

**THE AMERICAN LEGION
CONSTITUTION OF CARROLLTON, GA POST NO. 143,
DEPARTMENT OF GEORGIA**

PREAMBLE

For God and Country, we associate ourselves together for the following purposes: To uphold and defend the Constitution of the United States of America; to maintain law and order; to foster and perpetuate a one hundred per cent Americanism; to preserve the memories and incidents of our associations in all 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 goodwill 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.

ARTICLE I - NAME

The name of this organization will be CARROLL POST NO.143 THE AMERICAN LEGION, DEPARTMENT OF GEORGIA.

ARTICLE II - OBJECTS

The objects and purposes of this Post will be to promote the principles and policies as set forth in the foregoing Preamble, and the National and Departmental Constitutions of The American Legion.

ARTICLE III - NATURE

Section1. This Post is a civilian organization and membership therein does not affect or increase liability for the military or police service.

Section2. This organization will be absolutely non-political and will not be used for the dissemination of partisan principles or for the promotion of the candidacy of any person seeking public office or preferment.

Section3. Rank does not exist in The American Legion; No member will be addressed by his military title in any meeting of this Post.

ARTICLE IV - MEMBERSHIP

Section1. Eligibility to membership in this Post will be as prescribed by the National Constitution of The American Legion.

Section2. Applications for membership will be made in writing under such regulations as may from time to time be prescribed by the Post Executive Committee.

Section3. All applications for membership will be acted upon at the next Post meeting following the making of such application, and will, at such meeting, be accepted, rejected or referred for further investigation and consideration. If a majority of the members present cast their vote against the acceptance of said application, then such application will be recorded as rejected...

Section4. Any member of this Post may be expelled for Cause by a two-thirds (2/3) vote of the members present at the regular meeting of the Post after charges are preferred under oath in writing, and a fair trial had upon the same in accordance with procedure prescribed by National and adopted by the Department Executive Committee.

Section5. A member who has been expelled or suspended from this Post for any cause may be reinstated to membership by a two-thirds (2/3) vote of the membership present in a Post meeting, and the payment of current dues for the year in which the reinstatement occurs.

Section6. No person who has been expelled by a Post will be admitted to membership in this Post, without the consent of the expelling Post, except that where such consent has been asked for and denied by such Post, he may then appeal to the Executive Committee of the Department of the expelling Post for permission to apply for membership in this Post, and will be ineligible for membership until such permission is granted.

Section7. This Post is a non smoking and non alcohol based organization.

ARTICLE V - OFFICERS AND COMMITTEES

Section1. The administrative affairs of this Post of The American Legion will, except as may be otherwise provided by the By-Laws, be under the supervision of an Executive Committee which will consist of the elected officers of the Post. The term of office of members of the Executive Committee will be for one (1) year. This Post, by its By-Laws, may provide for such standing committees as the business of the organization may require.

Section2. The officers of this Post will consist of a Commander, a Senior Vice-Commander, four (4) Junior Vice-Commanders, Finance Officer and a Judge Advocate all of whom will be nominated from the floor at the meeting preceding the annual election. An Adjutant, a Chaplain, a Historian, a Service Officer, and a Sergeant-At-Arms will be appointed by the Commander. The Chairpersons of the Standing Committees may be members of the Executive Committee with voice and no vote. The commander shall assign one of four pillars of the American legion to each of the Jr Vice Commanders. The duties of said Jr Vice Commanders regarding the four pillars shall be to educate the Post and the public regarding the four pillars and to administer the four pillars in all regards.

Section3. All officers and Executive Committeemen will be elected annually and they will hold office until their successors are duly installed or as otherwise provided. Any officer or Executive Committeemen may be removed for inefficiency by the Executive Committee, a two-thirds (2/3) vote of said committee is necessary to effect such removal.

Section4. Every member of this Post in good standing will be eligible to hold office in this Post.

Section5. The duties of officers and the Executive Committeemen will be those usually pertaining to such officers or committeemen as further provided in the By-Laws.

ARTICLE VI – FINANCE

Section1. The revenue of this Post will be derived from the membership or initiation fees, from annual membership dues and from such sources as may be recommended by the Post Executive Committee.

Section2. The amount of such membership or initiation fees and the amount of such annual Post dues will be fixed and determined by this Post, for the ensuing year.

Section3. The Post will pay to the Department of Georgia Headquarters the National and Departmental annual per capita dues for each membership transmitted to the Department.

ARTICLE VII - AMERICAN LEGION AUXILIARY

Section1. This Post recognizes an auxiliary organization to be known as American Legion at Carrollton of Post No. 143 Department of Georgia.

Section2. Membership in the Auxiliary will be as prescribed by the National Constitution of the American Legion Auxiliary.

ARTICLE VIII – AMENDMENTS

Section1. This Constitution is adopted subject to the provisions of the National Constitution of The American Legion and the Constitution of the Department of Georgia, The American Legion. Amendments to the National Constitution or Department Constitution which is in conflict with any provisions hereof, will be regarded as automatically repealing or modifying the provisions of this Constitution to the extent of such conflict.

Section2. This Constitution may be amended at any regular meeting by a vote of two-thirds (2/3) of the members of Post 143 attending a regular Post meeting. The proposed amendment must be submitted in writing and read at the next preceding regular Post meeting. Written notice via USPS or Electronically will be given to all members at least ten (10) 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.

**THE AMERICAN LEGION
BY-LAWS OF CARROLLTON, GA POST NO. 143
DEPARTMENT OF GEORGIA**

ARTICLE I

Section1. The Post existing under these By-Laws is to be known as the CARROLL POST NO. 143, THE AMERICAN LEGION, DEPARTMENT OF GEORGIA.

Section2. The objectives of this Post are set forth in the Constitution. _____

ARTICLE II – MANAGEMENT

Section1. The government and management of the Post are entrusted to the Executive Committee as established in the Post Constitution.

Section2. The Executive Committee will consist of the Chairpersons of the standing committees in addition to the elected officers of the Post who will be elected annually at least fifteen (15) and not more than sixty (60) days prior to the date of the Department Convention. All elections of officers and executive committeemen will be by written ballot and the candidate or candidates receiving the highest number of votes will be elected to the respective office or offices for which they are candidates. In the event that an office is uncontested, that is to say there is only one candidate for that office, that office may be filled by voice vote or raising of the hands of the members. Prior to said vote, the commander shall ask all members to affirm by raising of the hands that they are members of good standing of the post. Only members of good standing shall be allowed to vote. The commander shall then ask for a motion that the post waive the written ballot for the election of a candidate for the uncontested office. Said vote shall require only a simple plurality to be carried. If said motion carries, the commander shall proceed with the voice vote or raising of the hands. Installation of officers will be at the first Post meeting following the Department Convention.

Section3. All vacancies existing in the Executive Committee, or in any office of the Post from any cause, other than the expiration of the term, will be filled by a majority vote of the remaining members of the committee. A person so appointed will hold office for the unexpired term of the member of the committee or officer whom he succeeds. A vacancy will exist when a member or officer is absent from his Post for a continuous period considered by the Executive Committee to be detrimental to the interest of the Post.

ARTICLE III - SALE, ACQUISITION, TRANSFER, ADDITION OR TRANSFER OF PROPERTY

Section1. The sale, acquisition, transfer or addition of real property shall be accomplished only by the vote of two-thirds of the members present at a regularly scheduled legal meeting; provided, that the proposed sale, acquisition or transfer of said real property shall have been submitted to the members of the Post by written notice at least thirty (30) days prior to the regularly scheduled meeting at which said vote shall be recorded. The terms of said proposed sale, acquisition or transfer shall be read from the floor to the members at the regularly scheduled Post meeting immediately preceding the meeting at which said vote shall be recorded.

Section2 THE AMERICAN LEGION, DEPARTMENT OF GEORGIA, CARROLL POST #143, INC. shall notify The American Legion Department of Georgia prior to negotiating the purchase or selling real property.

ARTICLE IV - POST EXECUTIVE COMMITTEE

Section1. The Post Executive Committee will meet for organization and such business as may come before it at the call of the Post Commander within 10 days after the installation of the new officers. Thereafter the Post Executive Committee will meet at the call of the Post Commander at least every three months, when the Commander deems it necessary, and four (4) members of the Committee will constitute a quorum thereof.

Section2. The Post Executive Committee will hire such employees as may be necessary; will authorize and approve all expenditures; will require adequate bonds from all persons having the custody of post funds; and generally, will have charge of and be responsible for the management of the affairs of this Post.

ARTICLE V - DUTIES OF POST OFFICERS

Section1. Duties of Post Commander: It will 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, and will be the Chief Executive Officer of the Post. He will approve all orders directing the disbursement of funds and will make an annual report covering the business of the Post for the year, and recommendations for the ensuing year, which will be read at the annual meeting and a copy thereof immediately forwarded to the Department Adjutant. He will perform other duties as directed by the Post.

Section2. Duties of the Senior Vice-Commander: The Senior Vice-Commander will function under the jurisdiction of the Commander in carrying out the policies of the Post. In the event the Commander is not available to preside over any function or meeting, he must assume the jurisdiction and duties of the Commander for the function or meeting. The Senior Vice-Commander will be Chairman of the Membership Committee and will perform such duties as are required of him by the Post, Department and National Constitution.

Section3. Duties of the Junior Vice-Commanders: The Junior Vice-Commanders will perform the specific functions respectively as assigned to them by the Post Commander, including the Chair of a Standing Committee and such duties as are usually incident to their office.

Section4. Duties of the Finance Officer: The Finance Officer will be in charge of all finances and see that all monies are safely deposited in a local bank or banks. He/she will report once a month to the Executive Committee and the general membership the condition of the finances of the Post, with such recommendations as he may deem expedient or necessary for raising funds with which to carry on the activities of the Post. He will ensure that two (2) signatures are required on checks for disbursing the moneys of the Post. He will furnish surety bonds in the amount determined by the Post Executive Committee. The Commander, adjutant and Finance Officer has signature authority on all checks.

Section5. Duties of the Adjutant: The Adjutant will have charge of and keep a full and correct record of all proceedings of all meetings. He/she will keep such records the Department and National Organizations may require and render reports of membership annually or when called upon at a meeting, under the direction of the Commander he/she is to handle all correspondence of this Post.

Section6. Duties of the Post Judge Advocate: The Post Judge Advocate will be the legal advisor of the Post Commander, the Post and the Executive Committee on legal questions. He/she will rule upon all matters involving interpretation of parliamentary procedure and will interpret this Post's Constitution and By-Laws and on other matters as may be required of him by the Post Commander, the Post or the Executive Committee.

Section7. Duties of the Post Chaplain: The Post Chaplain will be charge of the spiritual welfare of the Post comrades and will offer divine, non-sectarian service in the event of dedications, funerals, public functions, etc., and adhere to such ceremonial rituals recommended by the National and Department headquarters.

Section8. Duties of the Post Historian: The Post Historian will be charged with the individual records and incidents of the Post and post members. He/she will perform such duties properly pertaining to the office as be determined by the Post and the Executive Committee.

Section9. Duties of the Post Service Officer: The main function of the Post Service Officer is to advise and assist veterans or other claimants in the preparation of basic VA forms and in developing necessary supporting documentation or evidence. When fully and properly completed, the forms and related evidence shall be forwarded to the appropriate VA Representative, who is an accredited representative of The American Legion, for review and submission to the VA. It is essential that no action be taken which would delay or jeopardize the timely submission of a claim and that every effort is made to ensure that the individual's rights and benefits are protected. The Post Service Officer will provide assistance to any needy individual or family, provided the needs are within the guide lines of the Post.

Section10. Duties of the Sergeant-at-Arms: The Sergeant-At-Arms will assist the Commander in maintaining order and decorum at all meetings. He will introduce visiting distinguished guests; he will be the custodian of all paraphernalia and colors, and see that they are properly displayed. He will perform such duties as prescribed by the Commander.

ARTICLE VI – DELEGATES

Delegates and alternates to a Department convention will be elected in the same manner as the Post Officers at a regular meeting of the Post to be held at least fifteen (15) and not more than sixty (60) days prior to the date of such convention.

ARTICLE VII – APPOINTMENTS

Section 1. The Post Commander, immediately upon taking office each year (or at the next regular meeting after installation), may appoint the following standing committees. With the approval of the Executive Committee, the Commander may appoint other committees as the business of the Post may require.

Section 2. Americanism Committee. The Americanism Committee will 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, youth activities by education of the general public in American ideals through public forums, etc., and activities for community and civic betterment.

Section 3. Children and Youth Committee. The Children and Youth Committee will 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 coordinating services and agencies in the community for the above purposes. The Committee shall act as intermediary for the needy child of a veteran in obtaining the fulfillment of the Legion's pledge that "No child of a World War veteran shall be in need of the necessities of life" and "A square deal for every child."

Section 4. Financial Committee. The Commander will appoint, a Finance Committee, to be composed of three (3) members. The Finance Committee will be charged with the administration of the financial policy, preparation of budget recommendations and supervision of receiving, and accounting of all Post funds.

Section 5. House Committee. The House Committee will have charge of all matters pertaining to the Post quarters, publication of "House Rules" applicable to the conduct of members while on the premises of the Post, promotion of club advantages and arrangements for social activities.

Section 6. Membership Committee. The Membership Committee will have charge of all matters pertaining to the membership the Post, including the procuring of new members, reinstatement and eligibility of members.

Section 7. Publicity Committee. The Publicity Committee will 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 Nation Legion news service and by local publicity of Post programs and activities.

Section 8. Sons of the American Legion Committee. The Sons of the American Legion Committee will be the coordinator of the operation of the Post's Squadron of the Sons of the American Legion.

Section 9. Members of all committees appointed by the Commander will be subject to removal at the pleasure of the Commander.

ARTICLE VIII– RESOLUTIONS

All resolutions of state or national scope presented to this Post by a member or reported to this Post by a committee will embody the opinion of this Post on the subject. A copy of the same shall be forwarded to the Department Headquarters for its approval before any publicity is given or action other than mere passage by the Post is taken.

ARTICLE IX – MEETINGS

Section 1. The regular meeting of the members of this Post will be held on the 3rd Thursday of each month unless changed by a majority vote of members at a General Membership meeting, at which the Post may transact such business as may properly be raised for action. This meeting may be converted into an entertainment meeting, if deemed advisable by the General Membership of the Post.

Section 2. The Commander may call a special meeting of the Post, if required.

Section 3. Upon the written request of five (5) members in good standing, the Post Commander will call a special meeting.

Section 4. Eight (8) members in good standing of this Post will constitute a quorum at any regular or special meeting of the Post.

Section 5. All members will be notified in writing via USPS or email at least ten (10) days in advance of a special called meeting.

Section 6. Minutes and a record of attendance shall be kept of all meetings, both regular and special, and a copy of such minutes and attendance records will be retained by the Post Adjutant and keep on file. The previous minutes of a regular or special meeting will be read, discussed and voted on by members in attendance at the monthly membership meeting.

ATTICLE X STANDARD OPERATING PROCEDURES

The Post shall develop and present to the membership for approval, a document Entitled "Standard Operating Procedures" (SOP). It will contain officer and committee job descriptions specific to each task and other details outlining the particular Operations of the Post. Changes and additions to any SOP can be brought to the Executive Committee for consideration, then to any regular meeting for Approval or rejection by a majority vote of the members present.

ARTICLE XI- NOTICES

Section 1. Every member will furnish the Post Adjutant with his or her mailing address.

Section 2. The Post Adjutant will give cause notice of the annual election at least ten (10) days prior thereto.

ARTICLE XII - RULES OF ORDER

At any meeting of members held under the provision of the By-Laws, all questions of parliamentary laws and rules of order not specifically provided for in the By-Laws will be decided according to the principles laid down in the most current published edition of Robert's Rules of Order as published by the trustee for the Robert's Rules Association. Any interpretation of, and any ruling upon Roberts Rule of Order shall be in the sole discretion of the Judge Advocate whose ruling shall be final.

ARTICLE XIII – LIMITATIONS OF LIABILITIES

The Post will incur, or cause to be incurred, no liability nor obligation whatever which will subject to liability any other Post, subdivision, group of people, members of The American Legion, or other individuals, corporations or organizations.

ARTICLE XIV – AMENDMENT OF BY-LAWS

These By-Laws may be amended at any regular Post meeting by a vote of two-thirds (2/3) of the members of Post 143 attending any regular Post meeting, providing that the proposed amendment will have been submitted in writing and read immediately preceding regular meeting of Post 143 meeting. Written notice via USPS or Electronically will have been given to all members at least ten (10) days in advance of the date when such amendment is to be voted upon. The meeting notice will indicate that a proposal to amend the By-Laws is to be voted upon.

CERTIFICATE

We the undersigned do hereby certify that the within copy of the Constitution and By-Laws of The American Legion, Department of Georgia, CARROLL Post #143, Inc., The American Legion, Department of Georgia is a true and correct copy of the Constitution and By-laws of The American Legion, Department of Georgia, CARROLL Post # 143, Inc. The American Legion, Department of Georgia as amended and compiled and approved on this 19th day of April 2018.

Attest:

ORIGINAL SIGNED

ORIGINAL SIGNED

Ted Merriss, Post 143 Commander

Richard Guynn, Post 143 Judge Advocate

Post 143 Committees And Travel Policy

As Established by the Standard Operating Procedures

- 1. Executive Committee:** The Commander shall be the Chair and in his/her absence the SR Vice Commander shall be the replacement. Purpose is to address and work with issues of the Post, plan for upcoming meetings, etc. It will consist of the elected officers and Committee Chairs. The Executive Committee shall meet within 10 days after their election, and immediately preceding their term of office, or special meetings may be held upon reasonable notice at the call of the Post Commander, or upon request of a majority of the Executive Committee. With three days notice to all committee members, the Commander may call a meeting of the Executive Committee. Five members of the Executive Committee shall constitute a quorum. Issues coming to vote concerning finances, property or changes to the Constitution or By Laws must be addressed to and by only elected Officers of the Post. The immediate past commander in good standing shall not serve on the Executive Committee, but shall at the Executive Committee's request, chair a committee of all active past commanders in good standing as a resource for the Executive Committee to evaluate and make recommendations to the Executive Committee upon specific issues assigned by the Executive Committee.
- 2. Nominating Committee:** Purpose is to provide a slate of officers to be voted upon at the annual election and to assist the commander, upon the commander's request in selecting committee members. The committee shall serve for one year and be composed of members in good standing that will include active past commanders who are not seeking an office that year, and two (2) members elected from the floor. The chair of the committee shall be the immediate past commander and if that person is unable to serve, the chair shall be elected by members of said committee.
- 3. Americanism Committee:** The purpose is to carry out the obligations embodied in the Preamble to the American Legion Constitution. The Carroll County Veterans Memorial Park relationship with the Post falls under this Committee. Post support for Baseball, Boys State, the Oratorical program and Scouting are examples of responsibilities of this Committee.
- 4. Children and Youth Committee:** Purpose is developing and supporting programs within the community that will stimulate support and strengthen other organizations and agencies providing services for children and youth. This Committee will establish and promote a relationship with the local Jr ROTC programs. It will develop and promote Flag Education programs with schools, children's groups and Parks.
- 5. Finance Committee:** Purpose is the handling of the financial affairs of the Post. It should establish a financial policy that will keep the Post solvent and furnish it with sufficient funds to carry on beneficial activities approved by the Post. The Fundraising activities should be guided by this Committee. The Finance Officer shall be the chair of this Committee. The annual budget shall be developed by this Committee and presented to the Executive Committee for the coming year in order for it to be presented to the Post for consideration/adjustment and approval prior to the installation of officers for the New Year.
- 6. Audit Committee:** The Judge Advocate shall be the chair of the audit committee and shall appoint two (2) other members who shall not be members of the Finance Committee, to serve on said Audit Committee. The duties of the Audit Committee shall be to provide oversight of the financial reporting process, the system of internal controls, and compliance with applicable laws and regulations. The commander also may assign other audit duties should the need arise. The audit committee shall also, when it deems appropriate, make recommendations to the Executive Committee for improvements and modifications to the system of internal financial controls.
- 7. Honor Guard Committee:** Purpose is supporting the needs, program and training of the Honor Guard. The Post Commander shall appoint one member as Chairman of the Honor Guard. His/her duties will include, communicating with the Guard members, maintaining inventory of all property of the Guard and coordinating training, uniforms and travel arrangements for flag services. The Chair will be the primary contact with the GA National Guard. The Chaplain (or assistant Chaplain) will establish relations with local funeral homes, communicate with them on a regular basis, and when they need a Flag Team he/she will contact a Team Leader who will then assemble a Team. The Chair will establish a desired number of members needed and when the group reaches this number a waiting list will be formed awaiting an opening. Uniform items purchased by the Post remain the property of the Post and must be turned into the Chair when a member ceases being active. The Committee may establish a Rifle Team and Color Guard. The Chair should appoint Team Leaders for the various teams that are formed

8. Legislative & Protocol Committee: Purpose is to maintain watch on activities of the National and Department Legislative activities, what the Legion favors, opposes, and should be ready to initiate action in support of these positions when requested by the national or department organization. It will also assist in setting the rules of etiquette that the sergeant-of-arms will enforce at the Post.

9. Membership Committee: The SR Vice Commander shall be the Chair of this Committee. Purpose is developing and implementing programs aimed at Recruiting, Retaining (renewals) and revitalizing the membership and shall have charge of all matters pertaining to the membership of the Post, including transfers, reinstatements and eligibility of members. The committee may recommend eligible members for Emeritus status in the Post. (This title can be awarded members who have served as an officer of the Post for at least 5 years.) Persons granted these titles are authorized to participate fully in committees, but without vote. This committee promotes training opportunities for members in programs like the Extension Institute.

10. Public Relations Committee: Purpose is communicating the "story" about the activities of the Post to the community at large. It should choose from the various mediums available (Print, radio, website) and then develop messages to be communicated about the programs of the Post. A primary goal is to create an atmosphere of understanding within the local community of the aims and purposes of the Post. It should publish a Post Newsletter a minimum of three times each year.

11. Service Committee: Purpose is to support the Service Officer and Chaplain with the accomplishment of their mission by being active within the community in searching for opportunities where the Post can be of service to Veterans and their families. This Committee shall search regularly throughout the membership for persons in need of special attention and give comfort and assistance to members and their families when sick or bereaved, to visit hospitalized veterans and to assist at veteran's funerals where appropriate. The Service Officer and Chaplain will be members of this committee and keep it informed of needs that they become aware of.

12. Welcoming Committee: Purpose is developing procedures within the Post that will insure that all visitors are made to feel welcome. It should develop and implement installation programs for new members of the Post that will recognize and introduce them to the Post. This Committee will assist new members in locating the best programs of the Post for them to quickly become involved. The committee is responsible for set up of meeting room and making arrangements for the evening meal. The Sergeant-at Arms will chair this committee.

BUDGET RESPONSIBILITY OF ALL COMMITTEES:

The Chairperson of each Committee shall have a planning meeting prior to each fiscal year. The financial needs should be delivered to the Finance Committee for inclusion in the budget planning process for the coming year.

DUTIES OF OFFICERS:

The duties of the officers are clearly stated in the By Laws of the post.

Additional information can be found in the American Legion officer's guide found at the national web site.

<http://www.legion.org/>

Auxiliary

The residing chapter President and Vice President or designated member shall be members of the Executive Committee.

Sons of The American Legion

The Squadron Commander and Adjutant of the Squadron shall be members of the Executive Committee

Part II

TRAVEL POLICY

This policy is intended to give members of American Legion Post #143 guide lines in determining and approving official travel of officers, delegates and members for reimbursement of expenses incurred. Since the Post has limited funds from which to pay travel e.g. mileage, lodging, meals and miscellaneous expenses, it is not the intention to fully compensate a member or his spouse for travel. Nor is the intent of the policy for a member to make a gain from travel.

1. AUTHORIZATION

A travel budget shall be established at the beginning of each year that sets forth specific amounts for travel. The Commander and Honor Guard Chair shall submit a travel plan for the coming year to the Finance Committee prior to budget preparation for the coming budget year. It will be the responsibility of the Commander and Honor Guard Chair to manage the travel account throughout the year. The Finance Committee must approve any expense beyond the budget before payment can be made. Permission to travel, for which (full or partial reimbursement is approved. shall be authorized by the Post Commander prior to the trip.

2. REGISTRATION EXPENSES

The Post shall reimburse the cost of registration to an official national, department (state) or district meeting for members authorized by the Post to attend.

3. MILEAGE

The Post shall reimburse members for authorized travel at the then existing rate established from time to time by the U.S. Internal Revenue rate for business travel reimbursement. A mileage log is to be submitted. Personal miles incurred by the member once he is at the destination will not be reimbursed.

- a. **Local/District/State/National Meeting-** Approved meetings such as District and State officer meetings where carpooling is most appropriate, the designated driver will be reimbursed for the full round trip. In the event an individual, who is authorized to travel, but does not take advantage of carpooling; will not be compensated for his mileage. The Commander or Honor Guard Chair, or their designees, will solicit the designated carpool driver from among those traveling.

4. LODGING

Members, in most cases, will not incur lodging expenses while on official business except for the state convention. In the event lodging is required, it must first be approved in advance by the Finance Committee. Members will use the minimum rate accommodation when available. Members will be reimbursed at the single rate unless sharing a room with a fellow council member. Lodging for the state convention is covered under a separate section. Receipts for lodging are required for reimbursement.

5. MEALS

Members approved for travel either for the day or overnight will be reimbursed at the following maximum rates provided the expense was incurred:

- Breakfast \$10 provided the member left his home prior to 7:00 am.
- Lunch \$15
- Dinner \$25 provided the member returned home after 7:00 pm.

These rates would also apply for a meal that is an integral part of the meeting or affair. (Receipts for each meal are required).

6. STATE & NATIONAL CONVENTION

The Post shall reimburse official delegates to the state convention as a lump sum payment, minus registration, based on the costs incurred for meals (noted above), and other expenses that might apply. Approval will be at any regularly scheduled business meeting by a majority of the members present and voting. The Post is expected/encouraged to send up to two official delegates to the Department convention each year and may choose two alternates as Post finances allow. The location varies throughout the state. The registration fee covers the State cost of conducting the convention. The delegate must submit additional expenses for hotel accommodations and other meals (rates for meals noted above-less time schedule) for reimbursement by the Post.

Spouses of official delegates may accompany their husbands to the state convention. Private room accommodations at the double rate are approved, as well as additional registration fees, if required. All other expenses for the spouse are the delegate's responsibility.

Delegates shall make use of accommodation arranged by the Department. In the event those accommodations are full, similar arrangements can be made.

Carpooling to the State Convention is strongly encouraged in order to keep costs to a minimum. In the event that only two delegates are attending, carpooling is mandatory for reimbursement. The Commander will solicit from both delegates one to serve as the official driver if carpooling is arranged. Special situations for individual travel must be brought to the Finance Committee for approval.

AMENDMENTS

The Standard Operating Procedures may be amended at any regular meeting of the Post with a majority vote of the members present. Proposed amendments must first be presented to the Executive Committee. They must approve and then present the proposal in detail to the Post for consideration.

CERTIFICATE

We the undersigned do hereby certify that the within copy of the Standard Operating Procedures of the American Legion, Department of Georgia, Carroll Post 143, Inc. is a true and correct copy of the standard operating procedures of Carroll Post 143 Inc. as established and approved on this 19th day of April, 2018.

Attest:

ORIGINAL SIGNED

ORIGINAL SIGNED

Ted Merriss, Post 143 Commander

Richard Guynn, Post 143 Judge Advocate