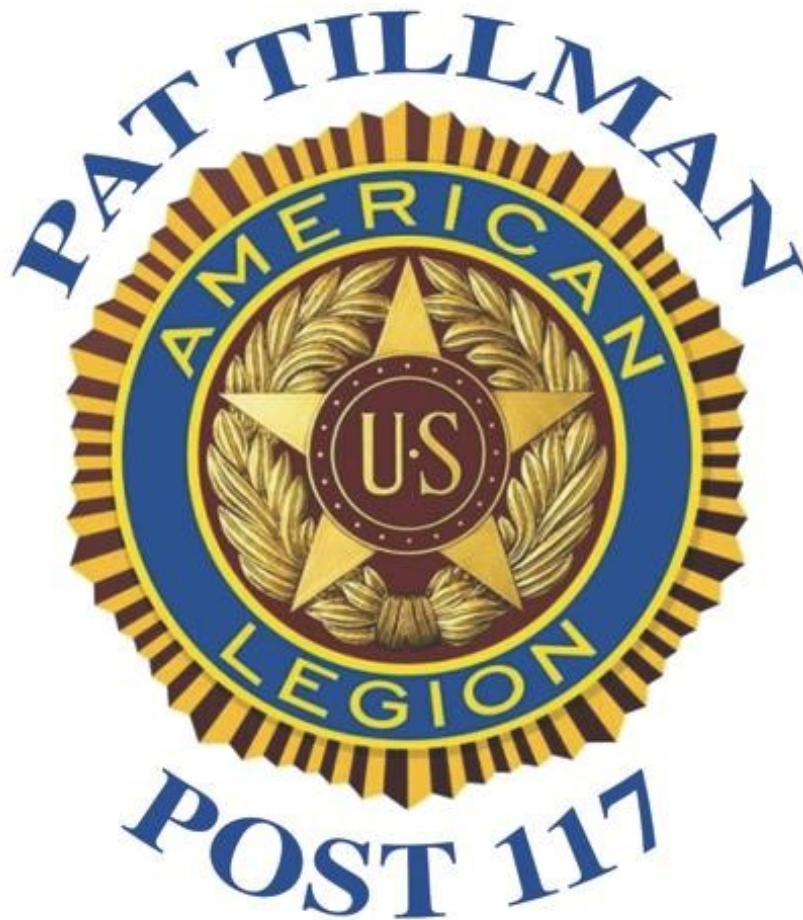


The American Legion Department of Arizona Pat Tillman Post 117

3230 E Thunderbird Rd
Phoenix, AZ 85032-5375
(602) 358-7370



Standing Rules

Revised: December 20, 2022

www.pattillmanpost117.org

**Pat Tillman Post 117
Department of Arizona
The American Legion**

Standing Rules

SECTION 1. Membership

- a. Verification of eligibility is to be provided by the prospective member to the Post where it will be reviewed by Membership Committee. The prospective member will be attested to by the Membership Committee before the membership at a general meeting that the applicant has met the required pre-requisites.

- b. The Adjutant will keep a log of all new members voted into the Post to include the member's name, branch of service, era, type of discharge, date individual was verified, and signatures of both the Adjutant and a member of the Membership Committee attesting that member's information was reviewed. This log will constitute the Post's formal vetting process for verification of the eligibility of veterans joining a veteran organization.

- c. Every member is to provide the Adjutant with their current address, phone number and email address (if applicable) for mailing and notification purposes. If such information is not accurately provided it will not be the fault of the Adjutant or Post for failure to notify of any information or proceeding.

SECTION 2. Dues

- a. The annual membership dues of this Post for members are be \$40.00 USD.

- b. Members of the United States Armed Forces currently serving on active duty will have their dues paid for by the Post as a "Thank You" for serving their country.

SECTION 3. Organization

- a. All Legionnaires are encouraged to obtain a Legion Uniform Cap at their earliest convenience and all officers are required to have one.

b. Refer to Legion Uniform Cap Etiquette for proper wear and use:

https://emblem.legion.org/uniform_caps/cap_etiquette.asp

c. An authorized Legion Uniform Cap for the Post can be acquired from National's "American Legion Flag & Emblem" store and is to consist of the following:

- Department – Arizona (will automatically add cactus insignia)
- Style – City or State (left-side lettering will show "PHOENIX, AZ" or "ARIZONA")
- Lining – Lined or Unlined (personal choice)
- Crown – Regular, Fort Know or Women's (personal choice)
- Size – 6 ¾" to 8" (If size not listed call 1-888-453-4466)
- Left-side – "PHOENIX" (for city style) or "ARIZONA" (for state style)
- Post Number – "117"
- Right-side - Optional lettering of "PAT TILLMAN" is encouraged.

Orders can be placed here:

https://emblem.legion.org/uniform_caps/legion.asp

d. "Basic Training" is an online introductory course to The American Legion and is available at no cost to all active members in The American Legion Family. All are encouraged to take this training. All Post officers are required to complete online Basic Training, formerly The American Legion Extension Institute (ALEI), as directed by National and Department directives.

Basic Training can be found here: <https://www.legion.org/alei>

e. Post officers and anyone serving, or will be serving, in leadership roles at any level in The American Legion are highly encouraged to take additional training through Department of Arizona American Legion College. This training constitutes three days of in person instruction. Applicants must complete an application, complete Basic Training, be recommended by the Post, and selected by Department to attend.

<http://www.azlegion.org/arizona-legion-college-dates-and-locations/>

SECTION 4. Nominations

a. Text message or email are accepted forms of writing for acceptance of nomination.

SECTION 5. Meetings

- a.** The regular meeting of this Post is to be the Third Tuesday of the month at 1900 hours at The American Legion Pat Tillman Post 117 having an address of 3230 E Thunderbird Rd Phoenix AZ 85032.
- b.** For the purposes of having a quorum for important and/or legal business matters and on an emergency basis only, any missing officer may be contacted via telephone for all present to hear and communicate and that will stand as a roll-call-vote.
- c.** For the purposes of having a quorum for important and/or legal business matters and on an emergency basis only, any missing officer (principle) may delegate his voting power to a representative (proxy) to enable a vote in his absence and such will stand as a quorum by proxy.
- d.** In either of the above listed cases, roll-call-vote and quorum by proxy, only the important and/or legal business matter will be conducted and voted on and no other business will be conducted until and unless a full quorum of officers is physically present.

SECTION 6. Finances

- a.** Only the Commander, Finance Officer, and Club Manager are authorized to make draft withdrawals or sign checks and then only as approved by the Executive Board.
- b.** The Commander and Finance Officer are to be the custodians of the Post debit cards and are responsible for all transactions. The Commander is to notify the Finance Officer of any expenditures for accounting purposes.
- c.** The Commander is allowed to make a Commander's Call on an occasional basis for drinks and/or food except that it may not be solely for himself. It will be used as a reward or 'thank you' to others for participation in Post activities and for hosting dignitaries and other special guests.
- d.** The Commander has up to \$500.00 in discretionary funds per month.
- e.** The Second Vice Commander has up to \$500.00 in discretionary funds per month for purchasing of raffle items to be used in fundraising efforts.
- f.** Two (2) members will count all cash being handled for any transaction or resulting from an event or activity.
- g.** A budget will be established, maintained, and reviewed annually.

The Standing Rules listed above may be changed or added to at any regular Post meeting by a two-thirds (2/3) vote of eligible members.

Standing Rules approve and adopted by two-thirds (2/3) affirmative vote of Post members present at a meeting held this 20th day of December, 2022 supersedes any and all previously enacted similar documents.

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| _____ Mark Burton Commander Pat Tillman Post 117 Department of Arizona The American Legion | _____ Scott O'Neal Adjutant Pat Tillman Post 117 Department of Arizona The American Legion | _____ Steve Lackey Judge Advocate Pat Tillman Post 117 Department of Arizona The American Legion |
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