** The Golf Committee reports to the Entertainment Committee. As provided in the Post Golf Policy, the Golf Committee ‘may’ provide for two (2) golf outings each year located in the greater Grand Rapids, Michigan area. The Spring Outing is a members' only outing consisting of eighteen holes of golf and lunch. The Fall Outing is a member and guest (either spouse or a family member) outing consisting of nine holes of golf and dinner. Both outings are to provide fun and fellowship.

Section 6: ***Fund Raising Committee:*** The Fund Raising Committee reports to the Finance Committee. As provided in the Post Fund Raising Policy, the Fund Raising Committee shall organize, plan and administrate Post fundraisers and provide all funds rose to the Finance Officer. The fundraisers are to provide financial support for the Post and/or for specific activities or events approved by the Post Executive Committee. The fundraisers are to provide fun and fellowship.

### **3.9 Article IX: Resolutions**

Section 1: All resolutions of State or National scope presented to this Post by a member or reported to this Post by a committee there of, shall merely embody the opinion of this Post on the subject and a copy of the same shall be forwarded to the Department of Michigan Headquarters for its approval before any publicity is given or action other than mere passage by the Post is taken.

### **3.10 Article X: Meetings**

Section 1: The regular meetings of the Post shall be held at the club rooms on the first Thursday of each month, at which may be transacted such business as may properly be brought up for action; such meetings may be converted into entertainment meetings, as may be deemed advisable by the officers of the Post. Twelve (12) members shall constitute a quorum.

Section 2: The Annual Meeting of the Post shall be the January meeting. The Executive Committee may designate a different Annual Meeting by a resolution passed by a two-thirds majority of the Executive Committee. Any change in the Annual Meeting date shall be published to the members of the Post at least two (2) months in advance. The Annual Meeting is to occur at the beginning of the new fiscal year, which begins on 1, January and completes 31, December of each calendar year.

Section 3: The Post Commander or a majority of the Post Executive Committee shall have power to call a special meeting of the Post at any time.

Section 4: Upon the written request of five (5) members of said Post, the Post Executive Committee shall call a special meeting of the Post, and notice to each member shall be given by mail or **e-mail methods**.

Section 5: Motions from the floor that require the expenditure of Post funds, which have not been budgeted, must be first referred to the Executive Committee for a recommendation to be included in the budget. The Executive Committee must act on the motion at its next regular committee meeting and make a recommendation to the membership at the next regular membership meeting. After receiving the recommendation of the Executive Committee, the membership shall then vote on the motion.

### **3.11 Article XI: Notices**

Section 1: Every member shall furnish the Post Adjutant with a mailing address(s) and e-mail address(s) for written communication(s) and/or notice(s) from the Post and telephone number(s) and cell phone number(s) for other than written contact.

Section 2: The Post Adjutant shall cause notice of the annual election to be given at least two (2) weeks prior thereto.

### **3.12 Article XII: Electronic Media**

Section 1: The Post recognizes the use of electronic media, as a necessary and appropriate method of conducting a special Executive Committee meeting. Guidelines for the use of this media and recording of its resulting documents shall be the same as those required for conducting special Executive Committee meeting as part of the Post's Constitution and its By-Laws.

Section 2: Every member, by furnishing the Post Adjutant with a mailing address(s) and e-mail address(s) agrees that any or all of these methods are acceptable for receiving written communication(s) and/or notice(s) from the Post.

Section 3: The Post shall furnish an e-mail address to which all e-mail shall be address further to its intended recipient(s), which pertain to Post related written communication(s) and/or notice(s) from its officer(s), manager(s), committee chairpersons and/or members.

### **3.13 Article XIII: Rules of Order**

Section 1: All proceedings of this Post shall be conducted under and pursuant to Robert's Rules of Order, except as herein otherwise provided.

### **3.14 Article XIV: Limitation of Liabilities**

Section 1: The Post shall incur, or cause to be incurred no liability, nor obligation whatever, which shall subject to liability any other Post, Sons of The American Legion (S.A.L.) and/or Auxiliary, subdivision, members of The American Legion, or other individuals, corporations, or organizations.

### **3.15 Article XV: Amendments**

Section 1: These By-Laws may be amended at any regular Post Meeting by vote of two-thirds of the members of said Post attending such regular meeting. The proposed amendment shall be submitted in writing and read at the next regular meeting preceding the election meeting. Furthermore written notice of the amendment shall be given to all members at least seven (7) days in advance of the date when such amendment is to be voted upon, notifying the members that at such meeting of the Post, a proposal to amend the By-Laws is to be voted on.

*End of By-Laws*

## **4.0 POST MEETING PROCEDURES**

### **4.1 Monthly Membership Meeting Procedures**

The monthly membership meeting procedures can be found in Appendix B.

### **4.2 Executive Committee Meeting Procedures**

The executive committee meeting procedures can be found in Appendix B.

### **4.3 Installation of Post Officers**

#### Preparation for Installation of Officers: Selection of Installing Officer

The Installing Officer, who shall be a Department of Michigan Officer, (if not available, an Officer of the Fifth District, another Post's Officer or a Past Officer of Post 311 shall be the representative of the Department of Michigan Officer and) shall take control of the meeting following the opening ceremony. The Installing Officer is permitted to install alone or with such assistants as may be selected.

#### Installation of Officers:

The Installing Officer shall call the Past/Acting Sergeant-at-Arms to bring before him/her the newly elected officers of the Post and place them in order of rank, i.e., Commander, First Vice-Commander, Second Vice-Commander, Adjutant, Finance Officer, Chaplain, Judge Advocate, Historian, Service Officer, Sergeant-at-Arms and the three Trustees of the Post.

#### Procedures:

The installation of post officer's procedures can be found in Appendix B.

## 5.0 POST FINANCE POLICIES

### 5.1 Post Awards Policy

The Post's Awards Policy is founded on and governed by the Post's By-Laws.

Post Membership Requirement: Any Post Award, which the Post 'may' from time to time provide, is available for only those Post members of 'Good Standing'; membership dues must have been received and processed by the Post Adjutant at least two (2) monthly meetings prior to the presentation of an Award with in that membership year.

Award Disclaimer: The selection and presentation of an Award is at the sole discretion of the Post's Executive Committee. Recommendation of an Award, as part of this Policy, requires that the individual under consideration meet the minimum requirements of that Award. However, the simple meeting of the minimum requirements of any Award does not, in and of itself, create or authorize a premise for its issuance.

List of Awards:

- Organization Insignia (Post Patch)
- Special Activity Patch, Tack, Pin or American Legion Metals
- Officer's Patch, Tack or Pin
- Post Officer/Manager Service Plaques
- Past Commander's Patch
- Paid-Up-For-Life (PUFL) with Pin and Life Membership with Patch
- Post Commander's Service Plaque
- Walter Durkee Past Commander's Club (PCC) Pin
- Past Commander's Regulation Officer Badge (Metal) with Regulation Years Severed Bars and a Gold Metal Star
- Executive Committee Officer, Regulation Officer Badge (Metal) for a Specific Office with Regulation Years Severed Bars and Gold Metal Star
- Walter Durkee Honor Guard Award
- Walter Durkee Founder's Award
- Blue Star Banner and/or Gold Star Banner

A description of each individual award can be found in Appendix D.

## 5.2 Post Charity Gifts Policy

The Charity Gifts Policy is founded in and governed by the Charter and the Constitution of The American Legion, and of the Post's Constitutions and By-Laws.

Organizations and/or activities, which are not mentioned as part of activities of The American Legion will not be considered for either support and/or funding by this Post. Organizations, activities and/or individuals falling under The American Legion's activities and are found requesting support and/or funding for other than those defined activity will be denied support and/or funding.

The Charity Committee is charged with actively seeking a 'Select Few' organizations, activities, and/or individuals to provide the Post's active and on-going support, and/or funding. The Post must be fully and clearly recognized for its support. As a quick definition, the Post has no interest in supporting and/or funding when The American Legion and the Post are a simple subtitle to someone else's credit or part of an activity not related to The American Legion.

It is the sole responsibility of the support and/or fund requesting entity to provide supportive documentation as to their falling under the defined activities of The American Legion and the appropriateness of their request. Whereas, the organization, activity and/or individual requesting support and/or funding is mentioned as part of the activities of The American Legion, the 'minimum documentation' requirement will be (but not limited to):

1. A copy of the requesting organization's Charter or like document,
2. Supportive documentation of the organization, it's management, membership, participates, clients, activities and/or events as it (they) relate to The American Legion,
3. Specific and/or scheduled use(s) of the requested funds (Funds must be used for American Legion activities only. 'General Fund' use of Post funding is not allowed under this Policy),
4. An itinerary of event(s), activity(s) and/or service(s) including a list of those individuals and/or groups that actually participate and/or receive service(s). Note: Safeguarding of clients' name(s) is allowable, however identity of their classification as it (they) relate to The American Legion is mandatory.
5. Accounting documentation of actual expenditure of funds.

The above documentation is required to meet the Post's Not-For-Profit, IRS - Charity Gifts documentation requirements. Consideration for support and/or funding will occur only if, the above listed documentation is provided to and approved by the Post's Finance Officer prior to the Charity Committee's review. Support and/or funding requests not approved will have their supportive documentation returned, but only if they provide pre-addressed and pre-posted envelop(s) or make approved prior arrangements for pick-up.

Any support and/or funding request will then be reviewed by, and approved or not approved at a regular meeting of the Charity Committee. Further to any funding approval, the Charity Committee will select a specified amount or a percentage of the projected Charity Gifts Budget. A prior fiscal year's budget and/or its reserve are not eligible. The Chairman of the Charity Committee will present the request(s) for its inclusion as part of Post's Charity Gifts Budget and its Chart of Accounts, to the Post Finance Committee for approval and inclusion as part of the Post's Budget.

The Executive Committee requires that funding requests of the Charity Gifts Budget be developed in advance of the new fiscal year and be presented as part of the overall Post Budget Plan at the Changeover Weekend/Post Annual Meeting. A reserve balance, built into the Charity Gifts Budget is recommended, which would address funding requests that merit action within a given quarter-year's planning period. Non-emergency funding requests are not recommended, nor are they condoned as an on-going use of this reserve balance.

### **5.3 Charitable Gifts and Donations Provided to Post**

Donating to charities, especially local ones, is something many larger, medium and small business owners, managers and individuals believe in. 'Giving back' is good for the community. It can also be good for business.

Your approach to charitable giving could reap some valuable benefits for your company and/or yourself. Rather than just writing out checks, why not map out a strategy that allows your charitable support to accomplish several goals.

Planning: Start the process by coming up with a 'social responsibility statement;' that outlines your charitable goals. Find one or two causes that you feel strongly about – your passion will be infectious and can help inspire your employees, fellow veterans and neighbors to lend their support as well.

Once your statement is drafted, appoint a group of employee volunteers to explore which organizations to work with (if specific charities aren't named in the statement) and to devise various ways for your company to get involved.

Participation: Involvement is the key in melding your charitable support with benefits for your business. When employees have the opportunity to invest themselves in charitable work through their place of employment, they often become engaged on an entirely different level. Many employees who participate in at-work volunteer programs feel their jobs become more important and more rewarding. Your employees will have something to be proud of, both personally and on a company-wide basis.

That's a good way to retain employees, especially considering your out-of-pocket cost. You can implement a program promoting volunteerism by allowing your employees just a few hours per month or per quarter. It's also a wonderful opportunity to see your employees in a different light. They may have valuable skills that might never surface in the workplace.

Partnership: All charities work to build awareness. If you find a charity that fits your goals, you may want to consider a partnership. Then look for creative marketing opportunities to promote 'your' charity. Sponsoring an organization and lending it your support may have the added benefit of increasing your company's visibility.

*We sincerely hope that The American Legion, Walter Durkee, Post 311 will be a part of your and your organizations charitable activities.*

#### **5.4 Post Internet Policy**

The Post's Internet Access Payment Policy is founded on and governed by the Post's By-Laws. **Internet access will be provided to post members within the confines of the post.**

Beginning June 1, 2001 and continuing until changed by the Post's Executive Committee, and/or as a result of a change in regulations of The United States, Internal Revenue Service (IRS) the Internet Access Payment Policy shall be as follows:

The Post will pay an authorized Post officer's, or a member's monthly Internet Access Fee, at a rate of 75% of the documented Monthly Access Rate, or maximum of \$19.50 per "access month" whichever is less. The Post will pay an authorized monthly Internet Access Fee at a rate of 100%. But, only if it can be clearly demonstrated that the Internet Access is for the sole use of and it provides controlled access for only the Post's business, activities, or it is for the

maintenance of the Post's Website. Payment will be paid for only Access used and not for advance payment of Access or connection. Payment grouping of Internet Access will not exceed three (3) consecutive Access months.

Request for approved monthly Internet Access payment will be required in writing, with appropriated documentation and sufficient notice of the date in which funds are required as defined by the Post Payment Policy. A completed Cashier's Voucher must accompany each request for payment. The voucher shall include the information as required by the Post Payment Policy.

The Finance Officer will pay approved Internet Access payment as defined by the Post Payment Policy

## **5.5 Post Payment Policy**

The Post Payment Policy is founded on and governed by the Post's By-Laws.

Post Operating Budget - Funding Inclusion Process: The officer, manager, chairperson or assigned Post member must meet with the Finance Officer, not later than April of each year, to assess the Cost-to-Value of the event, activity, outing, work or purchase (supported with competitive quotes and/or appropriate documentation) and determine a budget amount for the event, activity, outing, work or purchase for the upcoming year's Post Operating Budget. The event, activity, outing, work or purchase is then approved or adjusted, and next approved, or disapproved as part of the upcoming year's Post Operating Budget at the Changeover Weekend/Annual Post Meeting.

Emergency Approved and/or Budget Increase Process: The officer, manager, chairperson or assigned Post member requesting emergency approved and/or increase budgeted funds from a current year's Operating Budget must present their request to the Executive Committee (with supporting documentation) and received approval by that Committee with at least a majority vote for all expenditures under \$500.00 total and a two-thirds vote for all expenditures over \$500.00 total. As part of the approval, the Executive Committee must then reduce the current year's Operating Budget by a like amount or cause a withdrawal from the Post's 'Life Trust' account. Withdrawal(s) from the Post's 'Life Trust' account requires approval by the Post's Membership.

Payment of Approved and/or Budgeted Fund Request: The Finance Officer 'will not and shall not' pay Cashier's Voucher(s), Post's Purchase Reporting Document(s), or any other form of

funds request for any event, activity, outing, work or purchase, which are not approved and/or budgeted.

The Finance Officer will pay approved and/or budgeted event, activity, outing, work or purchases within thirty (30) days of receipt of the Cashier's Voucher, Post's Purchase Reporting Document or scheduled billing.

Receipt(s) and/or invoice(s) are required and must be attached to the Cashier's Voucher or Post's Purchase Reporting Document. The receipt(s) and/or invoice(s) must define the expenditure and shall be tabulated and totaled on the voucher or reporting document.

For timely payment to occur, the completed voucher or reporting document must be provided to the Finance Officer immediately after the event, activity, outing, work or purchase. It is recommended that all approved and/or budgeted requests for payment be mailed to the Finance Officer or to the Post's Post Office Box. Note: The Post does not receive mail at its facility's address. The Finance Officer is not required, nor expected to provide payment at or during a monthly meeting, events, activities, outings, work, or purchase.

A completed Cashier's Voucher or Post's Purchase Reporting Document must accompany all requests for payment, unless payment is part of a scheduled billing for a budgeted service, example: utilities, Legion membership, insurance, elevator inspection, etc. The voucher or reporting document shall include the requested information on the form's front and the complete name and mailing address of the Post member requesting the funds and the individual and/or organization's name and address receiving the funds on its back. Telephone number(s) are strongly recommended. Incomplete voucher(s) or reporting document(s) will be returned.

Any approved and/or budgeted funds, which are required in-advance, during, and/or after an event, activity, outing, work or purchase (down payment, progressive payment, and final payment), will be requested in writing, with appropriate documentation and sufficient notice of the date in which funds are required. It is required that a payment schedule be developed in-advance of an event, activity, outing, work, or purchase, and provided to the Finance Officer, which details the down payment, progressive payment(s), and final payment amount(s) and date(s) for all expenditures over \$500.00 total.

## **5.6 Post Outings, Activities, or Events - Sign-up and Fee Payment Policy**

The Outings, Activities, or Events Sign-up and Fee Payment Policy is founded on and governed by the Post's By-Laws and the Premises and Property Usage Policy.

Post Membership Requirement: Any Post outing, activity, or event that the Post ‘may’ from time to time provide, is available only for all Post members of good standings, membership dues must have been received and processed by the Post Adjutant at least two (2) monthly meetings prior to the outing, activity, or event. The member must have been at the monthly meeting as proven by his/her signature appearing on the Sergeant-At-Arms’ monthly meeting sign-in list. If the member is not in good standing and/or his/her signature does not appear on the monthly meeting sign-in list, the Outing, Activity, or Event Chairman will not accept their signing-up and participation fee payment (if any).

That member, in person, and not by or for any other member(s), person(s), or organization(s), must himself/herself make the signing-up and fee payment (if any). In addition, the outing, activity, or event’s sign-up and fee payment (if any), must be witness by and paid to the Outing, Activity, or Event Chairman and only at a regularly scheduled monthly meeting. The Outing, Activity, or Event Chairman will not accept a sign-up and participation fee payment (if any), other than at the defined monthly meeting(s), at which such signing-up for and participation fee payment for (if any), is authorized to be accepted. Sign-ups can only occur after the conclusion of that monthly meeting and prior to the closing of the Post for that day.

A refund of a participation fee payment ‘will occur only’ at a monthly meeting(s) ‘prior to’ the last monthly meeting before the outing, activity, or event, even if the member does not or cannot attend. Said refund (if any) will only be for the fee payment amount. Any food, gift(s) game(s), goody bag(s) and/or prize(s) (but not limited to) is only to be considered as a part of the outing, activity, or event and provided to only those who are actually in attendance. NO EXCEPTIONS. Unclaimed or extra food, gift(s) game(s), goody bag(s) and/or prize(s) (but not limited to) shall be returned or kept for use as part of a future outing, activity, or event.

Post outings, activities, or events are provided for the ‘exclusive benefit’ of its membership, and at select outings, activities, or events, an additional individual(s) of that member’s immediate family. The number of immediate family members attending the outings, activities, or events will be specifically defined by its written guidelines. Insurance and liability constraints preclude the Post from offering access to its outings, activities, or events to those outside its membership and its member’s immediate family. Excluding a member’s ‘Significant Other’, No exceptions will be allowed.

Outing, Activity, or Event Chairman Requirements: The Outing, Activity, or Event Chairman will keep and maintain an accurate, written accounting of all outing, activity, or event sign-ups and fee payments (if any), by the name of each Post member and their immediate family

member(s) (if applicable) and all costs associated with that outing, activity, or event. That accounting, which shall also include a list of actual ‘attendees names,’ proper receipts and/or invoices defining all expenditures shall be tabulated, totaled and provided to the Finance Officer after the outings, activities, or event.

All funds for deposit, including a list of sign-ups or attendees names shall be provided to the Finance Officer after each defined monthly meeting and prior to the closing of the Post, or shall be mailed to the Finance Officer or the Post’s Post Office Box on the next business day. Note: The Post does not receive mail at its facility’s address.

All activities and requirements regarding the payment of funds shall be governed by the Post’s Payment Policy.

### **5.7 Post-Professional Fee Policy**

The Post’s Professional Fee Policy is founded on and governed by the Post’s By-Laws.

All approved and budgeted Post Officer(s), Manager(s) and Chairperson(s) positions, which as a part of their description and/or activity will be provided a Professional Fee. That fee will be based on and paid as follows:

1. Post Officers, Managers and Chairpersons positions will be authorized to receive a Professional Fee upon approval of the Post Executive Committee.
2. Each approved position will meet the same standardized requirements to receive a Professional Fee.
3. The number of approved positions receiving a Professional Fee will be limited.
4. The same standardized Professional Fee will be paid for all approved position.
5. The same standardized payment schedule will be followed for all approved position.
6. A member(s) of the Post Executive Committee who receives or are being considered for receipt of a Professional Fee cannot vote on issues that pertain to Professional Fees. The only exception would be whether to, or not to pay, or choose to withhold for later payment in cases other than that member’s Professional Fee.

Authorized Positions:

- Post Adjutant
- Post Finance Officer
- Post Facility Manager
- Post Facility Engineer
- VAVS Representative

Standardized Requirements: Each approved position requires proven, on-going and continued demands on the individual's personal time to complete their Post activities. These demands can be shown as normal and/or emergency Post activities for each month of the business year. These activities are necessary to the continued and smooth operation of the Post and/or its properties.

Approved Number of Authorized Positions: Five (5)

Standardized Professional Fee: The combined amount is not to exceed \$595.00 total per business year and will be paid quarterly, after the completions of each quarter's work (see standardized payment schedule below).

**Standardized Payment Schedule:**

<b>Business Quarter:</b>	<b>Date/Month:</b>	<b>Amount:</b>
<b>1st Quarter</b>	<b>31st, March</b>	<b>\$145.00</b>
<b>2nd Quarter</b>	<b>30th, June</b>	<b>\$150.00</b>
<b>3rd Quarter</b>	<b>31st, September</b>	<b>\$150.00</b>
<b>4th Quarter</b>	<b>31st, December</b>	<b>\$150.00</b>
	<b>Total:</b>	<b>\$595.00</b>

*Note: A Professional Fee is paid solely at the discretion of the Post Executive Committee. The Post Executive Committee may, at any time, choose not to pay or choose to withhold for later payment, a Professional Fee with or without cause.*

Current IRS Guidelines do not require Walter Durkee, Post No. 311 to withhold and pay income tax deducted to the IRS for a Professional Fee of less than \$600.00 per business year. Reporting income and paying its required income tax is the responsibility of the individual receiving a Professional Fee from the Post.

The Finance Officer will pay approved Professional Fees as defined by this policy and in accordance with the Post's Payment Policy. A copy of the Professional Fee Recipient letter is available in Appendix E.

## **5.8 Post's Service Officer Expenditure Policy**

The Post's Service Officer's Expenditure Policy is founded in and governed by the Post's Constitutions and By-Laws. A copy of the Post's Purchase Reporting Document can be found in Appendix E.

The duties of the Service Officer as defined by the By-Laws, wishes to assure the continued service to and ready access by the membership. The duties of the Service Officer include, identifying and administering to the needs of the Post membership, their families, fellow veterans and the community. The Service Officer shall chair the Service and Economic Committee and be the contact person for the National's TSS program (if active).

In addition, the Service Officer is responsible for maintaining the Post humane connection with its membership through the on-going delivery of Birthday Cards, Get Well Cards, and Sympathy Cards. All these types of cards should target the member, where only the Get Well Cards and Sympathy Cards are to be sent to the member's immediate family. It is recommended (but not required) that the cards or computer-generated sheets, folded like cards, have a 'patriotic' theme. The Post owns a CD of the Official American Legion Clip Art, which is available for copying by the Service Officer for computer-generated sheet, folded like cards.

To ensure that the Post's deepest concerns are conveyed during times of greater need of its membership, the Service Officer will assure that appropriate Flowers, Planters, Fruit Baskets, or like items are delivered for Funerals, Extended Illness, Serious Injury, Hospitalization and/or Nursing Home confinement. Generally, this conveyance would be to the immediate family of a Post member for services of that member, or a member's wife/husband, father, mother or children.

As with the cards mentioned above, the Flowers, Planters, Fruit Baskets, or like items should have (but not required) a 'patriotic' theme (example; red, white and blue ribbon). As a general guideline, Funeral Flowers, Planters, Fruit Baskets, or like items should be limited to \$50.00 plus tax and delivery, and were all other uses should be limited to \$25.00 plus tax and delivery.

As defined in the Post's Payment Policy, the Finance Officer will pay mail delivery of Birthday Cards, Get Well Cards, including Sympathy Cards. The Post has an account with Eastern Floral. The Finance Officer will provide the Eastern Floral account number to the Service Officer and the Service Officer's name shall appear on the account as an authorized user. The Service Officer will provide appropriate documentation of each use of this account as defined in the Post's Payment Policy.

To assure an open and continuous line of communication between the Post and Auxiliary (if active) for the humane benefit of our memberships, the Service Officer of each group will maintain on-going communication with the Officers of both groups regarding the status of the membership and their immediate family members. It is the responsibility of every member to report events or occurrences that would normally require the involvement or action of the Post Service Officer.

## 6.0 PREMISES AND PROPERTY USAGE POLICIES

### 6.1 Premises and Property Usage Policy

Entering and Leaving the Premises: The proper entrance and exist of the Post's facility is through the one (1) east side, lower entrance. You are expected to abide by the rules regarding the use of the Post's premises, at all times. Failure to do so will lead to disciplinary action and/or assessment of costs incurred by the Post. You are not allowed to enter the Post's premises - other than during normal monthly meetings, other Post sponsored and/or approved events - without the approval of the Post Commander, Post Adjutant, Post Facility Manager or the assigned Post Officer. At the time you became a member of the Post, you were advised of the guidelines to use the Post's meeting facility for your personal use and/or you have had access to the onsite copy of the Standard Operating Procedures (SOP) and Manual of Post Policies.

Housekeeping: You are expected to keep the Post's facility and its property neat and orderly at all times -- it is a required safety and health precaution. Failure to do so may affect your use of the Post's facility.

An easily accessible trash receptacle is located in the Service Support Area. Please, put all liter and other materials in the 'appropriate' receptacle(s) and properly dispose of them immediately after your use of the Post's facility. **Smoking is not permitted within the Post's Facility.** Please do not put cigarettes out on the sidewalk(s), parking lot(s) or place them or their ashes into any container not meant for that purpose. Always be aware of good health and safety standards, including fire and loss prevention.

Please report any and all thing that needs repair, adjustment or replacement to the Post Commander, Post Adjutant, Post Facility Manager or the assigned Post Officer immediately.

Parking: You are encouraged to use the parking areas around the Post during off-hours only. During our tenant's normal business hours, please park in the East parking area of the Post. Please keep in mind that our tenant(s) and their customers share the parking areas. Remember to lock your car and park within the specific parking areas only. **Do Not Block Traffic!**

Courtesy and common sense in the parking areas will avoid accidents, personal injuries, and damage to your and/or you're guests' vehicle(s) and to the vehicles of other Post (or Auxiliary members), guests, tenants and/or tenant customers. If you should damage another vehicle while parked or moving, immediately report the incident, along with the license number of all vehicles

involved and any other pertinent information you may have, to the Post Commander, Post Adjutant, Post Facility Manager or the assigned Post Officer.

The Post does not assume any liability for any loss or damages that you and/or your guest(s) may sustain. **At All Times, Proper Parking is Strongly Recommended.**

Personal Use of Post's Phone: The Post has a phone for the 'sole propose' of conducting the Post business, and for facility and personal safety. Calling home to announce your location or arrival home falls under personal safety for obvious reasons. Any other, non-emergency use of this phone is prohibited. Long distances, toll and/or collect calls of any kind are not permitted.

Personal Property: Due to the strict liability guidelines of our insurance carrier; under no circumstances is a member (or guest of) allowed to keep personal equipment, property or vehicle(s) on the Post's property beyond the limited time in which one is attending a Post meeting or approved function.

Please understand that the Post does not assume any responsibility for loss or damage to personal property of any member or guest.

Personal Use of Post's Facility and Usage Fee: To use the Post's facility, you must be a member in good standing of The American Legion and this Post at the time you sign-up for and use the facility. Membership Dues must have been paid at least two (2) monthly meetings subsequent to the regularly schedule monthly meeting in which you are signing-up to use the Post's facility, sign-up for use of the Post's facility can only occur at a regularly scheduled monthly meeting. Emergency (short notice use, such as a funeral gathering) use of the Post's facility is allowed by contacting the Post Commander, Post Adjutant, Post Facility Manager or the assigned the Post Officer.

The usage of the Post's facility is for the personal use of a Post member only and that member must be in-attendance, at all times, during the usage. Sub-letting is not allowed. The Post's facility is not available to any club, organization, affiliated and/or non-affiliated group(s) regular meetings or gatherings, unless a contact is entered into between the parties. Due to limited parking, usage of the Post's facility is limited to off-business hours of our tenant(s) and weekends only!

The Post member shall, defend, indemnify and hold The American Legion, the Post (including its Officers, Managers, Members, Agents, and affiliated Posts, S.A.L.s and Auxiliaries) harmless from and against any and all claims, demands, suits or actions, whether in contract, tort

(including negligence), strict liability or other theory of law, arising from or related to the conduct of the Post member (or guest(s) of) including without limitation any representations of the Post member (or guest(s) of) obligations under any agreement made by them.

If you want to use the Post's facility at a time other than during normal and/or special Post functions, off-business hours of our tenant(s), for personal use, you must obtain the approval of the Post Commander, Post Adjutant, Post Facility Manager or the assigned Post Officer. **You must sign a Post Usage Statement for each occasion.** You must agree that the Post is not liable for personal injury or loss incurred during the use of the premises. As a member of the Post, you accept full and personal responsibility for any and all liabilities for injury, damage or loss that occur during or resulting from your use. You are responsible for returning the premises in as good or better condition and agree that you are required to pay for any cleaning, damage(s) and/or cost(s) that occur while using the premises. **A usage fee of \$50.00 per use is required, check payable to: Walter Durkee, Post 311 and is due prior to the actual use.** An additional fee of \$75.00 'may' be charged for cleaning.

The Post Usage Statement and Waiver of Liability form is also included in Appendix E.

If you find any part of the Post's premises not working properly or in any way appear unsafe, notify the Post Commander, Post Adjutant, Post Facility Manager or the assigned Post Officer immediately, so that repair(s) and/or adjustment(s) may be made. Under no circumstances should you or your guest use any part of the premises that is deemed or appears unsafe, nor should you or your guest's adjust or modify any safeguards provided.

Restricted Areas: In the interest of safety and security, certain portions of the Post's facility may be restricted to authorized personnel only. Such areas will be marked and/or locked. **No Smoking is permitted within the Post Building.** Many areas, such as the restrooms, commons areas, service support area, stairway and elevator are always designated as Non-Smoking areas.

Return of the Post Property: Any Post property issued and/or used by you during your use of the Post's facility, must be returned immediately after that use or at a time agreed to, in-advance, with the Post Commander, Post Adjutant, Post Facility Manager or the assigned Post (or Auxiliary) Officer. You are responsible to pay for any lost or damaged item(s). You will pay the 'current market replacement value' of any property issued and/or used and later found damaged or not returned, to the Post Finance Officer, within thirty (30) days of notice.

Security: Maintaining the security of the Post's premises and property is every member's responsibility. Always keep the Post's property and premises secured. If you are aware that the

Post's premises or its property is insecurely stored or controlled, immediately inform the Post Commander, Post Adjutant, Post Facility Manager or the assigned Post Officer.

Know the location of all exits, alarms, emergency phone and fire extinguishers, and familiarize yourself and guest(s) with their proper use, should the need arise.

When exiting the Post's premises, you must make sure that all entrances are properly locked and secured.

After your use of the Post's facility, the 'access only' key set must be returned to the Post Commander, Post Adjutant, Post Facility Manager or the assigned Post Officer before the next scheduled Post usage or within ten (10) days, with ever is less.

**Smoking: NO SMOKING IS PERMITTED WITHIN THE POST BUILDING!**

Please be courteous and considerate toward the needs of your fellow members and guests. **The wishes and preferences of non-smokers will take precedence over those who smoke. Smoking is not permitted in any part of the building.** No smoking is allowed in the restrooms, commons areas, service support areas, stairway, elevator and/or other restricted areas of the Post.

Please do not put cigarettes out on the sidewalk(s), parking lot(s) or place them or their ashes into any container not meant for that purpose.

**Theft:** Theft is a serious concern of the Post. Although, the taking of Post property may seem inconsequential, the cumulative effect can be very large. Stealing from the Post is like others stealing from you. Loss from theft, immediately affects the Post's ability to provide for use of the Post's premises and/or property, and could jeopardize the Post's financial security.

The Post will not tolerate theft of any type. We consider theft to include, but not limited to, the taking of any Post property, unauthorized or non-emergency use of the Post's phone, the unauthorized entry, and/or use of the premises or property.

If you or your guest(s) is found violating this policy and/or any part of the Standard Operating Procedures (SOP) and Manual of Post Policies, you will be subject to possible dismissal from the Post and/or prosecution. The Post will consider the dollar value of the loss in setting penalties. Referral to criminal justice authorities will be made on a case-by-case basis.

## 6.2 Post Keys Policy

The Post Key Policy is founded on and governed by the Post's By-Laws and the Premises and Property Usage Policy.

A complete key set shall exist for the Post and all locks within and shall be in the recorded possession of each of the following Post positions: Post Commander, First Vice-Commander, Second Vice-Commander, Finance Officer, Post Facility Manager and Post Facility Engineer. The Signature Chart for Post Key Sets is located in Appendix E.

An access only key set, (a non-complete key set, limited to facility access only), shall exist for the Post and shall be in the recorded possession of each of the following Post and support positions: Adjutant and at the Receptionist's desk on the upper level of the Building (which will include the emergency and inspection access keys for the building's elevator).

A limited access only key set (entrance door), shall exist for the Post and shall be in the recorded possession of the following Post and support positions: Post Cleaning organization (person), The Post's Past Commander, Sergeant-At-Arms, Post Historian, and the Post Facility Manager, who will have three (3) Individual - Limited Access Only Key Sets.

Each year, at the Changeover Weekend/Post Annual Meeting, the bearer will acknowledge having the assigned key(s) by signing for the key(s) and the Sergeant-at-Arms will witness said signature. As listed above, there shall be a total of twelve (12) assigned key sets with three spare keys, for a total of fifteen keys.

Post's Keys Policy: As provide above, the Post Facility Manager will hold three (3) additional, single, limited access only key sets. These three (3) key sets are for the use of a Post member(s), which are to provide access for the specific propose of using the Post facility or other approved "short-term" Post access and are therefore required to sign-out that key set. Return of that key set must occur within a reasonable time after that specific approved access is completed. Reasonable time is not to exceed ten (10) working days after access to the Post is completed and as specified by the date on the sign-out sheet. However, if other facility usage is scheduled that member must return the key set prior to that other scheduled usage.

### 6.3 List of Assigned SOP Manuals

Officers:

Commander  
Past Commander  
First Vice-Commander  
Second Vice-Commander  
Post Adjutant  
Post Finance Officer  
Post Service Officer  
Post Chaplain  
Post Sergeant-at-Arms  
Post Historian  
Post Judge Advocate  
Post Facility Manager  
Post Facility Engineer  
Post Senior Trustee  
Post Trustee  
Post Junior Trustee

Committee Chair's:

Chair - Children's Christmas Party  
Activities Chair – Golf  
Activities Chair – Family Outings  
Committee Chair – Investment  
Committee Chair - Finance  
Committee Chair – Charities  
Committee Chair – Fund Raising

Member's Review Copy:

(Onsite Copy)  
(Spare Copy)

Total Number of Copies: Twenty-six (26)

### 6.4 Uniform Post Cap Policy

The Uniform Post Cap Policy is founded and governed by the National Adjutant of The American Legion and by the Post's By-Laws.

The style of Uniform Post Cap worn by Post members, at all activities and function of The American Legion, the Department of Michigan, the 5th District of Michigan and Walter Durkee Post 311 (and Auxiliary) shall be as follows:

Uniform Post Cap will be Style #2 as defined by The American Legion Emblem Sales. A solid blue Cap with gold trim and lettering. The Cap lettering will have the City name (Grand Rapids) printed in full with the State name (MI) printed in abbreviation on the Left Side of the Cap and the Post number (311) on the Right Side of the Cap.

Left Side Lettering: **GRAND RAPIDS, MI.**

Right Side Lettering: **311**

Uniform Post Cap 'should' be the Lined Style with a smooth gold nylon lining.

Uniform Post Cap model will be the traditional American Legion Style, which uses a crown across the top of the Cap, commonly known as the Regular Crown Style.

Uniform Post Cap can only be purchased through and lettering added by The American Legion Emblem Sales. Other organizations and/or individuals are not authorized to duplicate the trademarked property of The American Legion.

All Post Officers, Trustees, Managers, Committee Chairs and all other elected and/or appointed positions of the Post are required to own and wear the Uniform Post Cap. All new, transferring, and re-activating members of this Post must order or own a Uniform Post Cap upon paying their first year's membership dues. All Post members shall be actively encouraged to obtain and wear a Post Cap.

Other Cap styles or lettering variations of the Uniform Post Cap, purchased through The American Legion Emblem Sales and owned by a Post member, prior to the enactment of this Policy are grandfathered as 'approved' Uniform Post Caps under this Policy. However, those members are encouraged to update their Caps.

A non-approved Uniform Post Cap is; A Cap obtained after the enactment of this Policy that does not conform to this Policy, a Cap of another Post or organization, a Cap with ribbons, metals, insignia, and/or other adornments on its Left Side.

'All' Uniform Post Cap must have the Walter Durkee, Post 311 'Organization Insignia' (Post Patch) permanently attached to the Right Side of the Cap. The proper location of the Post Patch will be on the Right Side; in the upper-aft corner under the gold trim of the Cap (this includes grandfathered Caps).

Uniform Post Cap can be purchase through the Post. The Post will charge \$40.00, in advance, for each Cap and it will be the Lined Style Cap with the 'Organization Insignia' already sewn in place.

***The Post 'Recommends' the following Insignia Placements:***

- Conflict Tack: Front-lower corner, above Post Number (311)
- Chaplain Tack: Front-lower corner, above Post Number (311)
- Officers' Insignia, Past Commander: Centered front-to-back of Cap and Centered top of gold trim-to-bottom of Cap (Permanently Attached).
- Officers' Insignia, Present Office or Appointment: Centered front-to-back of Cap and along and under gold trim of Cap (non-permanent attachment allowed).

- Life Member Insignia: Centered between the location of the Past Commanders Insignia and the gold trim to the aft of the Post Number (311) and the top gold trim of the Cap (if Past Commander's insignia is not in place, set 1/8" off gold trim lines) (Permanently Attached).
- Activity Insignia, Honor Guard: Under Post Patch (lower-aft corner) (Permanently attached).

The Post encourages its membership to adorn (Right Side Only) the Uniform Post Cap with the military ribbons, metals and insignia of their service to our Great Nation. Placement of military ribbons, metals and insignia, and other American Legion approved ribbons, metals and insignia to be generally located about the right side of the Cap allowing for current and future placement of the above recommended insignia placements.

### **6.5 The American Legion Uniform Cap Etiquette**

The American Legion Uniform Cap Etiquette is founded and governed by the National Adjutant of The American Legion and its By-Laws.

The left side (emblem side) of the cap is reserved only for the American Legion emblem, and the city, county, district, state, or national lettering.

If desired, the following items must be placed on the right side of the cap:

- A. Additional lettering, restricted to; the Post Number, the name of the Post, and/or to an officer title (such as "Past Commander"),
- B. Cap insignias or badges (for Past or Present Officers, Legion Activities),
- C. Consecutive membership insignia, membership stars, and/or authorized American Legion or military services decorations.

Names or nicknames of individual members cannot be used on caps.

The American Legion Uniform Cap should be worn by its members only when in attendance at official Legion meetings or ceremonies, or as official guests at patriotic or civil functions, or by individuals when officially representing The American Legion on public occasions.

A member is considered to be in uniform if wearing an official Legion Uniform Cap. Therefore, it is not proper to wear the cap while eating a meal at an official Legion or civic luncheon or dinner.

Only the Guard of Honor, Color Guard and Commander of same while in marching order or standing guard should wear the Legion Uniform Cap in a place of worship. When returning to and seating in pews, the cap should be removed.

Legion members not in formation in to a place of worship should uncover, at the door, hold the cap with the right hand over the heart until the arrival in the pews and commanded to take seats, remaining uncovered during the entire service. At the close of the service, upon command, the Post shall arise; the members holding the cap with the right hand over the heart will march out of the place of worship, and recover after marching through the door.

Legion members not in formation will uncover upon entering the place of worship and remain uncovered during the entire service, and will recover after leaving the place of worship.

When at a funeral, the cap should be held over the heart as one approach the casket, and is not at any time worn in a place of worship (except by the Guard of Honor, Color Guard or Commander of the same while in marching order or standing guard). At the graveside, the cap should be held in the right hand over the heart during the entire service. In cold and inclement weather, the cap should not be worn.

In American Legion meetings, the cap should be worn except during moments of the Pledge of the Allegiance, prayer, and when standing silent reverence in memory of departed comrades, POW's and MIA's, when the cap should held with the right hand over the heart.

Female members of the American Legion should wear their caps in the manner prescribed for female personnel of the Armed Services.

## **6.6 Post's Flag Usage Policy**

The Post's Flag Usage Policy is founded in and governed by the Post's Constitution and By-Laws.

Funeral use of the Post's Ceremonial Flags: In the event of the funeral of a Post member, the Post will make available the Post's American Flag (Parade Style - Stars and Stripes) and stand. For Post members, the Post Banner Flag and stand will be made available. For the Funeral of a Past (or current) Commander (or current, or Past Auxiliary President), both the Post and Auxiliary Banners (flags) and stands will be made available. In the case of a Dual Membership (Walter Durkee Post and Auxiliary Unit (if active), both the Post and Auxiliary Banners Flags and stands will be made available.

Strictly because of logistical reasons, the ceremonial flags of the Post and will be made available for funeral services in the Greater Grand Rapids, Michigan, USA area. A funeral service of further distances will require appropriate approvals of the Post's Executive Committee and proper safeguards for the transportation, and ensured and expedited return of the flags.

Ceremonial use of the Post's Ceremonial Flags: The Post's ceremonial flags are available for approved American Legion ceremonies in the Greater Grand Rapids, Michigan, USA area. Advanced approval by the Post Executive Committee is required along with the proper safeguards for the transportation, ensured and expedited return of the flags.

## **6.7 Flag Etiquette**

Whenever our Nation sends our finest young men and women into harm's way, it is incumbent upon those of us who have been there before – Wartime Veterans – to do everything we can to support these dedicated professions.

With the outpouring of patriotism and support following the September 11, 2001 "Attack on America," our Post members stand ready to answer Flag Etiquette questions. Should the Flag Code brochure; "Let's be Right on Flag Etiquette" from National not be available, please find below, a listing of answers to the more common Flag Etiquette questions you may encounter.

### Flag Etiquette:

- The American flag is known as: "The Stars and Stripes" or less formally as: "Old Glory".
- The fundamental rule of Flag Etiquette is; treat all flags with respect and common sense.
- The Stars and Stripes take precedence over all other flags when flown within the United States, its territories, or properties. It should not be flown lower than another flag nor should it be smaller than another flag flown.
- Other flags may, however, be flown at the same height and in the same size. Other national flags should not be smaller or flown lower than The Stars and Stripes when displayed together. If it is not possible to display two or more national flags at the same height, it is not proper to display them together at all.
- The point of honor is on the extreme left from the standpoint of the observer ("the flag's right"). The order from left to right (from the standpoint of the observer), of all flags flown together is: the Stars and Stripes, other national flags, state flags, county and city flags, organizational flags, personal flags (each group should be flown in alphabetical order).

- If one flag is at half-staff in mourning, other flags flown with it should be at half-staff. First raise the flags to their peak, and then lower them to half-staff. The Stars and Stripes is raised first and lowered last.
- A salute (hand over heart if not in uniform) should be rendered when the flag is raised, lowered, or carried by on parade; when the Pledge of Allegiance is recited; and when the National Anthem is played (unless the flag is not present).
- It is proper to fly The Stars and Stripes at night, but only if it is properly lighted.
- No flag should be flown during weather, which might damage it, based on a common sense interpretation of circumstances.
- When a flag is no longer of dignified appearance and cannot be repaired, it should be destroyed in a dignified way. The American Legion provides Flag Services for organizations and individuals wishing a dignified passing of The Stars and Stripes. Contact or mail to The American Legion Post nearest you.
- In a public gathering (lecture hall, church, etc.), The Stars and Stripes should be to the right of the speakers or on the wall behind them.
- The canton of the flag (the blue “field” with the 50 stars) should always be to the observer’s left except: 1) when displayed on a casket; 2) when displayed as a decal on the right side of a vehicle (automobile, bus, truck, plane, etc.); 3) when worn as a patch on the right arm (but use on the left arm is preferable).
- The Stars and Stripes should be in the center of a group of flags only when: 1) the center pole is taller than the others are or; 2) when a fan-like arrangement makes a center pole higher than the other flags.
- It is not illegal or improper to fly any flag (state, ethnic group, organization, etc.) alone, but it is always preferable to display The Stars and Stripes at the same time.

Ensuring a Long and Dignified Life of: The Stars and Stripes: There are many factors that contribute to flag wear, including wind, rain, sun and smog.

- Avoid flying the flag in the rain. Wind, when combined with water’s weight, puts undue strain on the fabric and stitching.
- When the flag becomes torn or frayed it should be repaired immediately and should not be flown when wet.
- Smog and exhaust fumes will dim the colors and shorten the life of the flag.
- Always be aware of abrasion from rough surfaces, as this will cause damage to the material and stitching.
- Consider having three flags, it will save expense by having one in service, one that is being cleaned or repaired, and a clean flag in reserve for special occasions.

If you find a flag that is not flown appropriately, please, first thank the organization or individual for their patriotism. Suggest that it can be difficult to remember all the proper etiquette's when displaying The Stars and Stripes. Then as a member of The American Legion, offer your help in repositioning The Stars and Stripes appropriately for their application.

The Post will attempt to keep stock of the Flag Code brochure; "Let's be Right on Flag Etiquette", from National, and they can be made available to our membership. If additional copies are available, they can be provided to appropriate support groups and organizations.

Our Post, the Fifth District Association, the Department of Michigan and The American Legion shall not fail those with whom we serve. Let our troops know, and the West Michigan public, we are there for our service members at all times.

### **6.8 Post Children's Christmas Party Policy**

The Post's Children's Christmas Party Policy is founded in and governed by the Post's By-Laws.

The Children's Christmas Party Committee is a Working Committee of the Post and oversees this event, the Committee's Chairperson report's to the Entertainment Committee, which is chaired by the Second Vice-Commander. The Committee 'may' provide for one (1) event each year, and (if provided) will be located at Post 311.

The event is for member/spouse and their children and/or grandchildren who are under the age of thirteen (13). The event is to provide fun and fellowship.

The Children's Christmas Party Chairperson is charged with following this and the other policies of the Post as provided as part of the Standard Operating Procedures (SOP) and Manual of Post Policies.

The Children's Christmas Party is 'typically' held during the first two (2) weeks of December, commonly on a Saturday or Sunday. The Children's Christmas Party Chairperson must pre-arrange for the actual date for the event, far enough in advances, so as to provide the Adjutant with the event's announcement. This action is required to ensure that the announcements are included as part of the Notice of Monthly Meeting mailing. *Note: Post activities, events or outings must be announced with at least three (3) monthly meetings occurring prior to the event. There must be at least three (3) monthly meetings prior to its occurrence in which members in good standing can sign-up for the event.*

## **6.9 Post Family Outing Policy**

The Post's Family Outing Policy is founded in and governed by the Post's By-Laws.

The Family Outing Committee is a Working Committee of the Post and oversees the Post's Family Outing(s). The Family Outing Committee Chairperson reports to the Entertainment Committee, which is chaired by the Second Vice-Commander. The Family Outing Committee 'may' provide for up to, two (2) Family Outings each year, and (if provided) are to be located in the Greater Grand Rapids, Michigan area.

The Outings, Activities, or Events Sign-up and Fee Payment Policy shall govern the member Sign-up and Fee Payment. Items of important as parts of that policy are:

1. Any Post outing, activity, or event, which the Post 'may' from time to time provides, is available only for all Post members of good standings.
2. That member, in person, and not by or for any other member(s), person(s), or organization(s), must himself/herself make the signing-up and fee payment (if any).
3. Post outings, activities, or events are provided for the 'exclusive benefit' of its membership, and at select outings, activities, or events, an additional individual(s) of that member's immediate family.

The Post Payment Policy shall govern all items involving deposits and/or payments of receipts, which occur as part of the outing(s). A deposit maybe required by the facility's management as part of the arrangement for the outing, which may be included as part of the signing of a contract for the outing. The contract and deposit request must be provided to the Finance Officer as covered in the Post Payment Policy.

The Family Outing Chairperson is charged with following this and the other policies of the Post as provided as part of the Standard Operating Procedures (SOP) and Manual of Post Policies.

The Family Outing Chairperson must pre-arrange for the actual date for the outing far enough in advances, so as to provide the Adjutant with the Outing's Announcement. This action is required to ensure that the announcement(s) are included as part of the Notice of Monthly Meeting mailing.

The Post's Family Outing(s) are designed to provide fun and fellowship among the attending membership, their spouses and/or their immediate family members only. The outing(s) is not to act, nor are they to be used as a member's immediate family, extended family, neighbors and/or their friends gathering or entertainment outing. Specifically, Post outings, activities, or events

are provided for the ‘exclusive benefit’ of its membership, and at select outings, activities, or events, an additional individual(s) of that member’s immediate family. Excluding a member’s ‘Significant Other’, No Exception will be allowed.

Summer Family Outing: The Summer Family Outing is ‘typically’ held during the last two weeks of August, during September or the first two (2) weeks of October, commonly on a Saturday or Sunday. The Family Outing date must be determined prior to the June meeting to allow proper notice to the membership.

The Summer Family Outing is a member and immediate family outing consisting of a Family Picnic or a Tailgater as a part of a local sports event (however, a Family Picnic Outing is preferred). The outing is to be designed to provide fun and fellowship among the attending membership and their immediate family members.

Winter Family Outing: The Winter Family Outing is ‘typically’ held during the first two weeks of November or the middle two (2) weeks of January, commonly on a Saturday or Sunday. The outing date must be determined prior to the August meeting to allow proper notice to the membership.

The Winter Family Outing is a member and one (1) guest (either spouse or an immediate family member) outing consisting of a Hockey game or another like winter event. The outing is to be designed to provide fun and fellowship among the attending membership and their guests.

#### **6.10 Post Golf Outing Policy**

The Post’s Golf Outing Policy is founded in and governed by the Post’s By-Laws.

The Golf Committee is a Working Committee of the Post and oversees the Post’s Membership Golf Outing(s). The Golf Committee Chairperson reports to the Entertainment Committee, which is chaired by the Second Vice-Commander.

The Golf Committee ‘may’ provide for up to, two (2) Golf Outings each year and (if provided) are to be located in the Greater Grand Rapids, Michigan area.

The Post’s Golf Outing(s) are designed to provide fun and fellowship among the attending membership and at the Fall Outing, their spouses and/or their immediate family members. The outing(s) are not to act, nor are they to be used as a member’s personal family, extended family, neighbors and/or their friends gathering or entertainment event. Specifically, Post outings, activities, or events are provided for the ‘exclusive benefit’ of its membership, and at select

outings, activities, or events, an additional individual(s) of that member's immediate family. Excluding a member's 'Significant Other', No Exception will be allowed.

Spring Golf Outing: The Spring Golf Outing (if provided) is 'typically' held during the last two weeks of April or the first two weeks of May, commonly on a Saturday or Sunday. The announcement and first sign-up is to occur at the February Monthly Meeting. The outing date must be determined prior to the February meeting to allow proper notice to the membership.

The Spring Outing is a 'members only' outing consisting of eighteen (18) holes of golf and a lunch. Commonly, the lunch is arranged between the ninth and ten holes. The outing is to be designed to provide fun and fellowship among the attending membership.

Fall Golf Outing: The Fall Golf Outing (if provided) is 'typically' held during the last two (2) weeks of September or the first two (2) weeks of October, commonly on a Saturday or Sunday. The announcement and first sign-up is to occur at the July Monthly Meeting.

The Fall Outing is a member and one (1) guest (either spouse or an immediate family member only) outing consisting of nine (9) holes of golf and a dinner. Commonly, the dinner is arranged after play with the goal of using two (2) nine hole courses to bring the largest number of participants rapidly off the course so that there is not a long wait prior to the dinner.

#### **6.11 Post Fund Raising Policy**

The Post's Fund Raising Policy is founded on and governed by the Post's By-Laws.

The Fund Raising Committee is a Working Committee of the Post and oversees the Post's Fund Raising activities. The Fund Raising Committee Chairperson reports to the Finance Committee, which is chaired by the Finance Officer.

The Post Payment Policy shall govern all items involving deposits and/or payments of receipts, which occur as part of Fund Raising Activities. A deposit may be required by a facility's management as part of the arrangement for a Fundraiser, which may be included as part of the signing of a contract for the Activity. The contract and deposit request must be provided to the Finance Officer as covered in the Post Payment Policy.

The Fund Raising Chairperson is charged with following this and the other policies of the Post as provided as part of the Standard Operating Procedures (SOP) and Manual of Post Policies.

The Fund Raising Chairperson must pre-arrange for the actual date for the activity far enough in advance, so as to provide the Adjutant with the activities' announcement. This action is required to ensure that the announcements are included as part of the Notice of Monthly Meeting mailing. Note: Post activities, events or outings must be announced with at least three (3) or four (4) monthly meetings occurring prior to the outing/event. There must be at least three (3) monthly meetings prior to its occurrence in which members in 'Good Standing' can sign-up for the activity.

The Fund Raising Chairperson, as part of the preparation of his/her yearly budget, must meet with the Finance Officer to assess the Cost-To-Value of past activity(s) and determine a budget for the upcoming year activity(s). The activities' budget is then approved or disapproved as part of the overall budget of the Post at the Changeover Weekend/Post Annual Meeting.

To assure the proper setup, the Fund Raising Chairperson and assistant(s) should arrive 30 to 60 minutes prior to the arrival time set for the activity.

As defined in the contract or as a common courtesy, contact the facility manager or contact person at least 10 to 30 days prior to the event to confirm the number of individuals.

In the case of inclement weather or other affecting circumstances, the Fund Raising Committee will have an alternative plan in place and it shall be announce as part of the sign-up. Example: In case of cancellation due to inclement weather, the 'Name of Event' portion of the fundraiser will be cancelled. Contact: (Committee Chairperson's name) at (Phone Number) regarding weather related issues.

***The Post cannot be held responsible for lost or stolen articles. The member and/or member's guest shall hold the Post harmless for injury to the member and/or member's guest occurring on or around the premises of the outing as a result of activities of the outing.***

The Post's fundraisers are designed to provide fun and fellowship among the attending membership and at some activities, their spouses and/or their immediate family members. The activities are not to act, nor are they to be used as a member's personal family, extended family, neighbors and/or their friends gathering or entertainment event. Specifically, Post outings, activities, or events are provided for the 'exclusive benefit' of its membership, and at select outings, activities, or events, an additional individual(s) of that member's immediate family. Excluding a member's 'Significant Other', No Exception will be allowed.

*Alcohol will not be a part of any Outings, Activities or Events of this Post, which includes youths under the age of 21.*

#### **6.12 New and Existing Member Data Collection Form**

The New and Existing Member Data Collection Form is located in Appendix F.

#### **6.13 Post's Political Involvement Policy**

The Post's Political Involvement Policy is founded and governed by The American Legion Constitution and is further supported and governed by the Post's Constitution.

As stated in the Post's Constitution: ARTICLE III, NATURE, Section 2. This organization shall be absolutely nonpolitical and shall not be used for the dissemination of partisan principles, or for the promotion of the candidacy of any person seeking public office or preferment.

The strictest IRS political involvement rulings apply to organizations, (like the American Legion) which are exempt from tax under Section 501 of the Internal Revenue Code. The American Legion, hence Walter Durkee, Post 311 cannot participate or intervene in a political campaign on behalf of, or in opposition to, any candidate for public office. The cost of doing so could result in the Post losing its tax-exempt (Not-For-Profit) status. Therefore, Water Durkee, Post 311 shall not become involved in a political election (see Educational Activities (below) for exceptions).

Beginning June 1, 2004 and continuing until changed by the American Legion and/or as a result of a change in regulations of The United States, Internal Revenue Service (IRS), and the Post's Political Involvement Policy shall be as follows:

#### **Prohibited Post Activities Include, but are not limited to:**

- Making campaign donations,
- Engaging in fund raising,
- Distributing statements, and
- Rating candidates (even if the rating is on the bases of nonpartisan criteria)

Educational Activities: The IRS tax law does not outlaw all involvement in the political process. Post 311 can sponsor debates or forums to educate voters, as long as no preference is shown for or against a certain candidate.

Post 311 may distribute nonpartisan voter guides. However, the IRS closely scrutinizes voter guides, even going so far as to examine photographs and size of the type for signs of bias.

**Other Prohibited Endorsements and/or Activities:**

Post 311 shall refrain from using website links to political candidate(s) or political organization(s), since the IRS views these as implied endorsements.

Post officers, managers, committee chairpersons and/or members who are personally involved in political campaigns, must make it clear that they are acting individually and will not use the Post's facilities, property, personnel, or money in the political activities.

***Any Post member found violating this policy will be subject to possible dismissal from the Post.***

## 7.0 CHANGEOVER WEEK/POST ANNUAL MEETING

### 7.1 Changeover Weekend / Post Annual Meeting Policy

As an incentive/reward to those members who serve our Post and to assure a cohesive transfer of authority, responsibility and historical knowledge of the Post's operations; the Post will provide a WORK and REWARD weekend for its Officers, Post Executive Committee Members, Managers, and Committee Heads. This weekend (Friday, Saturday and Sunday) will occur each year during the Month of June, within ten (10) days of June's monthly membership meeting, in conjunction with the Auxiliary's Changeover Weekend (if active).

The WORK portion of this weekend will include, but, is not limited to:

Commander:

- Presentation of the **State-of-the-Post**

Finance Officer:

- Presentation of the State-of-the-Post Finances

Post Historian or Judge Advocate:

- A review of: the Constitution of the Post
- A review of: the By-Laws of the Post
- A review of the Standard Operating Procedures, Policies and House Rules of the Post

Commander or Adjutant:

- A review of: The American Legion's Officer's Guide and Manual of
- Ceremonies and the activities of each Office and Committee

Commander:

- A review of: Unfinished Business (Year Ending)
- A review of: New Business (Year Starting)
- A review of: Information or Suggestions for the 'Good of the Legion'

Post Officers and Committee Chairs:

1. Development of: a Schedule of Meetings and Events for the Coming Year
2. Development of: a Working Budget of each Office and Committee
3. Development of: a Working Budget for the coming year
4. Development of: a Five Year Planning Budget
5. Development of: a Working (One Year) Business Plan
6. Development of: a Three (3) Year Business Plan
7. Development of: a Five (5) Year Business Plan

8. Develop or change(s) to: the Standard Operating Procedures (SOP), Policies and House Rules for the Post, Office(s) and Committee(s)

Meetings of Officer's:

Transfer of Authority, Responsibility, Post SOP and Historical Knowledge to the New Officer

- Post Commander
- Post First Vice-Commander
- Post Second Vice-Commander
- Post Adjutant
- Post Finance Officer
- Post Service Officer
- Post Chaplain
- Post Sergeant-at-Arms
- Post Historian
- Post Judge Advocate
- Immediate Past Commander (Meeting with all Past Commanders Present)
- Three (3) Elected Post Members (Trustees) of the Post Executive Committee
- Post Facility Manager, Post Facility Engineer and Committee Chairs

Meetings of Post Executive, Standing and Working Committees:

Transfer of Authority, Responsibility and Historical Knowledge

Post Executive Committee and its Standing Committees:

- Executive and Legislative Committee
- Nomination Committee
- Changeover Weekend / Post Annual Meeting Committee

Post Standing Committees:

- Americanism and Ceremonials Committee
- Children and Youth Committee
- Finance, Investment, and Charity Committee
- Graves Registration and Memorial Committee
- House, Entertainment and Welcoming Committees
- Membership Committee
- Public Relations Committee
- Service and Economic Committee (including TSS Committee)

Post Working Committees:

- House Committee
- Entertainment Committees (Activities)
  - Children’s Christmas Committee
  - Family Outing Committee
  - Golf Committee
  - Fund Raising Committee
- Welcoming Committee

***The REWARD portion of the Changeover Weekend / Post Annual Meeting ‘may’ include:***

- Food, Drink and Lodging for the Weekend (in the STATE of MICHIGAN)
- Golf Outings, including Carts and Prizes
- Other appropriate activities (excluding Gaming Activities)

**7.2 Outline of Events (if applicable)**

Friday Evening Arrival:

- Check-in and informal social gatherings in the meeting room(s).
- Dinner not provided by Post.

Saturday Morning’s Meeting: *Four (4) Hours: 8:00 - 12:00*

(Based on the Changeover Weekend / Post Annual Meeting Founding)

1. Transition of Office, Appointment and/or Committee - Two (2) Hours
2. Post Documentation (includes Post SOP) – 30 Minutes
3. Post, Officer and Committee Budget – One (1) Hour
4. Post Goals 1, 3 and 5 year Plan – 30 Minutes

Saturday, Afternoon - Golf: Member and Spouse – Golf: 18 Holes

- Saturday Night
- Awards
- Member and Spouse Dinner

Sunday, Morning’s Meeting: *Three (3) Hours: 8:00 - 11:00*

(Based on the Changeover Weekend/Post Annual Meeting Founding)

1. Post Documentation – One (1) Hour
2. Post Goals 1, 3 and 5 year Plan – One (1) Hour
3. Post, Officer and Committee Budget – One (1) Hour

Sunday, Afternoon:

- Checkout
- Golf (9 Holes) - Member and Spouse

**7.3 Post's Changeover Weekend / Post Annual Meeting – Founding Document**

Historical Frame: This is a living document and is the outgrowth of the 'Founding Document,' which set-forth the framework of the Post's Changeover Weekend / Post Annual Meeting - that Founding Document was written by then Post Commander Frasier, in February 1996. The first formal Changeover Weekend / Post Annual Meeting occurred the first weekend in June 1996, which followed the Post's June Monthly Membership Meeting. That first meeting adjourned with the creation of the Post's first one, three and five year plan, the creation of the Post's Living Trust Fund and the Standard Operating Procedures and Manual of Post Policies.

Foundation of the Changeover Weekend / Post Annual Meeting: Provide for a smooth transition in the Change-of-Command at all levels of the organization, by having those departing an office, management, or committee devoting specific time to the new individual(s). The goal is to allow for a better understand of the position, its responsibilities, timetables and goals.

1. As part of the Post's IRS commitment, the Post needs to (substantially) better document it's charitable and other activities. Specifically, the normal day-to-day documentation of the activities, functions and expenditures of the organization. The Post remains outside IRS guidelines in these areas and this must be corrected.
2. Development of a new fiscal year's budget for the organization and for each position and committee that requires it as part of his/her responsibilities. This is the major portion of the Post's IRS commitment, and the Post's Financial 'Books,' and their supportive documentation is a critical part of maintaining the Post's not-for-profit status and its obligations to The American Legion.
3. Establishing the organization's direction, by developing and obtaining short, medium and longer-term goals, and by looking into the future, selecting a path and boldly setting-forth on that journey.
4. To ensure that as part of the changeover of Post management that the documents of each office transferred to the incoming officer, manager or committee chair through the passing of that position's copy of the Post's SOP and additional supporting and/or required documents.

Why a Changeover Weekend / Post Annual Meeting: The reason for implementing a Changeover Weekend / Post Annual Meeting is based in the hope that the Post will become more like other Not-For-Profit ‘professional organizations’ and less like a once a month social club. The goal is to develop a scope of projects and/or activities, and creating an excitement in which our members want to be part. In addition, the experience gained by participating translates into success in the personal lives of our membership.

## **APPENDIX A**

### **Quick Reference Calendar for Post Events**

# THE AMERICAN LEGION

## WALTER DURKEE POST NO. 311

### QUICK REFERENCE CALENDAR FOR POST EVENTS

*Monthly Post Meetings are commonly scheduled for the first Thursday of each month with an Executive Committee Meeting commonly held prior to the Membership Meeting.*

January	Annual Meeting New-Year Fiscal Report: Officers and Committee Chair Report Announcement of Changeover Weekend/Post Annual Meeting
February	Announcement of Spring Golf Outing (if scheduled) Valentine's Day Dinner
March	Open Balloting on Applicants for New Officers taken at Meeting Plan Post Spring Clean-Up Sign-up for Spring Golf Outing
April	Closing of Balloting and Acceptance of Proposed New Officers Post Spring Clean-Up Final Sign-up for Spring Golf Outing Spring Golf Outing (or in early May, if so scheduled)
May	Election of Officers Final Sign-up for Changeover Weekend/Post Annual Meeting Announcement of Family Outing (if scheduled)
June	<b><i>Open Meeting – Refreshments at Post</i></b> Installation of Officers Special Recognition Awards: Members, Spouses, etc. Sign-up for Family Outing (if scheduled) Changeover Weekend/Post Annual Meeting (1st weekend after Install of Officers)
July	Announcement of Fall Golf Outing (if scheduled) Sign-up for Family Outing (if scheduled)

**THE AMERICAN LEGION**  
**WALTER DURKEE POST NO. 311**

**QUICK REFERENCE CALENDAR FOR POST EVENTS**

	Announcement of Children's Christmas Party (if scheduled)
August	Sign-up for Fall Golf Outing (if scheduled)
	Final Sign-up for Family Outing (if held in August)
	Sign-up for Children's Christmas Party (if scheduled)
September	Final Sign-up for Fall Golf Outing (if scheduled)
	Final Sign-up for Family Outing (if held in September)
	Final Sign-up for Children's Christmas Party (if scheduled)
	Plan Post Fall Clean-Up
	Announcement of Winter Outing (if scheduled)
	Fall Golf Outing (or in early October, if so scheduled)
October	Children's Gift List Due for Children's Christmas Party
	Post Fall Clean-Up
	Sign-up for Winter Outing (if scheduled)
November	Sign-up for Winter Outing (if scheduled)
	Final Sign-up for Winter Outing (if held in November)
December	<b><i>Open Meeting – Refreshments at Post</i></b>
	Special Recognition Awards: Members, Spouses, etc.
	Final Sign-up for Winter Outing (if held in January)
	Children's Christmas Party

NOTE: Post activities must be announced with at least three (3) monthly meeting occurring prior to the activity. There must be at least three (3) monthly Post meetings in which members of 'Good Standing' can sign-up for the activity (This includes the Announcement Meeting).

## **APPENDIX B**

### **Monthly Membership and Executive Committee Meeting Procedures**

*Monthly Membership Meeting Procedures*

*Executive Committee Meeting Procedures*

**THE AMERICAN LEGION**  
**WALTER DURKEE POST NO. 311**

**MONTHLY MEMBERSHIP MEETING PROCEDURES**

1. Preparation for beginning the meeting:  
With **ONE RAP** of the gavel, the *Commander* shall seat those present.
2. With **THREE RAPS** (one rap will do) of the gavel.  
The *Commander* says: **LET US STAND AT ATTENTION**
3. The *Commander* says: **HAND SALUTE**
4. The *Commander* leads: **THE PLEDGE OF ALLEGIANCE**
5. When completed with The Pledge of Allegiance.  
The *Commander* says: **TWO**
6. The *Commander* says: **LET US REMOVE OUR HATS**  
The *Commander* says: **WILL THE CHAPLAIN LEAD US IN PRAYER** -- Uncovered  
**Lighting of the POW Candle (Remembering Our POW's)**
7. The *Commander* leads: **THE PREAMBLE OF THE AMERICAN LEGION** - Covered
8. With **ONE RAP** of the gavel the *Commander* shall seat those present and they shall cover with their hats.
9. The *Commander* says: **I NOW DECLARE WALTER DURKEE POST 311, CONVENED**
10. The *Commander* says: **ARE THERE ANY GUESTS OR NEW MEMBERS PRESENT** (Introduction of guests or new members)  
Sergeant-at-Arms presents Meeting Sign-in List to the Commander  
(Welcoming Committee Reports)
11. The *Commander* says: **WILL THE ADJUTANT READ THE MINUTES OF THE LAST MEETING.** (The Commander seeks approval of the Minutes)
12. The *Commander* says: **WILL THE FINANCE OFFICER READ THE FINANCIAL REPORT.** (The Commander seeks approval of the Financial Report)
13. The *Commander* says: **ARE THERE ANY COMMITTEE REPORTS:**  
**Executive Committee:**
  - a) Americanism and Ceremonials Committee
  - b) Membership Committee
  - c) Finance Committee
  - d) Constitution and By-Laws Committee

**THE AMERICAN LEGION**  
**WALTER DURKEE POST NO. 311**

**MONTHLY MEMBERSHIP MEETING PROCEDURES**

- e) Changeover Weekend Committee
  - f) Nomination Committee (Reports in March)
    - i. Balloting on applicant(s) of Office or Committee in April
    - ii. Election of applicant(s) of Office or Committee in May
  - g) Special Projects Committee
  - h) Historian
- House Committee:**
- a) Entertainment Committees:
    - i. Family Outing Committee
    - ii. Golf Committee
    - iii. Children and Youth Committee/(Children's Christmas)
  - b) Charities Committee
  - c) Fund Raising Committee
  - d) Investment Committee
  - e) Post Facility Manager
  - f) Post Facility Engineer Report
  - g) Boy's State and Girl's State Committee
  - h) Public Relations Committee
  - i) Graves Registration and Memorial Committee
14. The *Commander* says:**ANY SICK CALL'S TO BE REPORTED**
15. The *Commander* says:**WILL THE SERVICE OFFICER REPORT**  
(Service and Economic Committee)
16. The *Commander* says: **DO WE HAVE ANY UNFINISHED BUSINESS**
17. The *Commander* says: **DO WE HAVE ANY NEW BUSINESS**
18. The *Commander* says: **DO WE HAVE ANY BUSINESS, INFORMATION OR SUGGESTIONS FOR THE "GOOD-OF-THE-LEGION"**
19. The *Commander* says: **IT IS TIME FOR THE DRAWING OF THE "DOOR PRIZES"** (Sergeant-At-Arms)
20. Begin the close of the meeting. The *Commander* says: **IS THERE ANY FURTHER BUSINESS**

**THE AMERICAN LEGION**  
**WALTER DURKEE POST NO. 311**

**MONTHLY MEMBERSHIP MEETING PROCEDURES**

21. The *Commander* says: **LET'S STAND AND REMOVE OUR HATS**
22. The *Commander* says: **WILL THE CHAPLAIN LEAD US IN PRAYER** – Uncovered
23. With **THREE RAPS** (one rap will do) of the gavel brings those present to attention –  
Covered
24. The *Commander* says: **HAND SALUTE**
25. The *Commander* says: **TWO**
26. The *Commander* says: **I NOW DECLARE THIS MEETING OF WALTER  
DURKEE POST # 311, ADJOURNED**
27. Close the meeting with **ONE RAP** of the gavel

**THE AMERICAN LEGION**  
**WALTER DURKEE POST NO. 311**

**EXECUTIVE COMMITTEE MEETING PROCEDURES**

1. Preparation for beginning the meeting:

With **ONE RAP** of the gavel, the *Commander* shall seat those present.

2. Having verified that a quorum is present, the *Commander* says: **I NOW DECLARE THE EXECUTIVE COMMITTEE CONVENED**

3. The *Commander* says: **ARE THERE ANY GUESTS**

4. The *Commander* says: **WILL THE ADJUTANT READ THE MINUTES OF THE LAST MEETING** (The *Commander* seeks approval of the Minutes)

5. The *Commander* says: **WILL THE FINANCE OFFICER READ THE FINANCIAL REPORT** (The *Commander* seeks approval of the Financial Report)

6. The *Commander* says: **COMMITTEE REPORTS:**

**Executive Committee:**

- a) Americanism and Ceremonials Committee
- b) Membership Committee
- c) Finance Committee
- d) Investment Committee
- e) Constitution and By-Laws Committee
- f) Changeover Weekend Committee
- g) Charities Committee
- h) Nomination Committee (Reports in March)
  - i. Balloting on applicant(s) of Office or Committee in April
  - ii. Election of applicant(s) of Office or Committee in May
- i) Special Projects Committee
- j) Historian

**House Committee:**

- a) Entertainment Committees:
  - i. Family Outing Committee
  - ii. Golf Committee
  - iii. Children and Youth Committee (Children's Christmas)
- b) Post Facility Manager
- c) Post Facility Engineer Report

**THE AMERICAN LEGION**  
**WALTER DURKEE POST NO. 311**

**EXECUTIVE COMMITTEE MEETING PROCEDURES**

- d) Boy's State and Girl's State Committee
- e) Other Committees:
  - i. Public Relations Committee
  - ii. Graves Registration and Memorial Committee
  - iii. Fund Raising Committee
- 7. The *Commander* says: **ANY SICK CALL'S TO BE REPORTED**
- 8. The *Commander* says: **WILL THE SERVICE OFFICER REPORT**  
(Service and Economic Committee)
- 9. The *Commander* says: **DO WE HAVE ANY UNFINISHED BUSINESS**
- 10. The *Commander* says: **DO WE HAVE ANY NEW BUSINESS**
- 11. The *Commander* says: **DO WE HAVE ANY BUSINESS, INFORMATION OR SUGGESTIONS FOR THE "GOOD-OF-THE-LEGION"**
- 12. Begin the close of the meeting  
The *Commander* says: **IS THERE ANY FURTHER BUSINESS**
- 13. The *Commander* says: **I NOW DECLARE THIS MEETING OF THE EXECUTIVE COMMITTEE OF WALTER DURKEE POST # 311, ADJOURNED**
- 14. Close the meeting with **ONE RAP** of the gavel

## **APPENDIX C**

### **Installation of Officers**

# **THE AMERICAN LEGION**

## **WALTER DURKEE POST NO. 311**

### **INSTALLATION OF POST OFFICERS**

*After all Officers are standing in place and with the Past Commander to the right of the Installing Officer, the Past/Acting Sergeant-at-Arms salutes and addresses the Installing Officer.*

***Sergeant-at-Arms:*** I present to you the newly elected officers of this Post, whose eligibility records for membership in The American Legion have been duly checked and authenticated.

***Installing Officer:*** My comrades, you have been chosen by your fellow comrades to fill the various offices of Post 311. You will, I know, validate the trust that has been reposed in you, and fulfill in every way the obligations, which that trust, entails. You shall at once familiarize yourselves with the duties of your particular offices, and you shall proceed upon those duties in the same spirit of devotion and endeavor, which characterized that service out of which arose The American Legion. You must know the welfare and success of this Post depends largely on you; and you must also know upon your shoulders equally rests the burden of preserving the integrity of The American Legion. You must protect its good name before the people of the United States of America. You must exalt it in their eyes. You must make them know, as we know, its purposes and its policy. Ever remember the tolerant spirit that animates its members. There is no rank among us, for each serves as an equal; and all strive toward the same goal, which is the realization in the life of the Republic of the ideals of Justice, Freedom, Democracy and Loyalty. Ever remember the cardinal purposes of The American Legion are the rehabilitation of our disabled comrade; the care of the dependents of those who have answered the final call, and those who are now suffering the ravages of wounds, disease and want; rightful education of the children of our Country, and devoted service to the community, state and nation.

***Installing Officer:*** “You will raise your right hands and repeat after me, giving your full names: ‘I, ....., do solemnly pledge myself to perform faithfully and impartially the duties of the office in The American Legion I am about to assume, and I further pledge I am not a member of, and do not subscribed to the principles of any groups opposed to our form of government.’” Lower your right hands.

***Installing Officer will move to the left to address the retiring Post Commander.***

***Installing Officer:*** “Past Commander (name of Past Commander), you have just completed your term of service to The American Legion and to Post 311. The records of the Post indicate the quality of your service. It is my hope the things you learned about The American Legion and the

# **THE AMERICAN LEGION**

## **WALTER DURKEE POST NO. 311**

### **INSTALLATION OF POST OFFICERS**

experience you gained will always be available to those who follow you. On behalf of the Department Commander, I thank you for the splendid service you have rendered The American Legion.”

*Installing Officer will then move to the right to address the newly elected Post Commander.*

*Installing Officer:* To you, Commander (name of New Commander), are entrusted very important duties. You must teach and protect the cardinal principles of The American Legion throughout your Post. You are entrusted with the supervision of the duties of all officers of your Post. The poor and troubled will come to you and you must see no veteran is turned away without full justice. Loyalty to your Post – to its membership – to the State and National Organizations are obligations, which you now assume. You are more than the presiding officer for meetings; you are guided by the Constitution and the decisions of the Post body; yet, the responsibility of the year’s programs is on your shoulders. You must initiate programs and carry them through to completion. You must familiarize yourself with the traditions of your Post and The American Legion. By your sincere acceptance and earnest performance of these duties, may the trust of your fellow Legionnaires have reposed in you be justified. I extend to you the congratulations of the Department of Michigan and I wish you well as you assume the responsibilities of your office.

*Installing Officer:* “The Chaplain will offer a prayer.”

*Chaplain:* “O, God of Might, Wisdom, and Justice, through Who authority is rightly administered, assist with Thy spirit of counsel and fortitude these newly installed officers. May they accept the challenge of their oath. Impress upon each the importance of their duties as well as the honors of their office. May they know the value of working together with Thee. Lead them in the problems that will confront them, keeping them ever mindful of the great heritage preserved by our comrades, living and departed. Vouchsafe into them wisdom and protecting care throughout the year. AMEN.”

*Installing Officer:* “My comrades, I present you the officers of your choice. I congratulate you on the selections you have made. You have chosen them to guide the destinies of this Post, now it is your duty to aid them in every way. Help them keep The American Legion a free organization of free men and women, faithful to its principles and ideals.”

**THE AMERICAN LEGION**  
**WALTER DURKEE POST NO. 311**

**INSTALLATION OF POST OFFICERS**

*Conclusion of the Installation of Officers:* The Installing Officer then presents the new Commander with the Post's gavel. The new Commander then seats the newly elected and installed officers with one rap of the gavel.

*The Monthly Meeting then continues following the Post Meeting Procedures.*

## **APPENDIX D**

### **Post Awards**

*Organization Insignia (Post Patch)*

*Special Activity Patch, Tack, Pin or American Legion Metals*

*Officer's Patch, Tack or Pin*

*Post Officer/Manager Service Plaques*

*Past Commander's Patch*

*Paid-Up-For-Life (PUFL) with Pin and Life Membership with Patch*

*Post Commander's Service Plaque*

*Walter Durkee Past Commander's Club (PCC) Pin*

*Past Commander's Regulation Officer Badge (Metal) with Regulation Years Severed Bars and a Gold Metal Star*

*Executive Committee Officer, Regulation Officer Badge (Metal) for a Specific Office with Regulation Years Severed Bars and Gold Metal Star*

*Walter Durkee Honor Guard Award*

*Walter Durkee Founder's Award*

*Blue Star Banner and/or Gold Star Banner*

# **THE AMERICAN LEGION**

## **WALTER DURKEE POST NO. 311**

### **POST AWARDS**

#### Organization Insignia (Post Patch):

A Post Insignia (patch) is presented to all members in 'Good Standing' of the Post who purchase (or own) a Uniform Post Cap as defined in the Standard Operating Procedures and Manual of Post Policies (SOP), Uniform Post Cap Policy.

#### Special Activity Patch, Tack, Pin or American Legion Metals:

The Post 'may' from time to time Award a special recognition Activity Patch, Tack, Pin or American Legion Badge (Metal) to honor the specific effort(s), achievement(s) and/or activity(s) of a Post member.

#### Officer's Patch, Tack or Pin:

Upon installation to office, Post Officers are awarded a Patch, Tack or Pin designating their office (if available, from American Legion Emblem Sales). The awarding of the Officer's Patch, Tack or Pin commonly occurs at the end of the Installation of Officers' ceremony and is presented by the out-going Officer of their Patch, Tack or Pin to the newly installed Officer.

#### Post Officer/Manager Service Plaques:

An Officer Award Plaque 'may' be presented to an Officer of the Post at the end of at least two (2) consecutive terms in office, acknowledging him/her for his/her efforts in the service of the Post. This award is also available to Post Manager(s). The plaque is available from the American Legion Emblem Sales, part number 73091.

#### ***The following Awards are specific to the Office of Post Commander:***

#### Past Commander's Patch:

To receive this award, the Post Commander must have completed one (1) complete fiscal year as Commander of the Post. The previous Past Commander commonly presents the Past Commander's Patch at the Changeover Weekend.

#### Paid-Up-For-Life (PUFL) with Pin and Life Membership with Patch:

The Post 'may' purchase a PUFL/Life Membership as an Award for a Post Commander who has completed their first 'full' fiscal year as Post Commander and have held that office for at least

# **THE AMERICAN LEGION**

## **WALTER DURKEE POST NO. 311**

### **POST AWARDS**

three (3) consecutive months into their second consecutive fiscal year of command. This Award is not to be presented, if the Executive Committee believes that the individual under consideration has not upheld the standards and requirements of their position as outlined in the Officer's Guide and Manual of Ceremonies Booklet of the American Legion, in addition to, the Standard Operating Procedures (SOP) and Manual of Post Policies of Post 311.

#### Post Commander's Service Plaque:

Commander's Award Plaque is awarded at the discretion of the Executive Committee and 'may' be presented to a Post Commander at the end of two (2) consecutive terms in office, acknowledging him for his efforts in the leadership of the Post. The plaque is available from the American Legion Emblem Sales, part number 73090.

#### Walter Durkee Past Commander's Club (PCC) Pin

This is an "Award of Honor", presented to a select group of Past Commanders. To receive the Walter Durkee Past Commander's Club Award, the Past Commander must have completed two (2) consecutive fiscal years as Commander of the Post and have demonstrated actions above the standards and requirements of their position as outlined in the Officer's Guide and Manual of Ceremonies Booklet of the American Legion, in addition to, the Standard Operating Procedures (SOP) and Manual of Post Policies of Post 311.

#### Past Commander's Regulation Officer Badge (Metal) with Regulation Years Severed Bars and a Gold Metal Star:

This is an 'Award of Highest Honor,' presented to a very select group of Past Commanders. To receive this Award, the Past Commander must have severed beyond or in addition too, two (2) consecutive fiscal years as Commander of the Post and have demonstrated actions above the standards and requirements of their position as outlined in the Officer's Guide and Manual of Ceremonies booklet of the American Legion, in addition to, the Standard Operating Procedures (SOP) and Manual of Post Policies of Post 311.

# **THE AMERICAN LEGION**

## **WALTER DURKEE POST NO. 311**

### **POST AWARDS**

*The following Award is specific to the Officers of the Post Executive Committee:*

Executive Committee Officer, Regulation Officer Badge (Metal) for a Specific Office with Regulation Years Severed Bars and Gold Metal Star:

This is an 'Award of Highest Honor,' presented to a very select group of Executive Committee Officers. To receive this Award, the Executive Committee Officer must have severed a minimum of two (2) consecutive fiscal years in their office and have demonstrated actions above the standards and requirements of their position as outlined in the Officer's Guide and Manual of Ceremonies booklet of the American Legion, in addition to, the Standard Operating Procedures (SOP) and Manual of Post Policies of Post 311.

*The following Award is specific to the Recipient's Service to the Kent County Veteran's Honor Guard:*

Honor Guard Award:

This 'Award of Honor' is founded on the tireless commitment of Walter Durkee and his remembrance of Wartime Veterans. The Recipient of The Walter Durkee Honor Guard Award must have clearly demonstrated and exhibited that same commitment. The Award requires on-going service to and/or support of the Kent County Veterans Honor Guard. The presentation of this Award is to be provided by occasion, to honor the demonstrated service of the Recipient. The Award shall only be presented to a member in good standing of the Post or a member of an organization activity supported and/or funded by the Post.

*The following Award is specific to the Founder's Award:*

Founder's Award:

This 'Award of Highest Honor' is founded on the tireless commitment of Walter Durkee to the American Legion. The Recipient of The Walter Durkee Founders' Award must have first, as a measurement of their continued service and activities have clearly demonstrated and exhibited the principles, goals and aspirations promoted in the Preamble of the American Legion. As founded in the Award's specific requirement of 'continued service,' the presentation of this Award is not to be one among many commonly offered annually but an Award presented by occasion, to honor the demonstrated service of the Recipient. The Award shall only be presented

**THE AMERICAN LEGION**  
**WALTER DURKEE POST NO. 311**

**POST AWARDS**

to a member in good standing of the Post or a member of an organization activity supported and/or funded by the Post.

*The following Award is specific to the Recipient's Son(s) and/or Daughter(s) or their Grandson(s) and/or Granddaughter(s) Active Military Service to Our Country:*

Blue Star Banner and/or Gold Star Banner:

This 'Award of Highest Honor' is founded on the tireless commitment of Walter Durkee and his remembrance of Wartime Veterans. The Recipient of The American Legion Blue Star Banner or Gold Star Banner must have a Son(s) and/or Daughter(s), or their Grandson(s) and/or Granddaughter(s), which is in Active Military Service (Blue Star) or was killed in action (Gold Star) as part of Active Military Service. The presentation of this Award is to be provided by occasion, to honor the demonstrated active service of the Recipient's Son(s) and/or Daughter(s), or their Grandson(s) and/or Granddaughter(s).

The Blue Star Banner or Gold Star Banner displayed in the front window of a home shows that family's pride in their loved one's service in our military, and reminds others that preserving America's freedom demands much. "The world should know of those who give so much for liberty; the dearest thing in the world to a father and mother – their children."

## **APPENDIX E**

### **Post Finance and Premises/Property Forms**

*Professional Fee Recipient Letter*

*Post's Purchase Reporting Document*

*Post's Usage Statement*

*Waiver of Liability*

*Signature Chart for Post Key Sets*

**THE AMERICAN LEGION**  
**WALTER DURKEE POST NO. 311**

**2824 East Beltline Lane NE (49525-9432)**  
**P.O. Box 6481**  
**GRAND RAPIDS, MICHIGAN 49516-6481**  
**(616) 365-0791**

Professional Fee Recipient,

You have, or are receiving a Professional Fee for specific services provided to the Post. As stated ‘occasionally’ throughout each year and as provided as part of the Post’s Professional Fee Policy, the Post does not provide an IRS form 1099-MISC income, covering the Professional Fee, which you have, or are receiving.

The Post, as part of its 501(c) Not-For-Profit, IRS, Yearly Reporting Documents, lists the Professional Fees paid during its fiscal year. Reporting this income and paying its ‘required’ income tax is the responsibility of the individual receiving the Professional Fee from the Post.

Resulting from a prior Administration’s dislike for The American Legion, the American Legion, its state, regional, and local affiliations have come under relentless review by the IRS. The IRS is reviewing the activities and expenditures, and more specifically, the documentation of the Legion’s local affiliations.

Starting in early 2001 and continuing into the foreseeable future, this Post has and will activity work with its Accountant’s Mierendorf & Company, P.C. to ensure full compliance with the IRS guidelines for 501 (c) Not-For-Profit organizations. That has meant and could result in additional future changes in the Post’s documentation requirements, and also of those individuals, organizations and/or activities, which receive funds from the Post. This effort, although painful, has been undertaken to safeguard the Post, its membership and its 501 (c) Not-for-Profit status.

Please ensure that you have, and/or are properly reporting the Professional Fee received from the Post under “Other Income” as part of all your tax returns.

Best regards,

The American Legion,  
Walter Durkee, Post No. 311  
Finance Officer

Mierendorf & Company, P.C.  
4639 West River Drive  
Comstock Park, MI 49321



**THE AMERICAN LEGION**  
**WALTER DURKEE POST NO. 311**

2824 East Beltline Lane NE (49525-9432)  
P.O. Box 6481  
GRAND RAPIDS, MICHIGAN 49516-6481  
(616) 365-0791

**Post's Usage Statement**

I, \_\_\_\_\_ am a member in 'Good Standing' of The American Legion and the Post. My Membership Dues have been paid at least two (2) monthly meetings subsequent to the regularly schedule monthly meeting in which I signed-up to use the facility. I have read and understand the Post's Premises and Property Usage Policy and will abide by it.

I understand and agree that the usage of the Post's meeting facility is for my personal use and that I must be in-attendance, at all times, during the usage.

I shall, defend, indemnify and hold The American Legion, the Post (including its Officers, Managers, Members, Agents, and affiliated Posts, S.A.L.(s) and Auxiliaries) harmless from and against any and all claims, demands, suits or actions whether in contract, tort (including negligence), strict liability or other theory of law, arising from or related to the conduct of myself or my guest(s) including without limitation any representations of myself or my guest(s) obligations under any agreement made as a part of my usage of the Post's facility.

If any part of the Post's premises is found not working properly or in anyway appears unsafe, I will notify the Post Commander, Post Adjutant, Post Facility Manager or the assigned Post Officer immediately. Under no circumstances will my guest(s) or I use any part of the premises that is deem or appears unsafe, nor will I adjust or modify any safeguards provided.

I agree that the Post is liable for personal injury or loss incurred during my use of the premises. As a member in good standing of the Post (or Auxiliary), I accept full and personal responsibility for any and all liabilities for injury, damage or loss that occur during or resulting from my use. I am responsible for returning the premises in as good or better condition and agree that I am required to pay for any damages and/or costs that occur while using the premises.

Member's Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

Post's Agent Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

**A usage fee of \$50.00 per use is required, check payable to: Walter Durkee, Post 311 and is due prior to the actual use. An additional fee of \$75.00 may be changed for clearing.**

**THE AMERICAN LEGION**  
**WALTER DURKEE POST NO. 311**

2824 East Beltline Lane NE (49525-9432)  
P.O. Box 6481  
GRAND RAPIDS, MICHIGAN 49516-6481  
(616) 365-0791

## Waiver of Liability

I shall, defend, indemnify and hold The American Legion, the Post (including its Officers, Managers, Members, Agents, and affiliated Posts, S.A.L.(s) and Auxiliaries) harmless from and against any and all claims, demands, suits or actions whether in contract, tort (including negligence), strict liability or other theory of law, arising from or related to the conduct of myself or my guest(s) including without limitation any representations of myself or my guest(s) obligations under any agreement made as a part of my usage of the Post's facility.

If any part of the Post's premises is found not working properly or in anyway appears unsafe, I will notify the Post Commander, Post Adjutant, Post Facility Manager or the assigned Post Officer immediately. Under no circumstances will my guest(s) or I use any part of the premises that is deem or appears unsafe, nor will I adjust or modify any safeguards provided.

I agree that the Post is not liable for personal injury or loss incurred during my use of the premises. As a member in good standing of the Post, I accept full and personal responsibility for any and all liabilities for injury, damage or loss that occur during or resulting from my use. I am responsible for returning the premises in as good or better condition and agree that I am required to pay for any damages and/or costs that occur while using the premises.

Member's Signature:

Post's Agent Signature:

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**THE AMERICAN LEGION**  
**WALTER DURKEE POST NO. 311**

2824 East Beltline Lane NE (49525-9432)  
P.O. Box 6481  
GRAND RAPIDS, MICHIGAN 49516-6481  
(616) 365-0791

## Signature Chart for Post Key Sets

***Complete, Post Key Set:***

<b>POSITION</b>	<b>SIGNATURE</b>
Post Commander	
First Vice-Commander	
Finance Officer	
Post Facility Manager	
Spare	

***Limited Access Only, Post Key Set:***

<b>POSITION</b>	<b>SIGNATURE</b>
Second Vice-Commander	
Adjutant	
Sergeant at Arms	
Post Cleaning Organization	

## **APPENDIX F**

### **New and Existing Member Data Collection Form**



**THE AMERICAN LEGION**  
**WALTER DURKEE POST NO. 311**

**New and Existing Member Data Collection Form**

**Branch of Service:** (Circle)

Air Force                  Army                  Coast Guard  
Marines                  Navy

**War Era:**      Service Dates (Circle):

4/6/1917 to 11/11/1918 (WW1)                          12/7/1941 to 12/31/46 (WW11)  
6/25/1950 to 1/31/1955 (Korea)                          2/28/1961 to 5/7/1975 (Vietnam)  
8/24/1982 to 7/31/1984 (Grenada/Lebanon)      12/20/1989 to 1/31/1990 (Panama)  
8/2/1990 to Cessation of Hostilities as Determined by U.S. Govt. (Persian Gulf, etc.)

***Completed only if you are Transferring from a Different Post:***

Member Transferring FROM:      Department: \_\_\_\_\_ Former Post #: \_\_\_\_\_

Member Transferring TO:      Department \_\_\_\_\_ New Post # \_\_\_\_\_

**Changes to Membership Status at Department or National require Signatures!**

\_\_\_\_\_  
**Signature      Post Adjutant**

\_\_\_\_\_  
**Signature      Member**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**THE AMERICAN LEGION**  
**WALTER DURKEE POST NO. 311**

**New and Existing Member Data Collection Form**

**Additional Information:**

**Spouse's Name:**

\_\_\_\_\_

(First)                      (M.I.)                      (Last)

**Spouse's Date of Birth:** \_\_\_\_\_

MM/DD/YY

Cell Phone: \_\_\_\_\_

Spouse's Cell Phone: \_\_\_\_\_

**Name of Work Place:** \_\_\_\_\_

Address    Line 1 \_\_\_\_\_

Line 2 \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Positions Held in the Post and Year's Served in each:**

(Please include present position(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_