



Member Handbook  
For  
The Los Angeles Sheriff's  
Star Post 309

Los Angeles, CA

# Star Post 309 Handbook

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1919 - 2019  
THE AMERICAN LEGION  
*Centennial celebration*

This Member Handbook is intended as a guide to assist Star Post members, especially newly initiated members, with understanding their Post. The American Legion Constitution and the Star Post By-Laws are the superseding authority for Post governance, and shall be the ultimate guide should there be a conflict or section in this Handbook in need of revision. This Handbook is the property of Star Post 309. Any duplication or dissemination of this Handbook, or portions thereof, is prohibited without express written permission to the Post Commander for Star Post 309.

## Star Post 309 Handbook

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### LOS ANGELES SHERIFF'S STAR POST NO. 309, INC.

Welcome and congratulations on your membership in The American Legion and the Los Angeles Sheriff's Star Post 309. You now belong to our Legion family of over 4 million members! The American Legion is a powerful force in our nation. We hope your involvement will be a rewarding experience.

The American Legion began in 1919. It is the nation's largest and most influential veterans service organization. All our American Legion Family, from The American Legion, American Legion Auxiliary, Sons of the American Legion and our American Legion Riders work together as patriotic Americans to serve America and her veterans.

Since our very first meeting in Paris, France, The American Legion has maintained a vision for a Strong America. Our four pillars of service are: Veteran Affairs & Rehabilitation, National Security, Americanism, and Children & Youth.

To the extent you are able, we hope you find ways to contribute to the proud future of Star Post. Star Post's future will be defined in our service to our veterans, their families, our local communities, state and our great Nation. The future of our Post will be stronger and more rewarding because of your involvement.

As you become more involved in Star Post, you may have questions about The American Legion and Star Post 309. Just bring your questions to a Post officer, and we will do our best to help you. We are devoted to "Mutual Helpfulness."



### POST MEETINGS

- Member Meetings: Dates and times vary due to schedules
- Website: [www.starpost309.com](http://www.starpost309.com)
- Social Media: Facebook, Instagram, and Twitter @starpost309



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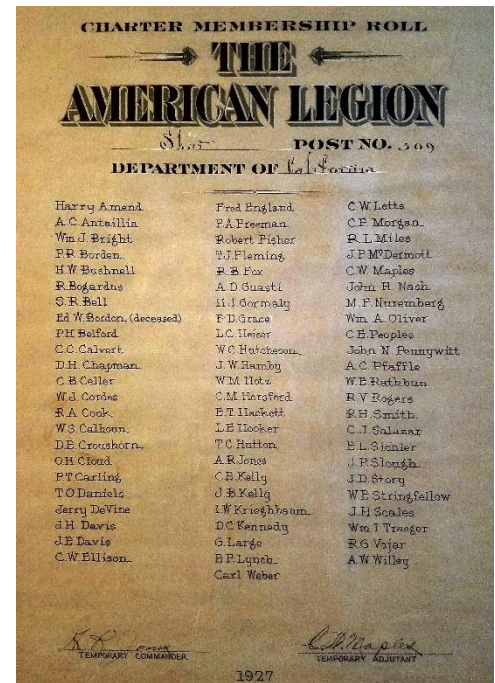
## A SHORT HISTORY

Star Post 309 received its temporary charter on December 6, 1927. Seventy military veterans from World War I, who were deputies of the Los Angeles County Sheriff's Department, were emboldened by the formation of The American Legion just eight years earlier. Throughout the years, the number of members in the Post has fluctuated. However, by mid-2021, we have over 710 members making us one of the larger Posts in California.

Star Post 309 is considered a specialty Post.

Membership in the Star Post is open to all qualifying veterans or active reservists who are associated with the Sheriff's Department. This includes sworn deputies, reserve deputies,

professional and civilian staff, retired personnel, and LASD volunteers. Military veterans who are related (father, mother, child, or sibling) to Sheriff's personnel also qualify for membership provided they are eligible for membership in The American Legion.



## LEGION UNIFORM - What is the official uniform of The American Legion?

*"A Legionnaire is in uniform if wearing an official American Legion Cap."*



Legionnaires seen in uniform doing the good work of The American Legion creates a positive image. This helps our community "see" The American Legion as an organization they want to support. It is a very important element of our public relations and marketing efforts. Visit the official store of The American Legion, Flag and Emblem, at <https://emblem.legion.org> to order your Legion cap. All Post Officers are required to possess a Legion cap when representing Star Post 309 at official meetings and Legion functions.



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## LEGION LANGUAGE AND PROTOCOLS

New Legionnaires often find the following information helpful:

- **MEETING CONDUCT.** Robert's Rules of Order, Newly Revised, governs the conduct of Post meetings. Meetings serve for the Post to conduct business in a transparent manner. The minutes are recorded and distributed to all members wishing to view them. They're also a great way for old friends to get together in comradeship.
- **CEREMONY DIGNITY.** The ceremonial services of The American Legion are conducted with the solemnity befitting the dignity of this great organization. When entering or exiting a meeting room, all Legionnaires shall render a hand salute to the Colors. All others will place their right hand over their heart.
- **POW/MIA EMPTY CHAIR.** "A POW/MIA empty chair is placed at all official meetings of The American Legion as a physical symbol of the thousands of American POW/MIAs still unaccounted for from all wars and conflicts involving the United States of America." This is a very solemn ceremony within the opening and closing rituals of the Post meeting. Nothing should pass the threshold of the POW/MIA Empty Chair.
- **GAVEL.** A Chair's gavel is a symbol of authority & ensures orderly meetings.
  - One tap is a message to the members:
    - \* To be seated following the opening ceremony
    - \* The completion of a business item, or
    - \* Following the announcement of adjournment
  - Two taps of the gavel call the meeting to order.
  - Three taps of the gavel are the signal for members to stand on the third tap.
  - A series of sharp taps is used to restore order at a meeting.
- **SILENT TRIBUTE.** Legionnaires standing in silent tribute in memory of departed comrades during meetings or ceremonies will face the U.S. Flag with Legion cap or hand held over their heart. The Legion cap is also removed during the opening and closing meeting prayer, observance of the POW/MIA ceremony, and during the Pledge of Allegiance.
- **THE HAND CLAP.** This long held Legion tradition is a slow and rhythmic clapping of hands, much like the slow beat of a drum. The hand clap is used to welcome new members and guests when they are brought forward to be introduced and when leaving the lectern. This demonstrates respect for the individual being recognized.
- **PUFL** stands for Paid-Up-For-Life membership.
- **TRANSFERRED TO POST EVERLASTING** - refers to a Legionnaire who has died and transferred to the Post Everlasting.
- Other observances at the meeting include reciting of the Preamble to the American Legion Constitution, saluting the US flag upon entering and exiting a meeting hall, not crossing the threshold of the POW/MIA table and/or chair, and being respectful of all present by silencing electronic devices, and speaking one person at a time.



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### OUR AMERICAN LEGION FAMILY

Our American Legion, as the parent organization, has three units in the Legion family. They are:



### AMERICAN LEGION AUXILIARY (ALA) UNIT

Founded in 1919, the American Legion Auxiliary is the oldest member of the Legion Family of units and the most independent. The Auxiliary is a separate organization with their own legal and corporate identity. Every Spring the Auxiliary promotes the red poppy as a symbol of the sacrifices our military have made, a symbol to open people's hearts and inspire them to donate to this important fundraising program.



In April 2019, the Star Post moved forward with the formation of its own Auxiliary unit. Spouses (male and female), mothers, step-mothers, sisters, and daughters of American Legion members or veterans who served honorably and have since passed away, are eligible for membership. Star Unit 309 boasts the first male spouse in California to be a founding member of an Auxiliary unit. Female veterans and female Legionnaires are also eligible to be members.



### OTHER POST PROGRAMS

The American Legion offers many outstanding programs that serve our community, veterans and youth. The Sons of the American Legion and American Legion Riders are both programs that operate as subordinate units with their own leadership.

### SONS OF THE AMERICAN LEGION (SAL) SQUADRON

Founded in 1932, Sons of The American Legion (SAL) squadron consists of boys and men of all ages whose grandparents or parents served in the U.S. Armed Forces.



### AMERICAN LEGION RIDERS (ALR) CHAPTER

The American Legion Riders (ALR) are Legionnaires, who are also motorcycle enthusiasts. They all belong to the Legion, the Legion Auxiliary or the Sons of the American Legion. Legion Riders are well known for their charitable work.



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### TRAINING <https://www.legion.org/training>

Effective training is important to the success of our Legion. Quality training improves our ability to succeed by improving member involvement and operational performance. Training also helps teach organizational values and identify future post leaders. Conversely, the lack of effective training can lead to losing our focus on success and can limit our operational performance.



All Star Post Officers and Committee Chairs are expected to complete the free online “**Basic Training**” course by the end of their first month in office.

Many who accept leadership roles in The American Legion are often self-motivated by a desire to serve others and seek out training because they want to become stronger, better-informed leaders. Here are a few currently available training vehicles, most Legionnaires find helpful.

- “**THIS IS THE AMERICAN LEGION**” - is an excellent short video every member of our Legion Family should watch. This video is available on YouTube, at: <https://www.youtube.com/watch?v=qfIQaYvsB8c>
- **BASIC TRAINING** - is the new official training program of The American Legion for officers and members. To take the course, visit <https://www.legion.org/alei>
- **LEGION COLLEGE** - The American Legion National College enhances knowledge and appreciation of The American Legion. It teaches the core values and contributions of the organization, its Auxiliary, Sons of the American Legion and many subordinate programs.



**Please take a moment to visit the links below. They offer very important information with regard to Legion functions, meetings, governance, and ritual.**

- **LEGION PUBLICATIONS** - Legion publications are an excellent training resource for those who are self-motivated. The Publications page of The American Legion web site is a good place to find most of them. Here are a few key publications many find helpful. (<https://www.legion.org/publications>)
  - [Officer's Guide and Manual of Ceremonies](#)
  - [Post Operations Manual and Post Building Guide](#)
  - [The American Legion Positions and Programs](#)
  - [The American Legion Membership Public Relations Guide](#)
  - [Why You Should Belong](#)



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### MEMBER INFORMATION (MYLEGION.ORG)

Accurate and up-to-date member information is important for any organization. We are very fortunate in The American Legion that **every member** can take an active role in keeping their information accurate and up-to-date, using the myLegion.org members-only web portal.



This requires a Member Account be established in MyLegion.org. To establish your member account, visit MYLEGION.ORG to set up your account. You will need your membership number which is included on your membership card.

Once your personal Member Account is established in MyLegion.org, select the "MY PROFILE" option to update your information or print a copy of your membership card.

In addition to updating your personal profile information you can also:

- Subscribe to electronic newsletters
- View past editions of the Legion Magazine
- Make donations in the "Giving Made Easy" option
- Find out about special offers available to Legionnaires, and
- Select dues renewal options



In the dues Renewal Options, we highly recommend the automatic payment option for annual dues. It is an easy and smart way to keep your dues current.



*I want to setup automatic payments for future annual membership renewals.*





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## POST GOVERNANCE

### OUR POST BY-LAWS STATE,

*“The administration, governance and management of this Post is entrusted to the Executive Committee.”*

Good post governance is an essential duty of post leaders and it includes a variety of elements. It is realized in the long-term success of our post.



**Executive Committee** - the administration, governance and management of Our Post is entrusted to the Executive Committee.

In Star Post, the Executive Committee members are comprised of the following officers:

Commander, First Vice Commander, Second Vice Commander, Third Vice Commander, Sergeant at Arms, Adjutant, Finance Officer and three elected Executive Committee Members-at-large, and also include the following appointed Officers: Assistant Adjutant, Service Officer, Judge Advocate, Historian, and Chaplain.

### VISION OF SUCCESS:

“Our Post excels in service to fellow veterans, their families, and our community, while consistently operating as a model of quality post operations.”

VISION=



### KEY POST GOALS:

- Sustained membership growth
- Financial solvency and stability
- Excellent leadership development
- Successful programs
- Quality service to veterans, their families and community

**MISSION STATEMENT:** “Our Post exists to support fellow veterans, their families, and our community.”

**CONSTITUTION & BY-LAWS:** The Constitution & By-Laws are two of the most important documents in our post operation. They define the complete responsibilities of all Post officers and they are available from the post Adjutant. A copy of the Post By-Laws can be found at the end of this Handbook.

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## POST LEADERSHIP

In The American Legion and in our Post, leadership is provided by volunteer members like you. Post leaders are fundamentally responsible for the success of Star Post. These volunteers serve in many different leadership roles as Post Officers, Committee members and Chairs, and mentors to new members. Good Post leaders have the initiative to provide honorable and noteworthy service to our veterans, their families, and the communities we serve.



Many believe leadership is not something you are born with and it cannot be awarded or appointed. True leadership for many, is something learned and earned through the hard work of service to others. Legion leaders must have stellar character and transparent integrity.

Good Post leaders must give an adequate commitment of time, sufficient personal energy and must communicate effectively, to give our posts strong roots in the communities where we serve our veterans.

## NO PARTISAN POLITICS

The American Legion is a 501 (c) (19) non-profit corporation and is absolutely non-partisan. No Legionnaire will use his/her status as an American Legion member for their personal gain when seeking a political office.

Policies, Not Partisan Politics is our guiding principle.



## SUMMARY POST LEADER DUTIES

Post leaders are responsible for the Post's success. Our Post Constitution and By-Laws are the ultimate reference on Post leader duties. The following descriptions are intended as a generic overview of what many consider key responsibilities of Post leaders.

The Post Commander, Finance Officer, and Adjutant, are “required” officers in the annual Certification of *Eligibility of American Legion Post Officers*. This is one of the forms our Post must submit each year to maintain our charter.

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**Post Commander (Elected)** "First among equals." is a good way to look at the relationship of the Post Commander to other Post members. The Commander ensures the Post's vision of success is completed and keeps the Post family together in the process. The Post Commander traditionally serves as the President of the Board of Directors for incorporated posts. The Post Commander is also the voice of the Post, both within the Post and at meetings beyond the Post. Post Commanders also work with and through other leaders to complete the Post business, as they cultivate and guide them for future leadership roles.



**Finance Officer (Appointed)** Much of the Post Finance Officer's work is defined and determined by standard accounting practices and the needs of the Post. The Post Finance Officer is the person of integrity that helps develop a budget and administers the book of accounts. Finance Officers also advise Post leaders on the formulating and administering of financial policies, including the annual Post budget.



**Adjutant (Appointed)** Whether seen as a Post 'First Sergeant' or a Continuity Officer, the Adjutant's role is critical in the long-term success of our Post. Adjutants are responsible for keeping official records of Post business, minutes of meetings, and many other key administrative compliance duties.



**Executive Committee Members (Elected)** The Executive Committee Members are advocates for the general membership, assist Post Officers in directing business, and act as Post representatives in the absence of Post Officers. Current By-Laws allow for the election of three Executive Committee Members.

**First Vice-Commander (Elected)** The American Legion "Officer's Guide" states this about the First Vice Commander, "In the majority of posts, a first and second vice commander are elected, with membership the primary concern of the first vice commander."

In many posts, the First Vice Commander serves as the Membership Committee Chair. His/her responsibility is recruitment and retention of members. All posts should have a Membership Committee to help with recruitment, transferring members from department administrative posts, member renewals, member retention and with ensuring the Post routinely has personal (by phone or in person) contact, with every member of the Post at least once during the year, especially for those members who are out of reach.

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**Second Vice-Commander (Elected)** In our Post, the Second Vice Commander is the designated liaison to other veteran organizations, coordinates new member orientation and shall oversee Post morale to include entertainment and special programs, and other duties as directed by the Post.

**Sgt-at-Arms (Elected)** shall preserve order at all meetings, ensures members are properly greeted at the door, makes new members welcome, and oversees flag etiquette/disposal, and shall perform such other duties as may be assigned by the Post. In essence, the Sgt-at-Arms is the



### POST OPERATING COMMITTEES

To help advise the Commander and Executive Committee the Post may establish and define the work of Post Operating Committees.

With the Commander's consent, each chairperson selects at least two other members to serve on each committee and they will serve for an indefinite term at the discretion of the chairperson.



Through work on committees, our members provide the hard work needed for our Post's success as they plan, organize, communicate and implement the programs of our Post and The American Legion.

The Post Operating Committees are critical to increasing active membership. Committees within our Post create a forum for members to pursue personal interests. They allow for the strengths and dedication of our members to shine. Post members, like you, serving on committees can grow as productive post members and leaders. Committee work also functions as a very important training ground to develop the leadership skills and knowledge of The Legion, future Post leaders need to succeed.

### COMMITTEE DESCRIPTIONS

**Americanism Committee(s)** - Seeks to inspire love of country and good citizenship through patriotic observances, flag etiquette, civic instruction in schools, community service, and youth activities such as Boys State, Boy Scouts, Oratorical Contest and School Award Medals.



**Membership Committee** - Has charge of all matters pertaining to membership eligibility, growth, acceptance, retention, and renewals. Guidance is provided by the First Vice Commander.

**Finance Committee** - Assists with the financial duties of the Post, assists with preparation of the annual budget, and advises the Executive Committee on financial matters.



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**Ways & Means Committee** - Develops fund-raising projects to support post programs. Once approved they are responsible for the project's completion and success.



**Facilities Committee** - handles the operation and upkeep of the Post facility.

**Veterans Affairs & Rehabilitation (VA&R) Committee** - is responsible for bringing to the attention of members and their dependents the rights and benefits granted them by law. They shall assist veterans in the pursuance of claims and in obtaining other veteran's rights and benefits; to visit comrades who are sick or disabled; to visit and comfort members of their families of sick or bereaved.



**In the absence of any members to assume the responsibilities as Chairperson for any committee listed, the Executive Officers are responsible for managing the committees.**



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*The Preamble of The American Legion Constitution is printed on the back of our membership cards. We recite the Preamble before each meeting, as it is the written essence of who we are.*

### THE 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 percent 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.



**THE AMERICAN LEGION**  
VETERANS • DEFENSE • AMERICANISM • YOUTH

**POST MAILING ADDRESS – 10 W. BAY STATE ST.#913, ALHAMBRA CA 91802**

Use this address to mail all correspondence related to Star Post business such as dues, donations, or inquiries.

**POST EMAIL ADDRESS- [INFO@STARPOST309.COM](mailto:INFO@STARPOST309.COM)**

Use this email address for general questions to the Post. An officer will contact you directly, usually within 12 hours. Visit the website for email addresses for specific Post officers.

**POST BUILDING ADDRESS –**

At present, Star Post 309 does not own a building; however, through relationships we have secured space for meetings and events at several locations such as the American Legion Temple City Post 279, and previously used posts in Glendale, Pasadena, and Monterey Park. Works are in the way to secure a more permanent location.

**THE AMERICAN LEGION – DEPARTMENT OF CALIFORNIA  
BY-LAWS OF LOS ANGELES SHERIFF'S STAR POST NO. 309, INC.**

**BY-LAWS**

**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 community, State and Nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and good will on earth; to safeguard and transmit to posterity the principles of Justice, Freedom and Democracy; to consecrate and sanctify our comradeship by our devotion to mutual helpfulness.

**ARTICLE I – NAME AND SEAL**

Section 1. The name of this organization shall be "Los Angeles Sheriff's Star Post No. 309, Inc.", located at Los Angeles, California, The American Legion, Department of California, and hereinafter referred to as "Post."

Amended April 12, 1976

Section 2. It shall have a seal – bearing such devices or inscriptions as by it has heretofore been, or may hereafter be determined – which shall be affixed to all instruments issued by or under its authority.

Added April 9, 1988

**ARTICLE II – OBJECTS**

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

**ARTICLE III – NATURE**

Section 1. This Post is a civilian organization and membership therein does not affect or increased liability for military or police service. Rank does not exist in the Post. No member shall be addressed by his military or naval title in any meeting of this Post.

Section 2. This Post shall be absolutely non-political and shall not be used for the dissemination of partisan principles or for the promotion of the candidacy of any person seeking public office or preferment.

~~No candidate for nomination or election, or incumbent of, any remunerative elective public office, shall hold any elective office of any appointive remunerative office in this Post, provided, however, that this provision shall not affect membership on Post, Department or National standing or special committees.~~

Section 3. Each member shall perform his full duty as a citizen.

Amended February 9, 1988

ARTICLE IV – MEMBERSHIP

Section 1. Eligibility. The eligibility for this Post shall be those dates and conditions set forth in Article IV, Section 1 of the National Constitution of the American Legion.

Amended November 20, 1990

Section 2. There shall be no form nor class of membership except an active membership, and dues shall be paid annually or for life.

Section 3. No person may be a member at any time of more than one Post.

Section 4. No person who has been expelled by a Post shall 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 Department Executive Committee for permission to be admitted to membership in this Post, and shall be ineligible for membership until such permission is granted.

Section 5. Candidates for membership in this Post shall make application upon a form prescribed by the Executive Committee of this Post; shall pay therewith the dues for the current fiscal year; and shall furnish official evidence of eligibility.

Section 6. All applications for membership shall be referred to the Membership Committee which shall, at each regular meeting of the Post, report upon all applications received during or after the next previous regular meeting. A majority vote of those present and voting shall elect or reject a candidate. No member shall be elected to membership in this Post who is a member of any other Post of the American Legion.

Amended February 9, 1988

~~Section 7. The membership may consist of active and retired male and female regular and reserve deputy sheriffs, civilian employees of the Los Angeles County Sheriff's Department, and eligible members of law enforcement agencies within the State of California.~~

To preserve and maintain the history, legacy, and integrity of the Los Angeles Sheriff's Star Post No. 309, Inc. for the mutual benefit of Los Angeles County Sheriff's Department members and retirees, the Post membership will be regulated to consist of active or retired, male and female, regular and reserve deputy sheriffs and civilian employees of the Los Angeles County Sheriff's Department who are eligible to become members of The American Legion. Members previously admitted to the Post prior to this amended By-Law section shall remain as Post members.

Added February 9, 1988  
Amended January 28, 2017

Section 8. Spouses and children of members of the Post, who are otherwise eligible to be members of The American Legion, may become members of this Post. A majority vote of those present and voting shall elect or reject a candidate. All applications from such candidates shall first be vetted by the Executive Committee for eligibility in The American Legion prior to being accepted as members.

Added January 28, 2017

Section 9. As stated in the By-Laws and Constitution of The American Legion, this Post reaffirms that no member of The American Legion in good standing shall be excluded or denied membership because of race, creed, or color in any group affiliated with The American Legion that used the prestige, name, or emblem of The American Legion.

Added January 28, 2017



ARTICLE V – OFFICERS

Section 1.

- a. The officers of this Post shall be the Commander, the First Vice-Commander, the Second Vice-Commander, the Adjutant, the Finance Officer, the Historian, the Sergeant-at-Arms, Chaplain, Service Officer and the Judge Advocate. The Post may also have a Third Vice-Commander, Assistant Adjutant and an Assistant Sergeant-at-arms.

Amended February 9, 1988

- b. The elected officers of the Post shall be the Commander, First Vice-Commander, Second Vice-Commander, Sergeant-at-Arms, and three (3) Members of the Executive Committee.

Added February 9, 1988

- c. The following officers may be appointed by the Commander: Third Vice-Commander, the Adjutant, the Finance Officer, the Historian, the Judge Advocate, the Chaplain, the Service Officer and the Assistant Sergeant-at-Arms.

Added February 9, 1988

- d. Any other officer other than the Commander and Vice-Commanders may hold two or more of the above offices.

Added February 9, 1988

Section 2. Nominations for elective officers and members of the Executive Committee shall be held during the regular meeting in April of each year and announcement thereof shall be made by the Adjutant at the next previous regular meeting.

Amended February 9, 1988

Section 3. The elective Post officers and members of the Executive Committee shall be elected for a term of one year at the regular meeting in May and shall be installed prior to the first day of August of that year. All elections shall be by written secret ballot and a majority of all votes cast shall be necessary to elect the Commander and Vice-Commanders. The other elective officers and members of the Executive Committee shall be elected by a plurality vote.

Amended February 9, 1988

Section 4. Every member of this Post in good standing shall be eligible to hold office in this Post as provided in Article III, Section 2.

Amended February 9, 1988

Section 5. The duties of officers and the Executive Committee shall be those usually pertaining to such officers or Committee and as further provided for in these By-Laws.

Section 6. All vacancies in elective offices shall be filled by the Post at one of the two regular meetings next following the vacancy; provided, that notice thereof be given at the previous regular meeting.

Section 7. The office of Finance Officer and any other officers and/or positions charged by the Post Constitution and By-Laws with the responsibility of handling Post funds shall be bonded under a blanket bond to be purchased from Department Headquarters and billed to the respective Post at cost.

Section 8. In the event that any Post Officer or member of the Post Executive Committee shall be absent for three consecutive meetings of the Post or the Executive Committee without being excused by the Post, Commander or Executive Committee, such office may be declared vacant by a majority vote of

those present at a regular Post meeting held after a written notice to all members that such vote will be taken. The vacancy so created shall be filled by election or appointment as the same was originally filed.

Added February 9, 1988

#### ARTICLE VI – DUTIES OF OFFICERS

Section 1. Duties of Post Commander: It shall be the duty of the Post Commander to preside at all meetings of the Post and to have general supervision over the business affairs of the Post, and such officer shall be the chief executive officer of the Post. He shall perform such other duties as directed by the Post.

Amended February 9, 1988

Section 2. Duties of the First Vice-Commander: The First Vice-Commander shall assume and discharge the duties of the office of Commander in the absence or disability of, or when called upon by the Commander and shall be Chairman of the Membership Committee.

Amended February 9, 1988

Section 3. Duties of Second Vice-Commander: The Second Vice-Commander shall assume and discharge the duties of the office of First Vice-Commander in the absence or disability of such officer, and shall perform such other duties as directed by the Post, and shall be Chairman of the Ways and Means Committee.

Amended February 9, 1988

Section 4. Duties of the Post Adjutant: The Adjutant shall have charge of and keep a full correct record of all proceedings of all meetings, and under the directions of the Post Commander handle all correspondence of the Post.

Section 5. Duties of the Finance Officer: The Finance Officer shall be charged with the custody of the funds of the Post. He shall keep its accounts and report thereon at regular meetings of the Post. He shall receive all funds of the Post and pay all bills approved by the Post. He shall be bonded under a blanket bond to be procured from the Department Headquarters and paid for by the Post.

~~Section 5a. Bonding of Other Post Personnel: In addition to the Finance Officer, any other offices and/or positions charged by the Post Constitution and By-Laws with the responsibility of handling Post funds shall be bonded under a blanket bond to be purchased from Department Headquarters and billed to the Post at cost. (This amendment made in compliance with change in Department Constitution and By-Laws in 1948).~~

Section 6. Duties of the Post Chaplain: The Post Chaplain shall be charged with the spiritual welfare of the Post comrades and will offer divine but non-sectarian service in the event of dedications, funerals, public functions, etc., adhering to such ceremonial rituals as are recommended by the National or Departmental Headquarters from time to time.

Section 7. Duties of the Post Historian: The Post Historian shall be charged with the individual records and incidents of the Post and Post members, and shall perform such other duties as directed by the Post or the Executive Committee.

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

Section 9. Duties of Post Judge Advocate: The Post Judge Advocate's duties shall be to advise the Post Officers on the construction and interpretation of the Post's By-Laws and to perform such other duties as are usually incident to the office.

Added February 9, 1988

ARTICLE VII – ELECTIONS AND APPOINTMENTS

~~Section 1. All elective officers shall be elected for a term of one (1) year. Nominations shall be held at the regular meeting in April and closing nominations and election at the regular business meeting in May. Only members who are present and voting shall be issued a ballot, after displaying their membership cards, which must be in good standing. A reminder of the nominations and election in the form of a notice, shall be mailed to all members at their last known address prior to the regular business meeting in April.~~

All elective officers shall be elected for a term of one (1) year coinciding with the fiscal year of July 1 to June 30. Nominations shall be held at the regular meeting in April and closing nominations and election at the regular business meeting in May. Only members who are present and in good standing shall be issued a ballot. A reminder of the nominations and election in the form of a notice, shall be delivered to all members at their last known address, or by electronic mail prior to the regular business meeting in April.

Amended February 9, 1988

Amended January 28, 2017

Section 2. A majority of all votes cast shall be necessary to elect the Commander, First and Second Vice-Commanders and the Sergeant-at-Arms. In case there is no majority vote cast for any of these offices on the first ballot, the names of the two (2) candidates receiving the highest number of votes for the particular office or offices shall be placed on a second ballot, which shall then be voted in the same manner as the first ballot.

Amended February 9, 1988

Section 3. The three (3) members of the Executive Committee shall be elected by plurality vote. The election of all elective officers shall be by written secret ballot.

Amended February 9, 1988

Section 4. The election rules shall be approved each year by the Executive Committee prior to the printing of the ballots.

Added February 9, 1988

Section 5. The appointive officers shall be selected by the Commander-elect, subject to approval of the Executive Committee-elect, prior to the installation with appointments effective at date of installation.

Added February 9, 1988

Section 6. The new officers shall be installed in accordance with the National Manual of Ceremonies. Under normal conditions, the installation shall be held within 30 days subsequent to the approval of the Executive Committee, at one of the two regular meeting next following the vacancy.

Added February 9, 1988

Section 7. Vacancies occurring during the year in elective offices shall be filled by appointment by the Commander, subsequent to the approval of the Executive Committee, at one of the two regular meetings next following the vacancy.

Added February 9, 1988

Section 8. Vacancies for appointive officers shall be filled by the appointment by the Commander at one of the two regular meetings next following the vacancy.

Added February 9, 1988

Section 9. Representatives of this Post to the Los Angeles County Council and the District Council shall be appointed by the Commander within ten (10) days after his installation and such representatives shall serve until new appointments are made the following Legion year.

Added February 9, 1988

Section 10. The opening nominations for delegates and alternates to represent this Post at the California Department Convention shall be made at the regular meeting in April and closing nominations and election at the regular meeting in May. Only members present and voting shall be issued a ballot, after displaying their membership cards, which must be in good standing. All delegates shall be elected by a plurality.

Amended February 9, 1988

Section 11. Audit. This Post shall keep books of account, and shall cause said books to be examined by a licensed accountant or a committee of three (3) competent person, none of whom shall be the Commander, Adjutant, Finance Officer, or any other person charged with the responsibility of handling Post funds. Such examination shall be made within 90 days following installation of Post Officers, and for the period of immediate preceding fiscal year of the Post, said fiscal year shall be determined by the Post. This Post shall certify to the Department Adjutant prior to December 1, each year that such an examination has been made and file the original thereof with the Department Adjutant before said date, with a copy thereof to the District Commander of the District of this Post. The Department Commander, the Post Commander, or the Post Executive Committee may order an audit of the books of account at such other times during the current year as may be deemed advisable. Failure of the Post to meet any of the requirements of this section within said times or any general or special extension thereof, shall be a delinquency and the delegates of such Post shall not be entitled to be accredited at the Department Convention. The certification to the Department Adjutant and the examination may be put on forms furnished by the Department Adjutant's Office.

Amended 1950, 1952, February 9, 1988

#### ARTICLE VIII – FINANCE

Section 1. This Post shall not incur or cause to be incurred any liability or obligation which shall subject any other Post, subdivision, group of men, members of the American Legion, or other individuals, corporations, or organizations.

Added February 9, 1988

Section 2. There shall be a Finance Committee consisting of four (4) members. The Finance Officer shall automatically be a member and the other three (3) members shall serve for a period of one (1) year.

Added February 9, 1988

Section 3. No appropriations shall be made without first referring the same to the Finance Committee for report therefrom. The Executive Committee shall prescribe the form in which the financial records shall be kept.

Added February 9, 1988

Section 4. The Finance Committee shall be charged with the duty of preparing the annual budget for approval of members who are present when such budget is submitted to the regular meeting.

Added February 9, 1988



Section 5. An audit of the books of the Finance Officer shall be made annually. The audit shall be made by a person who is not an officer or member charged by the Post By-Laws with the responsibility of handling Post funds. This Post shall certify to the Seventeenth District Commander prior to the close of the current year, that such an audit has been made and is on file with the Post Adjutant. The commander or the Executive Committee may order an audit of the books of account, at such times during the current year as may be deemed advisable.

Added February 9, 1988

#### ARTICLE IX – DUES, FEES AND FUNDS

Section 1. The annual dues and the method of payment thereof shall be as specified by the Executive Committee.

Amended February 9, 1988

Section 2. From such dues and fees, the Post shall pay all per capita taxes or assessments and such other expenditures as the Post may approve.

~~Section 2. The membership fee shall be set by the Post in regular meeting assembled.~~

Section 3. Delinquency. The dates for delinquency, suspension, and expulsion from this Post for non-payment of dues shall be those dates set forth in Article IV, Section 4 of the By-Laws of the National Constitution of the American Legion.

Amended February 9, 1988; November 20, 1990

#### ARTICLE X – PROCEDURE

Section 1. Opening and closing of meetings, initiation of new members, and installation of officers, shall be conducted as prescribed and approved the National Convention of The American Legion in Kansas City, 1921, with subsequent amendments adopted and approved by later conventions. (Observance of this section shall be mandatory on all local Posts).

Section 2. Roberts' Rules of Order, Revised, shall govern the conduct of all meetings except as may be otherwise provided in these By-Laws.

Section 3. The order of business shall be:

1. Opening ceremonies (National Manual of Procedure).
2. Roll call of officers.
3. Reading of minutes of previous meeting.
4. Initiation of new members (according to National Manual of Procedure).
5. Introduction of guests.
6. Nomination, election or installation of officers.
7. Application for membership.
8. Balloting upon applications for membership.
9. Communications and notices (sick call and relief).
10. Report of the Executive Committee.
11. Report of the Adjutant and Finance Officer.
12. Reports of standing committees.
13. Reports of special committees.
14. Unfinished business.
15. New business.
16. Good and welfare of the Legion.
17. Thirty seconds of silence in honor of our departed comrades.

18. Closing ceremonies (National Manual of Procedure).

ARTICLE XI – MANAGEMENT

Section 1. The administration, government and management of this Post is entrusted to the Executive Committee.

Section 2. The Executive Committee shall consist of three elected members in addition to the Commander, Vice-Commanders, the Adjutant, Junior Past Commander, the Sergeant-at-Arms, the Finance Officer, the Chaplain, the Historian, and the Service Officer.

Amended February 9, 1988

Section 3. The Executive Committee shall consider all matters affecting the Post and shall make recommendations to the Post.

Section 4. The Commander, Vice-Commanders, and Adjutant shall be chairman, vice-chairmen, and secretary, respectively, of the Executive Committee.

ARTICLE XII – MEETINGS

Section 1. The regular meetings of this Post shall be held on the third Tuesday of each month at Patriotic Hall, Los Angeles, or at a time and place to be designated by the Post.

Amended February 9, 1988

Section 2. Special meetings may be called by the Commander or by the Executive Committee and must be called upon the written request of twenty members. No special meeting shall be called unless announced by the Commander at the regular meeting preceding, or unless notice be mailed to each member three days prior to said meeting, stating the time and place of the meeting and the subject to be considered.

Section 3. A quorum at all meetings shall consist of five (5) members.

Amended February 9, 1988

Section 4. The Executive Committee shall regularly meet at least once between meetings of the Post at a time and place designated. A majority shall constitute a quorum. It may hold such special meetings as it or the Commander may deem advisable, notice thereof being mailed to each member at least seventy-two hours before the time of the meeting, giving the time and place of the meeting and the matter to be considered.

Section 5. No member shall take part in any Post meeting or election unless he is in good standing.

Section 6. No member shall be represented or shall vote by proxy. There shall be no voting by absentee balloting.

Added February 9, 1988

Section 7. The Post at any meeting may consider and pass upon any matters irrespective of whether such matters have been previously considered by the Executive Committee.

Added February 9, 1988

Section 8. All Post delegates to the Department Convention are required to attend ALL District caucuses and be on the Convention floor or at committee meetings, unless excused by the Commander.

Added February 9, 1988

ARTICLE XIII – DELEGATES AND REPRESENTATIVES

Section 1. The delegates and alternates to represent the Post at Department Conventions shall be elected at a regular meeting of the members of the Post by vote of those present and voting. The election shall be held at least twenty (20) days before the Department conventions convene. The time and place for holding the election must be announced by the Post Commander, one regular meeting in advance of the election.

Section 2. Representatives of this Post to the Los Angeles County Council and the representatives to the District Council shall be appointed by the Commander within ten days of his installation and shall serve for a term of one year.

ARTICLE XIV – LIMITATIONS OF LIABILITIES

Section 1. This Post shall not incur, or cause to be incurred any liability nor obligations whatever which shall subject to liability any other individuals, corporations or organizations.

Amended February 9, 1988

ARTICLE XV – TRIAL BOARD

Section 1. Members of this Post shall be subject to disciplinary action as provided in the trial manual of the Department of California as adopted, and as the same may amended from time to time hereafter. A copy of the verdict, certified by the Post Commander and Post Adjutant, shall forthwith be forwarded to the Department Adjutant.

ARTICLE XVI – RECALL PROVISION

Section 1. A petition, signed by ten percent of the membership in good standing, requesting the holding of an election for the purpose of recalling an elective officer or a member of the Executive Committee may be filed at any time with the Adjutant. The Adjutant shall, within five days after filing said petition, compare the signatures on said petition with the signatures on the applications of the respective signers on files in the Post records. The Adjutant shall deliver the said petition and his report on the correctness of the signatures to the Executive Committee at its next meeting. If it shall appear from the report of the Adjutant that ten per cent of the membership have signed said petition, the Executive Committee shall fix the date for the recall election, which date shall be fixed for a regular meeting of the Post to be held not less than two weeks nor more than six weeks after the meeting of the Executive Committee. If the report of the Adjutant shall show that less than ten per cent of the membership have signed the petition, the petition shall be forthwith returned to the member who filed the same with the Adjutant who shall then have ten days thereafter to obtain the required number of valid signatures, and refile said petition with the Adjutant who shall recheck with his records and resubmit the same to the Executive Committee at its next meeting thereafter with his report. If the petition is then found being sufficient, the recall election shall be fixed as set forth above.

Section 2. Notice of the date, time and place of the holding of the recall election shall be mailed to each member of the Post in good standing at his address as the same appears in the Post records, at least ten days before the election.

Section 3. All recall elections shall be conducted by written secret ballot.

Section 4. At the election, the ballot shall read as follows:

“Shall (the name of the officer or member of the Executive Committee be recalled?”

YES \_\_\_\_\_

NO \_\_\_\_\_

BY-LAWS OF LOS ANGELES SHERIFF'S STAR POST NO. 309, INC.

A "Yes" vote shall be counted as for the recall, and a "No" vote shall be counted against the recall. Only members in good standing shall be entitled to vote at such election.

Section 5. If the officer or member of the Executive Committee shall be recalled, the Post, at its next regular meeting, shall elect a successor to fill the unexpired term. Nominations shall be held the same night as election. The person recalled shall not be eligible as a candidate for election to fill the vacancy.

ARTICLE XVII – AMENDMENTS

Section 1. Proposed amendments to these By-Laws must be submitted in writing at a regular meeting of the Post, and read thereat. At the next regular meeting, or subsequently if postponed, the proposed amendment may be adopted by a two-thirds affirmative vote of those present and voting.

Section 2.

- a. These By-Laws shall be amended to conform to any changes in the National or Departmental Constitution and By-Laws. Failure of the Post to adopt the required amendments shall not delay or modify the effect of such changes.
- b. Any amendment initiated by the Post shall not be in final force or effect until approval by the Constitution and By-Laws Commission of the Department, but shall be temporarily enforced pending action thereon if not in conflict with the Constitution and By-Laws or adopted policy of The American Legion, or the Department of California, The American Legion.

THE ARTICLES OF INCORPORATION FOR THIS POST ARE ON FILE WITH THE SECRETARY OF STATE, UNDER THE DATES OF MARCH 10, 1932, AND MARCH 13, 1980. POST NAMES: 1932: STAR POST NO. 309, INC. 1980: LOS ANGELES SHERIFF'S STAR POST NO. 309, INC. CORPORATE NO. 0148534 SP2N3.