



Constitution and By-laws of Robert Vincent McMaugh Memorial Post 10 Manassas, Virginia

Version 13: DRAFT 2025

TABLE OF CONTENTS

CONSTITUTION PREAMBLE.....	5
ARTICLE I - NAME.....	5
ARTICLE II - NATURE.....	5
ARTICLE III - OBJECT.....	5
ARTICLE IV - ELIGIBILITY.....	5
ARTICLE V - POST OFFICERS.....	6
ARTICLE VI - EXECUTIVE COMMITTEE.....	6
ARTICLE VII - FISCAL YEAR.....	6
ARTICLE VIII - CHARTER MEMBERS.....	6
ARTICLE IX - FINANCE.....	6
ARTICLE X – AMENDMENTS.....	7
Section 1. Amendments.....	7
Section 2. Automatic Amendments.....	7
ARTICLE I - GOVERNANCE.....	8
ARTICLE II - EXECUTIVE COMMITTEE.....	8
Section 1. The government and management.....	8
Section 2. The Post Executive Committee shall meet.....	8
Section 3. The Executive Committee shall review and approve.....	8
Section 4. Minutes of the Executive Committee.....	8
Section 5. A vacancy existing on the Executive Committee.....	8
Section 6. Any officer may be removed.....	8
Section 7. The Executive Committee has authority.....	8
Section 8. Special meetings.....	9
Section 9. No less than half of the Executive Committee shall constitute a quorum.....	9
Section 10. All meetings of the Executive Committee shall be open.....	9
ARTICLE III - DUTIES OF OFFICERS.....	9
Section 1. <i>Duties of the Post Commander</i>	9
Section 2. <i>Duties of the Vice Commanders</i>	9
a. <i>The First Vice Commander</i>	9
b. <i>The Second Vice Commander</i>	9
Section 3. <i>Duties of the Post Adjutant</i>	10

Section 4.	<i>Duties of the Assistant Adjutant</i>	10
Section 5.	<i>Duties of the Finance Officer.....</i>	10
Section 6.	<i>Duties of the Assistant Finance Officer.....</i>	10
Section 7.	<i>Duties of the Chaplain</i>	10
Section 8.	<i>Duties of the Sergeant-at-Arms</i>	11
Section 9.	<i>Duties of the Post Historian</i>	11
Section 10.	<i>Duties of the Service Officer</i>	11
Section 11.	<i>Duties of the Judge Advocate.....</i>	11
Section 12.	<i>Duties of the Quartermaster.....</i>	11
Section 14.	<i>Duties of the Three (3) Year Committeeperson.....</i>	12
Section 15.	<i>Duties of the Two (2) Year Committeeperson</i>	12
Section 16.	<i>Duties of the One (1) Year Committeeperson.</i>	12
ARTICLE IV - POST COMMITTEES		12
Standing Committees.....		12
a)	Americanism Committee	12
b)	Entertainment Committee.....	12
c)	Children and Youth Committee.....	12
d)	Constitution and By-laws Committee.....	13
e)	Membership Committee	13
f)	Sons of the American Legion Committee.....	13
g)	American Legion Riders' Committee.....	13
h)	Ways and Means Committee	13
i)	Public Relations Committee	13
j)	Charitable Gaming Committee.....	13
l)	Auditing Committee.....	14
Additional Standing Committees.....		14
Additional Standing Committees		14
ARTICLE V - MEMBERSHIP		14
Section 1.	Eligibility to membership.....	15
Section 2.	Voting on applications	15
Section 3.	If accepted.....	15
Section 4.	New Members	15
Section 5.	Transfers	15
Section 6.	Reinstatements	16
Section 7.	There shall be no form or class of membership except an active membership	16
ARTICLE VI - DUES.....		16
ARTICLE VII - MEETINGS.....		17
ARTICLE VIII - VISITORS AND GUESTS.....		17
ARTICLE IX - NOMINATION, ELECTION, AND INSTALLATION.....		18
ARTICLE X - DELEGATES		18
ARTICLE XI - AMERICAN LEGION AUXILIARY		19
ARTICLE XII - MISCELLANEOUS.....		19

ARTICLE XIII - RESOLUTIONS	19
ARTICLE XIV - EXPULSION, SUSPENSION	19
ARTICLE XV - LIMITATIONS OF LIABILITIES	19

DRAFT

CONSTITUTION 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 foster and perpetuate a 100% Americanism; to maintain law and order; 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 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 shall be The American Legion, **Robert Vincent McMaugh Memorial Post Number 10, Ltd.**, Department of Virginia, to be known as **Manassas Post 10**.

ARTICLE II - NATURE

The American Legion is a civilian organization; membership therein does not affect or increase liability for military or police service. Rank shall not exist in the Legion; no member shall be addressed by their military title in any Legion meeting unless they are on active duty with some branch of the military service.

The American Legion shall be absolutely non-political and non-sectarian and shall not be used for the dissemination of partisan principles nor for the promotion of the candidacy of any person seeking public office or preferment. No candidate for nomination or election to, or no incumbent of; any remunerative elective public office shall hold office in this Post and the declaration of candidacy for such public office by any officer of this Post shall automatically vacate his/her office in this Post. The vacancy shall be filled as provided in the By-laws.

ARTICLE III - OBJECT

The object of this Post shall be as stated in the preamble of the Constitution of the American Legion

ARTICLE IV - ELIGIBILITY

Eligibility for membership in this Post shall be as prescribed by the National Constitution of the American Legion.

ARTICLE V - POST OFFICERS

The Post shall elect annually, ~~a Commander~~, a First and Second Vice Commander, Adjutant, Finance Officer, Chaplain, Quartermaster, Sergeant-at-Arms. The term of office for elected officers shall be for the next fiscal year.

Bi-annually the Post shall elect a Commander, a Legionnaire who has been a Post 10 member in good standing for a minimum of 365 days prior to the current Post 10 election. The term of office of the Commander shall be for two (2) years. The Post Commander shall not serve more than two consecutive terms of office.

The Post may also elect a committee person whose term of office shall be for the next three fiscal years.

~~The Post Commander shall not serve more than three terms of office.~~

The Post Commander, as deemed necessary, shall appoint an Assistant Adjutant, Assistant Finance Officer, Post Historian, Judge Advocate, Service Officer, Parliamentarian and Public Relations Officer. Such appointments shall be Legionnaires in good standing of Post 10.

ARTICLE VI - EXECUTIVE COMMITTEE

The Executive Committee shall consist of all elected officers of Post 10. The immediate past Commander shall be an ex officio member – without the right to vote at the Executive Committee meetings.

~~The following officers shall be non-voting members of the Executive Committee: Chaplain, Sergeant-at-Arms, and the three Committeepersons.~~

ARTICLE VII - FISCAL YEAR

The fiscal year shall be from 1 July to 30 June.

ARTICLE VIII - CHARTER MEMBERS

Members who joined the Post prior to the closing of the charter shall be known as Charter Members.

ARTICLE IX - FINANCE

Post revenue shall be derived from membership dues and from other such sources as may be approved by the Post Executive Committee.

The amount of such membership or initiation fees and the amount of such annual Post dues shall be fixed and determined by the Post Executive Committee.

The Post shall pay Departmental headquarters, the National and Departmental annual membership dues for every member of the Post.

ARTICLE X – AMENDMENTS

Amendments

This Constitution and By-laws may be amended by a two-thirds vote of the Post 10 members in good standing present at a general membership meeting, provided all the proposed revisions have been presented at the previous general membership meeting.

Automatic Amendments

This Constitution and By-laws shall be automatically amended to conform to the National and Department Constitution and By-laws and standing Rules of the American Legion.

BY-LAWS

ARTICLE I - GOVERNANCE

The Constitution of the American Legion, the By-laws of Post 10 and the Social Quarters Rules shall apply to all Post 10 property.

ARTICLE II - EXECUTIVE COMMITTEE

Section 1. The government and management of the Post shall be entrusted to the Post Executive Committee.

Section 2. The Post Executive Committee shall meet for organization and such other 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 10 Executive Committee shall meet one (1) week prior to the regular membership meeting or at least once a month and as often as the Commander deems necessary.

Section 3. The Executive Committee shall review and approve the proposed annual budget and amendments thereto submitted by the Finance Committee before presentation to the Post membership for final approval. The Finance Committee will approve proposed expenditures for all unbudgeted items over \$1000 dollars prior to presentation to the Post membership for final approval. Adequate bonds for all persons having custody of the Post funds is required.

Section 4. Minutes of the Executive Committee meeting will be read at each general membership Post meeting except when posted and waived by a majority vote of the Post 10 Legionnaires present at a general membership meeting.

Section 5. A vacancy existing on the Executive Committee for any cause other than the expiration of a term of office shall be filled by a majority vote of the remaining members of the Executive Committee. A person so elected shall hold office for the unexpired term of the member whom they are succeeding.

Section 6. Any officer may be removed from office for misconduct or inefficiency by the Executive Committee. A vacancy shall exist when an elected officer has an unexcused absence from his/her Post for three (3) consecutive Post General membership or Executive Committee meetings. A majority of the Executive Committee members present is required to approve such removal. The removed officer will be notified in writing of the removal decision along with the reason(s) for removal. All such decisions will be final and not subject to appeal.

Section 7. The Executive Committee has authority in all matters affecting the maintenance of discipline and good conduct among the members of the Post.

Section 8. Special meetings of the Executive Committee may be called by the Post Commander or on written request of at least three (3) members of the Executive Committee. The Post Commander must schedule such a meeting within seven (7) days.

Section 9. No less than half of the Executive Committee shall constitute a quorum.

Section 10. All meetings of the Executive Committee shall be open to any member in good standing of Post 10. The meetings shall be closed only when personnel matters come before the committee.

ARTICLE III - DUTIES OF OFFICERS

Section 1. *Duties of the Post Commander.* It shall be the duty of the Post Commander to preside over all Post and Executive Committee meetings; to preserve order and enforce strict observance of the constitutional By-laws; to appoint Post 10 Legionnaires in good standing to committees, unless otherwise provided for in these By-laws; to serve as ex-officio member of all committees except the nominating committee; and to prescribe any and all special duties for other officers and committees. ~~The Commander shall not vote except in the case of a tie.~~ The Commander shall attend or designate an alternate representative to attend all District and Department conferences and conventions.

Section 2. *Duties of the Vice Commanders*

- a. *The First Vice Commander* shall assist the Commander in the discharge of his/her official duties and shall assume the duties of the Commander in their absence or disability or when called upon to do so by the Post Commander. The First Vice Commander shall concentrate his/her efforts in the area of membership and will chair the Post Membership Committee. In addition, the First Vice Commander is responsible to ensure the Post maintains a viable and active public affairs program. The chair of the Post Public Relations Committee reports to the First Vice Commander
- b. *The Second Vice Commander* shall assist the Commander in the discharge of his/her official duties and shall assume the duties of the Commander in the absence or disability of both the Commander and First Vice Commander. The Second Vice Commander's primary duty shall be the general welfare of the Post to include planning and execution of Post ceremonial and social programs. ~~The chair of the Americanism Committee will report to the Second Vice Commander.~~ The Second Vice Commander shall have responsibility for all matters pertaining to the care of the Post Social

Quarters and maintaining Social Quarters rules and regulations. Social Quarters rules shall not be changed without the approval of the Executive Committee. He/She will serve as the Social Quarters Manager or supervise the Social Quarters Manager if one has been retained through contract or salary. He/She will also serve as chair of the Entertainment Committee.

- Section 3. *Duties of the Post Adjutant.* The Post Adjutant shall have charge of and keep full and accurate records of all proceedings of all Post and Executive Committee meetings, keeping such records as the Department and National organizations require; and shall, under the direction of the Commander, handle all the correspondence of the Post. The Post Adjutant will keep minutes of all Post General Membership and Post Executive meetings, and record in the minutes all motions and the results of voting on the motions. The Post Adjutant will maintain files that document major actions and use such files to provide input to the Post Historian for historical files. The Post Historian will report to the Post Adjutant. The Post Adjutant shall maintain records of all logins and passwords pertaining to the operation and maintenance of the Post. Such records shall be kept updated and stored at Post 10 in a secure location.
- Section 4. *Duties of the Assistant Adjutant.* The Assistant Adjutant shall assist the Post Adjutant in the performance of their duties.
- Section 5. *Duties of the Finance Officer.* The Finance Officer shall have charge of all finances and see that they are safely deposited in the accounts maintained by this Post. The Finance Officer shall report monthly to the Executive Committee meetings and the General Membership meetings the condition of finances of the Post. The Finance Officer may make recommendations that are deemed expedient or necessary for raising funds to carry on the activities of the Post. The Finance Officer shall serve as Chair of the Finance Committee. Checks written for greater than \$500.00 outside the approved budget require an additional signature of the Commander or the First Vice Commander.
- Section 6. *Duties of the Assistant Finance Officer.* The Assistant Finance Officer shall assist the Post Finance Officer in the performance of their duties.
- Section 7. *Duties of the Chaplain.* The Chaplain shall be charged with the spiritual welfare of the Post comrades. They shall offer divine but non-sectarian services such as: dedications, funerals, public functions, etc. The Chaplain shall adhere to such ceremonial rituals as are recommended by the National and Department Headquarters.

- Section 8. *Duties of the Sergeant-at-Arms.* The Sergeant-at-Arms will prepare the flags and POW/MIA chair at all meetings of the Post. He/she shall be responsible for arranging and conducting all public and /or private ceremonial functions, dedications, funerals, Color ceremonies, etc. in which this Post may participate. The Sergeant-at-Arms shall check that Post 10 Legionnaires are members in good standing and have them sign an attendance roster, he/she will preserve order at all meetings. The Sergeant-at-Arms shall monitor the U.S. flag retirement box, empty same, and insure the proper disposal of those flags. The Sergeant-at-Arms shall provide for the advancement and retirement of the colors at meetings, their proper care, and shall perform such other duties as may be assigned by the Executive Committee.
- Section 9. *Duties of the Post Historian.* The Post Historian shall be charged with the individual records and incidents of the Post and Post members. He/she shall perform such other duties as may properly pertain to the office as may be determined by the Post membership or by the Post Executive Committee. The Post Historian reports to the Post Adjutant.
- Section 10. *Duties of the Service Officer.* The Service Officer shall be responsible for bringing to the attention of all veterans, their dependents, or survivors the rights and benefits granted to them by law. The Service Officer shall utilize the expert services available through Legion channels as well as those of other agencies in the community. He/she shall assist in providing information to the full-time professionals to make certain that every veteran, their dependents, or survivors are adequately represented. The Service Officer will be aware of the Veterans Affairs laws and regulations. He/she will assist and direct the Post in service to the community by cooperating with other welfare organizations. The Service Officer reports to the Executive Committee.
- Section 11. *Duties of the Judge Advocate.* The Judge Advocate [JA] shall supply professional advice in the conduct of Post business or obtain proper counsel. JA shall be the guardian of the constitutional form of Post 10 government. The JA shall be available to the Service Officer for legal advice and to the Americanism Committee on matters relating to education and naturalization laws. The Judge Advocate shall review all changes to the Constitution and By-laws submitted to the By-laws Committee and will be a Legionnaire in good standing of Post 10.
- Section 12. *Duties of the Quartermaster.* The Quartermaster shall be responsible for the maintenance and preservation of the building, property, and grounds of the Post. The Quartermaster shall also be responsible for the care of the Post Social Quarters including maintaining Social Quarters rules and regulations. Social Quarters rules shall not be changed without the approval of the Executive Committee.

Section 13. *Management of the social quarters* shall be the responsibility of the Social Quarters Manager and will be an ex officio member of the Entertainment Committee. The hiring and dismissal of employees shall require the approval of the executive board, which shall also have authority to intervene in employee issues if needed.

Section 14. *Duties of the Three (3) Year Committeeperson.* In addition to the duties assigned by the Post Commander he/she shall serve as liaison for the Riders' Committee.

Section 15. *Duties of the Two (2) Year Committeeperson.* In addition to duties assigned by the Post Commander he/she shall serve as liaison for the Sons of The American Legion Committee.

Section 16. *Duties of the One (1) Year Committeeperson.* In addition to duties assigned by the Post Commander he/she shall serve as liaison for the Children and Youth Committee.

ARTICLE IV - POST COMMITTEES

Standing Committees. The Post Commander immediately upon taking office each year shall appoint the following Standing Committees:

- a) *Americanism Committee.* The Americanism Committee shall be responsible for promoting patriotism and good citizenship by arranging for proper observance of patriotic occasions, encouragement of patriotic and civic phases of instruction in the schools, Americanization of aliens, combating anti-American propaganda by educating the general public in American ideals through public forums and other activities for community and civic betterment. The chair of this committee reports to the First Vice Commander.
- b) *Entertainment Committee.* The Entertainment committee will be responsible for scheduling entertainment in the Social Quarters. The committee shall consist of the Second Vice Commander who will serve as Chair and who will appoint no more than three committee members who are members in good standing of the Post 10 family. Additionally, one member of the Post 10 social quarters staff may be appointed. The Social Quarters Manager shall be an ex officio member of the Entertainment Committee without voting rights.
- c) *Children and Youth Committee.* The Children and Youth Committee shall ensure that any child of a veteran in need of care and protection shall receive that service and aid. They shall organize the Legion's strength in our community in the interest of children in general and shall assist the community in the reeducation on the subject matter of juvenile delinquency and other children and youth problems. The chair of this committee reports to the one (1) year Committeeperson.

- d) *Constitution and By-laws Committee.* The Constitution and By-laws Committee shall be charged with reviewing the Post Constitution and By-laws annually to determine their adequacy and to assure that they conform to the National and Department Constitution and By-laws and Standing Rules of the American Legion. The Committee shall make a report of their findings together with any proposed amendments to the Post Executive Committee. All proposed amendments shall be referred first to this committee.
- e) *Membership Committee.* The Membership Committee shall have charge of all matters pertaining to the membership program of the Post, including the receiving of membership and dues and applications for membership, requests for transfer or requests for reinstatement. These matters shall be presented to the Post 10 membership for approval at a general membership meeting. The chair of this committee reports to the First Vice Commander.
- f) *Sons of the American Legion Committee.* The Sons of the American Legion Committee shall have supervision over the operation of [the Post's Squadron] of the Sons of the American Legion Squadron 10, Manassas, Virginia and shall act as a supervisory committee for this Squadron in connection with its organization, proper functioning, activities, recreational programs, and educational programs. Membership in the Sons of the American Legion shall be governed by such rules and regulations as may be prescribed by the National Executive Committee of The American Legion. The chair of this committee reports to the two (2) year Committeeperson.
- g) *American Legion Riders' Committee.* The American Legion Riders' Committee shall have supervision over the operation of the Riders of the American Legion Chapter 10, Manassas, Virginia and shall act as a supervisory committee for this in connection with its organization, proper functioning, activities, recreational programs, and educational programs. Membership in the American Legion Riders shall be governed by such rules and regulations as may be prescribed by the National Executive Committee of the American Legion. The chair of this committee reports to the three (3) year Committeeperson.
- h) *Ways and Means Committee.* The Ways and Means Committee shall be responsible for raising the funds necessary for the efficient operation of the Post and its programs. The Gaming Manager shall be a member of this committee. The chair of this committee reports to the Finance Officer.
- i) *Public Relations Committee.* The Public Relations Committee shall be responsible for promoting public awareness and support of the Legion's Programs and presence in the community through publicity on Post activities. The Post Commander and/or Executive Committee shall approve public relations issues.
- j) *Charitable Gaming Committee.* The Charitable Gaming Committee shall be responsible for the operation of gaming in the Post Social Quarters and Bingo as specified in the

Post's charitable gaming permit. The Gaming Manager shall be responsible for completing all reports required by charitable gaming statutes, making required fee payments, payments to registered suppliers and when required, donations to Post 10 approved charities. The Assistant Gaming Manager shall assist the Gaming Manager in the duties described above.

- i) In order to meet the State mandated Use of Proceeds, the Gaming Manager shall be authorized to make additional payments to Post 10 approved charities in amounts not to exceed those previously donated to each charity respectively. Any donations above those amounts require approval of the Executive Committee. Finance Committee.
 - ii) The Finance Committee shall consist of the Finance Officer, the 2nd Vice Commander, Quartermaster, Gaming Manager, and the Post Adjutant.
- k) *The Finance Committee* shall be charged with the preparation of an annual budget and the handling of the Post funds, however designated. The budget shall cover the period from July 1 to June 30 of the fiscal year. Each committee chair and appointed officer shall submit estimates to the Finance Committee no later than May 1. The Finance Committee shall submit the proposed budget to the May Executive Committee meeting for approval prior to presenting the budget to the Post for final approval. The Finance Committee shall have the authority to recommend any unbudgeted Post expenses that exceeds five hundred (\$500) dollars. Any expenditure over five hundred (\$500) dollars must be submitted in writing to the Finance Committee for consideration prior to its recommendation to the Executive Committee.
- l) *Auditing Committee.*
The Post Commander will appoint an auditing committee of three (3) members subject to the approval of the Executive Committee. This Committee shall, by April 15th of each year, arrange for an audit to be performed by qualified persons and said audit to be completed no later than June 30th of each year.

All committee chairs shall make reports to the Executive Committee and to the general membership.

Additional Standing Committees

Additional Standing Committees and Special committees may be established as deemed necessary by the Post Executive Committee. The Commander shall appoint and charge special committees with their specific duties at the time of their creation. Special Committees shall meet upon the call of their Chairperson. Reports shall be given upon the request of the Commander or the Executive Committee. If a special committee has not completed their assignment by the close of the administrative year, they shall continue as appointed into the new administrative year only with the approval of the incoming Executive Committee.

ARTICLE V - MEMBERSHIP

- Section 1. Eligibility to membership in this Post shall be as prescribed by the National Constitution of the American Legion. Eligibility shall not constitute acceptability and all applications for membership, including transfers from another Post or requests for reinstatements, shall require a vote by Post 10 Legionnaires in good standing.
- Section 2. Voting on applications for membership shall be conducted at the general membership meeting. If two thirds or more of the Post 10 Legionnaires in good standing present cast their vote against acceptance of said application, then such application shall be recorded as rejected.
- Section 3. If accepted the First Vice Commander shall notify the applicant, unless the applicant is present at the meeting, of acceptance into membership and instruct the applicant when to appear for initiation. If in attendance, the candidate may be initiated at the same time. If rejected, the First Vice Commander shall notify the applicant, return the dues, and inform the applicant that they may be reconsidered in six (6) months from the date of rejection.
- Section 4. New Members. Application for membership for new members shall be in writing on the prescribed form required by National. The application must be accompanied by at least one (1) year's paid dues and may be voted upon at the same meeting as its presentation to the membership provided eligibility has been established. New members must appear in person at a general membership meeting to receive their membership card and orientation if they reside within 50 miles of Post 10. Applicants living over 50 miles from Post 10 if unable to appear in person at a general membership meeting will be mailed their membership card. Applicants who are found ineligible shall be informed by the First Vice Commander.
- Section 5. Transfers. A member wishing to transfer their membership from another Post into this Post shall present their current membership card and shall complete the application for transfer as prescribed by National. Transferees must appear in person at a general membership meeting to receive their Post 10 membership card and orientation if they reside within 50 miles of Post 10. Transferees living over 50 miles from Post 10, if unable to appear in person at a general membership meeting, will be mailed their Post 10 membership card.
- a. If the membership card is for the current membership year, no dues shall be required. No dues shall be transferred from one Post to another. Upon acceptance into the Post in accordance with Section 2 of this article, the transferee shall be entitled to all rights and benefits of membership including that of voting in this Post. If rejected, the applicant shall be notified in accordance *with* Section 3 of this article.

- b. If the membership card is for the last membership year, but application is made before March 31 of the current year, the transfer request must be accompanied by one- (1) year's dues. If applying after April 1 of the current membership year, the applicant must be reinstated and said application for transfer must be accompanied by the current year's dues.

Section 6. Reinstatements. Requests for reinstatement must be accompanied by dues for the current membership year and the prior year's dues.

Section 7. There shall be no form or class of membership except an active membership as herein provided.

ARTICLE VI - DUES

Section 1. Dues in the American Legion shall be paid annually. The Legion year shall be from *January 1 to December 31*. Dues shall be paid in advance.

Section 2. Annual dues of this Post shall be payable on January 1 of each year for the next ensuing calendar year and shall include Department and National per capita. Any member paying annual dues on or before November 11 of the preceding membership year shall be classified as an "early bird" and such will be noted on their membership card.

Section 3. Annual dues shall not be less than the dues paid to National and Department. Any increase above that amount shall be established by the Executive Committee and approved by the Post membership.

Section 4. Any member failing to pay their annual dues by January 1st shall be classified as unpaid. If the member's dues are paid on or before February 1st, the member shall be automatically reinstated. If the member is still unpaid after February 1st, the member shall be suspended from all Post 10 privileges. If the member is still under such suspension on June 1st of such year, their membership in the American Legion shall be forfeited. A member so suspended or whose membership has been so forfeited may be reinstated to active membership in good standing by vote of the Post membership and payment of current dues for the year in which the reinstatement occurs; however, the Post, may waive the provision hereof, upon payment of the dues for the year in which reinstatement occurs, with reference to former members who have been prevented from the payment of dues by reason of active duty military service (proper documentation shall be provided).

Section 5. The Post shall transmit all Department and National capital dues to Department Headquarters and the Post shall pay District dues for all Post members.

ARTICLE VII - MEETINGS

- Section 1. General membership meetings of this Post shall be held on the third Saturday of each month and shall be called to order promptly at 10:00 AM.
- Section 2. When a legal holiday occurs on any meeting day, or when a meeting must be canceled due to other circumstances, the Post Commander may arrange to hold the meeting on another day and shall see that the membership is so advised.
- Section 3. Special meetings of the Post may be called by the Post Commander, or by a majority of the Executive Committee with the Post 10 members being notified of the same.
- Section 4. A quorum is defined as 15 Post 10 Legionnaires in good standing in attendance at any General Membership meeting of this Post.
- Section 5. All meetings shall be conducted in conformity with the latest versions of the American Legion Officer's Guide, Manual of Ceremonies and Roberts Rules of Order Newly Revised.

ARTICLE VIII - VISITORS AND GUESTS

- Section 1. Any member of any American Legion Post in good standing may visit a Post meeting. The Sergeant-at-Arms shall examine the member's card and ascertain whether they are entitled to a seat.
- Section 2. An official guest of the Post may address the membership within the framework for which they were invited. No visiting member of another Post shall have the right to vote in this Post but may be allowed to address the membership by a majority vote of those members present. The visiting member shall not speak for or against any motion, nomination, or election of officers.
- Section 3. All visitors must abide by the Post 10 Constitution and By-laws and the Post 10 Social Quarters rules.
- Section 4. Any non-member may visit the Post as a guest of a Post member in good standing, who shall be referred to as the sponsor, within the limitation of the Virginia ABC laws. The sponsor will be responsible for ensuring that all guests conduct themselves in accordance with the Post 10 House rules. The applicable ABC rules regarding guests shall be posted in the Post Social Quarters.

ARTICLE IX - NOMINATION, ELECTION, AND INSTALLATION

- Section 1. A Nominating Committee consisting of three (3) Legionnaires who are not running for office shall be appointed by the Post membership at the regular February meeting. The Commander should not appoint the Nominating Committee nor be a member thereof.
- Section 2. The Nominating Committee shall elect its own chair and shall meet as necessary. The Nominating Committee shall present a "slate" of officers who are Post 10 Legionnaires in good standing at the April general membership meeting.
- Section 3. The floor shall be open for nominations at the April general membership meeting. Any nominated Post 10 Legionnaire in good standing must be present or shall have given written assurance that they will serve if elected should extenuating circumstances prevent them from being present.
- Section 4. Annual elections shall be in order at the May general membership meeting. Voting shall be open to Post 10 Legionnaires in good standing, in person and by official written ballot prepared by the Nominating Committee at the May general membership meeting. If there is only one nominee for a position, then one vote will be cast by a Post 10 Legionnaire in good standing for that nominee so that the nominee will be deemed to be elected.
- Section 5. The Commander shall name three (3) Post 10 Legionnaires who are not running for office to serve as a judge and two (2) tellers. They shall distribute the ballots to Post 10 Legionnaires in good standing present at the meeting. They shall collect and tally the ballots and report the results at the meeting. The Chair shall declare the winning candidates as elected. Candidates receiving the most votes are elected to that position.
- Section 6. Installation of Officers shall be held at the general membership meeting in June or at the Post Commander's discretion.
- Section 7. To ensure a smooth transition the respective outgoing officer will contact his/her incoming officer and apprise the newly elected officer of any relevant matters to include, but not exclusive of, open matters, budget, etc.
- Section 8. The newly installed officers shall take office at the first Executive Committee meeting in July.

ARTICLE X - DELEGATES

- Section 1. Delegates and Alternates to the District and Department conventions shall be appointed by the Post Executive Committee. Expenditures to offset

expenses incurred by the delegates attending said convention shall be delineated in the annual budget.

- Section 2. The Chair of the Post delegation shall make a report to the Post Executive Committee meeting and general membership of the Post within 30 days of the conventions.

ARTICLE XI - AMERICAN LEGION AUXILIARY

This Post recognizes an auxiliary organization to be known as American Legion Auxiliary Unit 10, Manassas, Virginia. The Auxiliary Unit attached to this Post shall bear the Post's name as chartered by the National organization of the American Legion Auxiliary.

ARTICLE XII - MISCELLANEOUS

- Section 1. The selling of any kind of raffle ticket or other matters not pertaining to the American Legion activities shall not be permitted at any meeting or social affair of this Post.
- Section 2. Immediately upon learning of the death of a member of this Post, the Commander or Chaplain shall notify the membership of the death of one of their comrades stating the time and place of the funeral and any other pertinent information.

ARTICLE XIII - RESOLUTIONS

- Section 1. All resolutions of Department or National scope presented to this Post by a member or reported to this Post by a committee shall be subsequently approved and adopted by the Post.
- Section 2. A copy of all resolutions of the Department or National scope adopted by this Post shall be forwarded to the Department headquarters for approval prior to any action taken.

ARTICLE XIV - EXPULSION, SUSPENSION

Members may be suspended or expelled according to the National Constitution and By-laws.

ARTICLE XV - LIMITATIONS OF LIABILITIES

The Post shall not incur or cause to be incurred any liability or obligation which will cause a liability to be incurred by any other Post, sub-division group, members of the American Legion, or other individuals, corporations, or organizations.