

George C. Evans Post 103

PO Box 281
Littleton CO, 80160



POLICIES AND STANDARD GUIDELINES FOR OPERATION OF GEORGE C. EVANS, POST 103, THE AMERICAN LEGION, DEPARTMENT OF COLORADO

These Post Policies and Standards are guides for efficient operation and also serve as a learning aid for new members who join. Should any of these Policies and Standards become outdated, The Post Executive Committee will review and make the necessary changes as they arise.

GENERAL MEMBERSHIP MEETINGS:

General membership meetings shall be held at the Douglas H. Buck Community Recreation Center located at 2004 W. Powers Avenue on the first Wednesday of every month except August at 7:00 pm. The meeting date may change if the date for the meeting is a holiday and members will be notified at the preceding monthly meeting and/or by the newsletter. A quorum for any general membership meeting is 25 members.

A special membership meeting may be called by the Commander, majority of the Executive Committee or upon written request of 15 members to the Executive Committee. The request should state the reason for the meeting and the meeting shall be scheduled as soon as possible. An email notice will be sent to members identifying the date, time and purpose of the meeting.

Officer dress requirements for General Membership Meetings should be Legion Uniform Cap, White Shirt w/lapel pins/patches, Blue Legion Tie, "Yellow Tie for special occasions", or Legion Bolo Tie, Blue Blazer w/Name Tag, Grey Slacks, Black Socks, Black Shoes. Because of the hot weather, officer dress requirements for membership meetings in June and September will be, Legion Uniform Cap, Legion Polo Shirt, Grey Slacks or colored Shorts w/Casual Shoes, Loafers, etc.

EXECUTIVE COMMITTEE MEETING:

Executive Committee Meetings will be the Monday preceding the general membership meeting. It will be held at the Douglas H. Buck Community Recreation Center beginning at a time designated by the Commander. If that Monday is a holiday, the Commander may select an alternate date for the meeting or may decide to conduct business telephonically or via email.

All Officers and three Program Managers shall sit as voting members of the Executive Committee. The three designated Program Managers to sit on the Board are the All Veterans Honor Guard, Bingo, and American Legion Baseball. Regardless of the number of offices or programs an individual may represent, that member cast only one vote at the Executive Committee Meeting.

There are no dress requirements for Executive Committee Meetings throughout the year.

OFFICER NOMINATIONS/ELECTION

The Commander will identify an individual to serve as a Nominating Chairman in March to begin the process of identifying candidates for nomination to election for all Post Officers positions which are installed at the July membership meeting. The Nominating Chairman can act on his/her own or establish a Nominating Committee to assist in this effort. Every Post member in good standing (paid up membership) is eligible to run for any office of this Post. At the May meeting the Chairman will announce the known candidates by office and request additional members be nominated to run for offices.

Post elections are held at the June membership meeting and candidates may be nominated from the floor for any Post Office. The candidate receiving the majority vote will be sworn into office at the July installation ceremony and immediately begin filling his/her office at that meeting.

Should no candidate run for an office or an office becomes vacant, the new Commander shall appoint a member to that office subject to two-thirds approval of the Executive Committee. Until such time as a vacant position is filled, the Commander may request other Committee members to help fulfill the duties of that office. All officers approved to fill a vacancy shall take the Oath of Office at the General Membership Meeting immediately following their appointment and approval by the Executive Committee.

The Post By-Laws recognize that there are several officer positions such as Service Officer, Adjutant and Finance Officer that require training and expertise and these positions may be filled by the same individual for multiple terms.

To maintain a continuous flow of qualified Commanders to manage the Post, it is anticipated that the current Commander will be succeeded by the 1st Vice Commander and the 1st Vice Commander by the 2nd Vice Commander. Thus the incoming Commander will have as a minimum two years of experience in a leadership role. All officer positions are subject to approval of the membership by voting and while succession is anticipated it is not automatic. It does not preclude anyone from being nominated and voted into any officer position.

PROGRAM MANAGERS:

Program managers are generally identified for the following Legion programs; All Veterans Honor Guard (AVHG), American Legion Baseball, Bingo, Boys State and Oratorical but others may be identified. Program managers should undergo training in their program, attend Department meetings and events and represent the Post to the Department and the community. These are intended to be long term positions that span multiple years. The AVHG Program Manager shall be referred to as Commander of the AVHG.

Program Manager shall be a member in good standing, appointed by the Commander and approved by a majority of the Post Officers. Each year the incoming Officers will reappoint the Program Managers who are willing and able to perform the duties of their program.

TRAINING:

It is essential for the effective operations of the Post that the Officers and Program Managers receive the training necessary to fulfill their responsibilities. Accordingly, it is anticipated that Officers and Program Managers will attend the training that the Department provides.

When training requires travel out of the area, hotel and certain meal expenses, the reimbursement guidance in the "CONVENTION BUSINESS" section below will also apply to training.

NEWSLETTER:

Except August, the newsletter will be developed the weekend following the general membership meeting and will be emailed to all members with that capability. No newsletter will be published in August. It is the members' responsibility to get their email address to the Adjutant so they may receive the newsletter. The newsletter will also be available on the Post webpage at www.legionpost103.org. Hardcopy newsletters can be mailed to those members who contact the Adjutant to request one.

Excluding the Sergeant-at-Arms, Judge Advocate and Historian, Officers are expected to submit information for inclusion in the newsletter. The Historian will provide the minutes of the meeting to the Adjutant for incorporation into the newsletter.

WEBPAGE (www.legionpost103.org):

The Adjutant shall coordinate the maintenance and update of the Post webpage which shall include the current Post Constitution, By-Laws and Policies and Standards, newsletter, a list of Officer and an email link to each of them and a monthly calendar of events.

BOYS STATE:

Post 103 will make every effort to sponsor as many applicants to Boys State as fulfill Post interview requirements.

The success of the Boys State program is very important to Post 103. We believe working with Department will ensure that the program grows under our sponsorship without jeopardizing other activities the Post currently funds. Any qualified boys not able to be funded by the Post will be submitted to the Colorado Program Manager for possible funding by another source.

Our mission is one of growing our young men into the most successful citizens they can be, so they in turn will pass on to others, what they learned through participation in the Boys State Program.

ORATORICAL:

Post 103 will work within Department Guidelines, Providing previous school contacts and other organizations such as Boy Scouts, with information and requirements to make them aware of the positive experiences young men and women will gain by competing in oratorical programs.

BASEBALL:

Post 103 will sponsor as many teams as possible within a yearly established budget, keeping in line with what other Colorado American Legion Post's are funding.

- a. A Team Expense Summary Report is required to be submitted to the Post Executive Committee NLT, September of current year. The report will be reviewed by the Executive Committee, and once approved will be filed and maintained by the Post Finance Officer.

- b. Any request for additional discretionary funding will be reviewed and passed or rejected by the Committee. All requests will be in writing and documentation provided, explaining need.
- c. All sponsored teams will include on their uniform, "at their expense", a Logo and/or lettering, identifying them as being sponsored by George C. Evans, Post 103, Littleton, CO.
- d. A Post Banner or sign shall be in prominent display at each Post sponsored game. The banner will be purchased by Post 103. Displaying, care and maintenance/cleaning, will be team responsibility.

ADJUTANT:

All Post 103 purchases such as legion caps, flags, banners, plaques etc. will be made through the Adjutant. AVHG purchases will be made through the AVHG Commander.

- a. A Credit Card will be issued to the Adjutant and AVHG Commander for the purpose of accurate bookkeeping on all credit card charges. Receipts of purchases will be marked with the appropriate Post Account Code and submitted to the Post Finance Officer and/or to the Bingo Manager in accordance with the Finance procedures below.
- b. *Excluding* the items listed above or specifically approved in the Post Budget, the executive Committee must approve by motion and affirmative vote, all purchases greater than \$100.00.
- c. Committee Members are authorized to purchase items under \$100.00 that will make their position within the Post more efficient, but caution as to cost control should be exercised when making purchases.

FINANCE:

All receipts submitted for reimbursement on purchases for Post 103 must contain the name of Post member, along with documentation of item description and account code being assessed, from Post Finance Officer's Budget and/or Bingo Manager's Budget.

- a. Post 103's Finance Officer will issue a Monthly Statement listing all aspects of Income, Expenditures, and Net Worth. This report should be reviewed by all Committee Members at time of the Executive Committee Meeting. The Bingo Manager will also issue an expense statement covering the same periods and provide it to the Executive Committee. Monthly, the Finance Officer will record all Post income and expenses in accordance with the established Account Codes, reconcile the checking account statement and prepare a summary report on the status of the Post accounts.
- b. By the beginning of each Calendar Year, a new Post Budget should be developed and approved by the Board and Membership to include Post, Bingo and Grant income and expenses for the coming year. As soon as practical, after Installation, Board Members should review the Post Budget to determine if any changes need to be considered for the remainder of the fiscal year.
- c. Programs, activities or purchases specifically approved in the Post Budget do not need further approval unless there are changes to the scope or additional funds up to **\$500.00**. The Membership must approve all other changes. All new programs and additional funding must be put in the form of a written motion (see Attachment A), approved by a vote of the Board/Membership and recorded in the minutes to include funding from the Post or Bingo. All Bingo expenses must be in accordance with the terms of the Annual Post Bingo License Renewal Application.

d. The credit card statement will be split between the Post and Bingo expenses. Separate Post and Bingo checks will be prepared to cover the applicable expenses and mailed together to the credit card company.

CONVENTION BUSINESS:

Lodging, travel and meals will be paid for elected delegates, Post Officers, the Auxiliary Unit President and Sons of the American Legion Squadron Commander.

Lodging shall be reimbursed for up to the full cost of the room including taxes and fees at the facility(ies) chosen for convention purposes by the Department. A receipt for the room must be provided.

Travel will be paid by the Post at the current rate implemented by the IRS for "VOLUNTEER" work, from the Post Members address, to and from Convention. "WHERE POSSIBLE" every effort should be made to share transportation with other Post Delegates to maintain the lowest Convention costs possible.

Meals will only be paid by the Post where, each Delegate is required to attend a breakfast, lunch or dinner meeting at Convention.

Any Officers and or Delegates serving in other Legion capacities, such as, Department or other organizations, controlled by Department who are obligated to represent, and are reimbursed by such entities, will not be reimbursed by the Post.

BUSINESS CARD:

Any Board Member wanting a business card will pay out of pocket for the card. Post 103 will not cover business card or stationary expenses.

DONATIONS/CONTRIBUTIONS:

All Post 103 donations not specifically indentified in the Post Budget will be made by Email, or Board or Membership voice vote.

a. Email motions will be made by Committee Members with dollar amount suggested, discussion will be heard then a vote will be taken. The same will apply on the floor. All such donations shall be in the form of a written motion (see Attachment A), approved by a vote of the Executive Committee/Membership and recorded in the minutes to include the funding from the Post or Bingo.

b. When an active member, or his/her immediate family member passes, a donation of flowers or a special request to donate to a Foundation should not exceed \$50.00.

MEMBER INITIATION:

After validation of eligibility for Legion membership by the Adjutant, each new member coming into our Post will receive, 1 Certificate of Initiation, 1 American Flag Lapel pin, 1 Service Era pin, 1 American Legion pin. In addition, each new member will receive a copy of our Post Policies and Standard Guidelines. After attending 4 general meetings in a row, each new member will receive 1 Credit Card size Plastic Name Tag.

a. Every member new and old is encouraged to purchase a Legion Cap with our Post 103 number, to wear at our meetings and other Legion functions.

b. Any member wishing to purchase American Legion paraphernalia other than what is provided at initiation, will do so at own expense through Emblem Sales or the Post Adjutant.

POST CERTIFICATES:

Every effort will be made to ensure, each Post Member's closest relative receives a "Post Everlasting" certificate of the member who has passed.

An appropriate Post certificate, including embossed seal should be issued to any school or organization when Post 103 is asked to participate in their ceremonies.

Certificates of Appreciation and Initiation Certificates will be prepared as requested by the Board or Commander.

AVHG PURCHASES:

All purchases pertaining to supplies needed for rifle cleaning, and uniforms, coats, gloves, will be the sole responsibility of the AVHG Commander.

When the Team is assigned multiple services, and those services span the normal Lunch Hour, the Commander is authorized to provide lunch at Post expense.

AVHG AND OTHER DONATIONS TO THE POST:

It is suggested that the AVHG Commander, prepare a form letter or send a "Thank You" note to any family making a donation to the AVHG, and also informing them that their donation is "Tax Deductible". Similarly, "Thank You" notes will be prepared by the applicable Officer when the Post receives other donations.

AVHG RIFLES:

As soon as practical, after Installation of the new Post Commander, an inventory of rifles should be conducted by the Post Commander and Commander of the AVHG. A list of the dates of inventory shall be stored in the weapon's safe. A list of the dates of inventory along with the signatures of both Commanders shall be stored in the weapons safe.

AVHG HEALTH REQUIREMENTS:

All personnel in consideration of becoming an AVHG Member or AVHG Commander should be in good physical health, so as not to prevent him/her from standing for extended periods, in all seasons of weather. The AVHG must project and maintain a most professional image at all times while in performance of burial services.

AVHG DRESS REQUIREMENTS:

The Commander of the AVHG will make final decisions for Uniform of the Day, based upon weather for each particular ceremony.

SUMMER, June 1 to September 30

Hat, Overseas Grey Cap, **Ascot**, Grey for funerals, Gold for special Occasions, **Shirt**, Clean White Shirt with supplied AVHG Patches, **Shoulder Cord**, Black for funerals, Gold for Special Occasions. **Name Tag**, Worn on the Left Side of Shirt, **Patches**, US Flag on Left Sleeve at Shoulder, American Legion Honor Guard Patch on Left Sleeve Below US Flag, AVHG Patch on Right Sleeve at Shoulder, American Legion Patches on Left and Right Collar. **Pants**, Grey "Dockers" Type or Grey Slacks, **Belt**, Black with AVHG Buckle, **Socks**, Black, **Shoes**, Black, **Rain Gear**, If chance of rain in forecast.

When the weather cools, bring appropriate jackets to service.

October 1 to May 31

Bring your Blue Blazer in the event the temperature is 50-60 degrees.

- a. Bring Heavy Coat for Severe Cold Weather.
- b. Wear Warm Boots if Needed.
- c. Warm Scarf, Sweater Vest and Gloves for Severe Conditions.
- d. Bring Mid-weight Jacket for in-between Temperatures.

As stated in the beginning of this section, "Our mission is to project the most professional image possible, when serving our fallen Veterans". These Standards help to address the needs of the families during the loss of their loved ones at our Post 103, AVHG Services.

Anyone not meeting the above requirements, will be asked by the AVHG Commander, to Not participate, in that funeral service or ceremony.

POST AND BINGO EXPENSE ACCOUNT CODE NUMBERS AND CODE DESCRIPTIONS:

Membership

1 National and Department Dues

The Post pays the National and Department portion of the dues for those members who join or renew through the Post.

2 SAL Dues

SAL now pays their own dues.

Post Operating Expenses

3 American Legion Training

The Post pays for all American Legion training fees of officer and members where the training is desired for Post purposes. Bingo will pay travel expenses related to training.

4 Conventions

Bingo pays all authorized expenses for the Mid-Year and Annual Conventions including Delegate fees.

5 Fundraisers

The Post pays all expenses related to fund raising activities other than Bingo.

6 Income Tax

Bingo pays expenses of tax programs, preparing and copying applicable forms and documents to the IRS as required.

7 Initiation/Nametags

The Post pays expenses for pins and handouts that are provided to new members as well as nametags for members and officers.

8 Liability Insurance

Bingo pays for liability insurance for the Post and Bingo operations.

9 Meeting Expenses

Post pays for the refreshments for Post meetings or other expenses to maintain meeting room presentation.

10 Membership Recognition

Post pays this expense which covers certificates, medals and plaques recognizing members' accomplishments.

11 Membership Recruitment

Bingo pays this expense for publication of any brochures, Tri-folds, and other expenses related to membership recruiting activities.

12 Office Supplies/Postage/Bank Fees

The Post pays for copying, office supplies, embossing material, postage and similar day-to-day expenses necessary to conduct Post business.

13 Post Banquet

Bingo pays for the participants and guests to the Banquet and funds the cost of printing programs, name tags, and some of the door prizes.

13a Post Breakfast

Bingo pays the Elks Lodge @ \$8.00 per participants at the breakfast. This is a partial wash item since there is an income account for this item @ \$5.00 per participant.

14 Post Picnic

Post pays for the cost of Park Permit, food and supplies for the Post picnic.

15 Post Telephone

Post pays to set up and maintain a Post telephone line at the Adjutant's home.

16 Post Webpage

Post pays costs to establish and maintain the Post Webpage.

17 Storage Unit Rental

Bingo pays for the rental of the Post storage unit.

Post Program Expenses

18 AVHG Expenses

Post pays all expenses for lunches, AVHG picnics and Bingo Pays for uniform apparel, patches, and supplies to clean rifles.

19 Boys State

Bingo covers the fees to sponsor participants to Boys State or related donations or costs.

20 Contributions (Memoriams)

Bingo pays these expenses in accordance with the Post Budget. The Budget includes references to specific contributions such as Special Olympics, MDA, etc. Memoriams will be approved by the motion process.

21 Flags/Banners/Saluting America

The Post pays for the purchase of new flags for formal display at the Littleton WWII Memorial and the Buck Recreation Center plus other flags presented to schools, businesses or community organizations and for Blue Star Banners. Supports patriotism and honor with local area schools and community organizations especially on Veterans Day and other patriotic holidays. Bingo pays for the Post flag, new flag poles and stands.

22 Girls State

Not Applicable

23 Legion Baseball

Bingo pays for Legion Baseball expenses.

24 Oratorical Contest

Bingo pays for the sponsorship fee of participants at the Department Oratorical Contest and if the Post has its own competition it would include scholarship amounts awarded to the winner(s).

25 Patriotic Holidays

Bingo pays expenses for Memorial Day, Flag Day, Patriots Day, and Veterans Day.

26 Veterans/Family Aid

Bingo pays this expense to assist the Post Service Officer in meeting needs of veteran and/or their family especially during the period the tobacco grant funds are not available.

27 Western Welcome Week Parade

Bingo pays the entry fee to the parade plus any cost of membership booth rental and any incidental expenses to assist participants.

28 Youth Rifle Program

Bingo pays for the expenses of this program.

29 Post Scholarship

Bingo funds a scholarship for Arapahoe High School student in the name of Claire Davis and Children of Veterans Scholarships.

30 Holiday Project

Bingo pays expenses for a holiday project to be determined during November/December to aid veterans/families or others in need.

30a Veterans Transportation Assistance Bingo pays for assistance with transporting veterans to VA Medical Center.

Pass Through Programs

31 Legion Hats/Caps/Emblem

The Post pays for these items ordered from Emblem Sales for members. The Post is subsequently reimbursed by members for these items which offsets the expense.

32 Meals On Wheels

Post provides donations to Meals on Wheels based on income received from the 50-50 drawing at monthly meetings.

Other Expenses

34 Other Unplanned Expenses

These are new items that are approved by a motion and are not covered elsewhere in the Budget. The Post or Bingo could pay these expenses in accordance with the approved motion.

Grant Expenses

Grant funds pay for assistance to veterans and their families that are approved by the Post and County Service Officer. This is a State approved grant to the Post using tobacco funds received by the State. No Post or Bingo funds are involved.

Attachment A

**American Legion
George C. Evans Post 103
Littleton, Colorado**

Motion Form

Meeting: _____ Executive Committee _____ General Membership

Maker of Motion _____ Date _____

Seconded by _____

Motion (specify description and proposed funding amount)

Source of Funds _____ Post _____ Bingo

Disposition of motion _____ Passed _____ Defeated _____ Tabled

_____ Amended as follows: (Continue on back if necessary)