

# **Florida Sons of The American Legion**



## **2011 - 2012 Administrative Manual**

# GENERAL INFORMATION

At various times throughout the year, Detachment Headquarters requires Squadrons to submit certain information. This information is outlined in this section.

## SQUADRON OFFICERS REPORT

This report is submitted by the Squadron Adjutant, or other appropriate official, for the purpose of certifying the newly elected Squadron Officers.

The deadline for submitting this report is directly after Squadron elections and prior to the Detachment Convention.

This is the most important report that will be requested by the Detachment. With the submission of the Squadron Officers Report, newly elected Squadron Officers are placed on the Detachment Directory. This Directory is the basis for all mailings from Department. The information is very essential. Complete address and phone number information should be provided.

## DETACHMENT CONVENTION DELEGATE/ALTERNATE REGISTRATION FORM

This form should be submitted by the Squadron Commander or Adjutant for the purpose of certifying the Detachment Convention Delegates and Alternates.

The form should be brought to Convention. Please do not mail it.

The first Delegate listed should be the Delegation Chairman. Additional forms should be used if further space is needed to list Delegates. The form should be signed by the Squadron Commander and the Squadron Adjutant. Any special instructions concerning advance submission of Delegates and funds will be sent in advance to the Squadrons each year.

## RESOLUTIONS

All Resolutions, whether they are presented to a Detachment Convention or a meeting of the Detachment Executive Committee, are to be submitted in triplicate, adhering to the following procedures:

DEC Resolutions are to be submitted in accordance with the provisions set forth in the Uniform Code of Procedure of the Detachment Executive Committee. It reads in part:

A) Resolution which shall be offered as the direct action of the Detachment Executive Committee shall be prepared in appropriate form containing such informative preamble in the form of "WHEREAS" followed by statements of fact and shall conclude with a resolving clause or declaration is to receive action of the Detachment Executive Committee. Such resolving clause or clauses shall contain the following leading language:

RESOLVED, by the Detachment Executive Committee of the Sons of The American Legion in regular (or special) meeting assembled in (City, State), on (date(s)) that, etc.... and, be it further RESOLVED, That, etc."

B) All resolutions for consideration by the Detachment Executive Committee not emanating from a Commission or Committee of the Detachment Executive Committee must be forwarded to the Detachment Adjutant at least fifteen (15) days prior to said meeting of the Detachment Executive Committee.

Detachment Convention Resolutions are to be submitted in accordance with provisions set forth in the Uniform Code of Procedure. It reads in part:

- 1) Resolutions shall be submitted upon proper form and shall be numbered for identification as provided by the Detachment Adjutant.
- 2) Resolutions shall be approved by the Detachment, the Detachment Executive Committee or any Standing or Special Committee of the Convention. Resolutions submitted in advance of the Convention shall be filed with the Detachment Adjutant.
- 3) Resolutions originating with and approved by a Convention Committee shall be received and processed through the Detachment Adjutant for record and assigned number. Wording of resolutions submitted to the Detachment Convention should include a resolving clause(s) containing the following leading language:

"And be it finally Resolved, by the (Convention Number) Annual Detachment Convention, of the Sons of The American Legion, meeting in (City, State), these (date(s)) days of (month), (year), that, etc..."

Constitutional Amendments may only be considered by the National Convention. Therefore, all resolutions pertaining to Constitutional changes must be submitted to the National Convention.

A sample of a resolution form is attached. If you would like a form they may be obtained from the Detachment Adjutant.

#### NOTICE OF OFFICER CHANGE

This report is used after you have sent in the Squadron Officer Report. If a change of officer and/or officer address and phone number has occurred, use this form. Department Headquarters mailing lists; for THE LEGION LINK, weekly membership statements, etc., are based on information you send us. Mail will go to the last information you have given us unless we receive this form.

SONS OF THE AMERICAN LEGION  
DETACHMENT OF FLORIDA  
**2012 - 2013 SQUADRON OFFICERS REPORT**  
THIS FORM MUST BE RETURNED BY: June 1, 2012

Squadron # \_\_\_\_\_ Squadron Name \_\_\_\_\_

Squadron dues are \$ \_\_\_\_\_ Meeting date \_\_\_\_\_ Time \_\_\_\_\_

Address (if different from the Legion) \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_ +4 \_\_\_\_\_

NOTE: All Department mailings are based on the information listed below.  
All Membership receipts will be sent to the Adjutant.

Commander Name \_\_\_\_\_ Member ID# \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ +4 \_\_\_\_\_

Phone # ( \_\_\_\_\_ ) \_\_\_\_\_ Email \_\_\_\_\_

Adjutant Name \_\_\_\_\_ Member ID# \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ +4 \_\_\_\_\_

Phone # ( \_\_\_\_\_ ) \_\_\_\_\_ Email \_\_\_\_\_

SAL

Chairman Name \_\_\_\_\_ Member ID# \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ +4 \_\_\_\_\_

Phone # ( \_\_\_\_\_ ) \_\_\_\_\_ Email \_\_\_\_\_

I certify that the above officers were duly elected at a regular or special meeting of this Squadron on \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**SONS OF THE AMERICAN LEGION  
DETACHMENT OF FLORIDA  
Certification of Delegates and Alternates**

Squadron Name \_\_\_\_\_ Number \_\_\_\_\_ District \_\_\_\_\_

Squadron Location(city) \_\_\_\_\_

This is to certify that our Squadron had \_\_\_\_\_ paid 2011-2012 members reported to Department Headquarters by delegate cut-off, May 23, 2012, and that this Squadron, in a regular meeting assembled on \_\_\_\_\_, 2012; elected the following Delegates and Alternates, each of them members in good standing of this Squadron:

**DELEGATES**

**ALTERNATES**

1. \_\_\_\_\_  
(Chairman)
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_

DETACHMENT OFFICER(S) \_\_\_\_\_  
\_\_\_\_\_

PAST DETACHMENT COMMANDER(S) \_\_\_\_\_  
\_\_\_\_\_

SIGNED: \_\_\_\_\_  
Chairman of Squadron Delegation

Make checks payable to: The American Legion, Department of Florida. Cost is \$5.00 per Delegate, including Detachment Officers and/or Past Detachment Commanders, if the Squadron extends courtesy registration to them. Remit \$5.00 for each Alternate PRESENT.

**DO NOT MAIL THIS FORM! BRING IT WITH YOU TO CONVENTION**

This form must be filled out in triplicate

(All copies are to be submitted to the Detachment Adjutant, under the proper time restrictions to:  
The Sons of the American Legion, 800 S Brocksmith Rd, Ft Pierce, FL 34945)

\*\*\*\*\*

Detachment Headquarters, The Sons of The American Legion

Detachment Executive Committee Meeting \_\_\_\_\_

(or) Detachment Convention Assembled \_\_\_\_\_

### RESOLUTION

No.: \_\_\_\_\_ Title: \_\_\_\_\_

<p>Be Filled Out by Resolutions Chairman</p> <p>Approval Recommended _____</p> <p>Rejection Recommended _____</p> <p>Referral To _____</p> <p>Other Action _____</p> <p>_____</p> <p>Signature of Resolutions Chairman:</p> <p>_____</p>
--

<p>Submitted By:</p> <p>_____</p> <p>Chairman (or Commander/Adjutant)</p> <p>_____</p> <p>Committee (or Detachment)</p> <p>Received By:</p> <p>_____</p> <p>Detachment Adjutant</p>
---

# Notice of Squadron Officer Change

Squadron # \_\_\_\_\_ Location \_\_\_\_\_

Change is for: Commander \_\_\_\_\_ Adjutant \_\_\_\_\_

Name of old Officer: \_\_\_\_\_  
\_\_\_\_\_

ID # for old Officer: \_\_\_\_\_  
\_\_\_\_\_



Name of new Officer: \_\_\_\_\_

Member ID #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

ZIP +4: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature/Title: \_\_\_\_\_

Send to: The American Legion  
Department of Florida  
P.O. Box 547859  
Orlando, FL 32854-7859

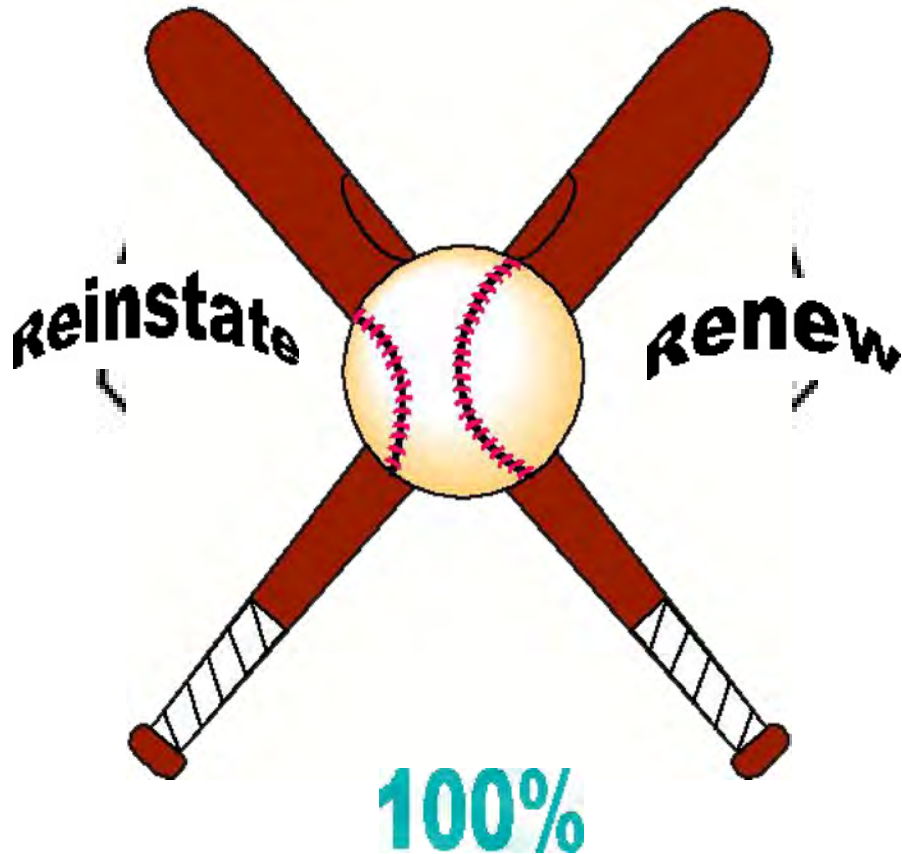
All Officer changes **must** be submitted in writing or on this form.

*Verbal changes can not be taken over the phone.*



# “LET’S PLAY BASEBALL”

**Recruit**



SONS OF THE AMERICAN LEGION  
DETACHMENT OF FLORIDA  
2011-2012



**2011 - 2012  
MEMBERSHIP  
TARGET DATES  
SONS OF THE AMERICAN LEGION**

AUGUST 26, 2011 .....	20%
SEPTEMBER 30, 2011 .....	40%
NOVEMBER 19, 2011 .....	*55%
DECEMBER 10, 2011 .....	60%
JANUARY 10, 2012 .....	65%
FEBRUARY 8, 2012 .....	75%
MARCH 11, 2012 .....	**85%
APRIL 10, 2012 .....	90%
MAY 9, 2012 .....	100%
MAY 24, 2012 .....	GOAL ***14,000

**\*Fall Conference**

**\*\*Legion Birthday**

**\*\*\*Delegate Cut-off**

I will  
be 100%!  
How about  
YOU!?!?





## "LET'S PLAY BASEBALL" 2011-2012



This year, the Detachment's Membership Theme will be "LET'S PLAY BASEBALL" Get your "TEAM" ready for SPRING TRAINING in June at the Detachment convention, for the Season Opener is only a short time away! Baseball, Hot Dogs, Apple Pie, and MEMBERSHIP! It doesn't get any better than this. Who will be leading at the "ALL-STAR" break at Mid Winter? Better yet, who will win the Florida world Series? Only time will tell as we field our 'TEAMS'. It's the top of the First Inning, BATTER UP! Hit that "HOME RUN" for Membership!

This year's Detachment Commander's goal for membership is 14,000 members by the delegate cut-off in May. Target dates are included in this Membership section for your Squadrons information. Take it out and post it on your Squadrons bulletin board.

This year's awards for the Legion Family will be called the "GOLDEN GLOVE AWARD". This award is open to every member of The American Legion Family. In order to qualify for this award you must renew a minimum of four (4) current S.A.L. members and recruit a minimum of four (4) new members.



## "HITTING A HOME RUN" for MEMBERSHIP



# AWARDS

On the previous page are the goal dates. Your championship goal is to reach each of the dates listed. Each goal your Squadron is able to reach, you will receive a certificate from the Detachment Commander and Detachment Membership Chairman.

Awards for membership are given by the Detachment at each Conference and Convention. Some National Awards are also handed out at this time.

## **National:**

- 1.) Honor Ribbons will be given to those Squadrons who surpass their previous year's membership by July 1st of each year.
- 2.) Citation of Achievement Awards are presented to Squadrons, who as of March 15, meet or exceed their previous year's membership.

## **Department:**

### **Squadron:**

- 1.) Certificates will be sent out to each Squadron who reaches their destination on time and on target.
- 2.) Detachment awards a trophy to the Squadron who has the largest percentage increase over last year's membership.
- 3.) A trophy is awarded to the largest Squadron in the state.
- 4.) The first Squadron to reach 100% is recognized.
- 5.) The Silver Star is awarded to individual SAL members who recruit, renew or reinstate members to their Squadron.

## **District:**

1.) Each District is split up into categories based on membership size. The first District to reach 100% in that size group will be awarded a trophy. The category sizes are as follows:

A) Category I - 10 to 300 members

B) Category II - 301 to 650 members

C) Category III - 651 to 1200 members

D) Category IV - 1201+ members

2.) There is a Cash Grab at Convention for the Top 3 District Commanders.

3.) \$25.00 is awarded to each District Commander who achieves 100% by Delegate Cut-off.

## **Area:**

1.) The Vice Commander who leads his Area to 100% first will be presented a trophy.

2.) \$25.00 is awarded to each Vice Commander who reaches 100% by Delegate Cut-off.

We hope that this booklet will explain the awards and target dates. If there are questions, please contact either the Detachment Commander or the Detachment Membership Chairman.



Sons of The American Legion  
**'GOLDEN GLOVE AWARD'**  
 2011-2012



Every member of The American Legion Family has the opportunity to be recognized for their outstanding efforts towards the promotion of the S.A.L. membership during the 2011 - 2012 membership year by taking part in this years Detachment program. You can earn the "GOLDEN GLOVE AWARD" by successfully meeting all of the following guidelines. This years program is open to any member of The American Legion Family. **ALL ITEMS MUST BE COMPLETED AND ALL INFORMATION PROVIDED.**

You will qualify for this award by renewing a minimum of four (4) current S.A.L. members and recruiting a minimum of four (4) new members. **ALL INFORMATION MUST BE PROVIDED, CLEARLY PRINTED OR TYPED.**

This certification form must be completed and returned to the Detachment Adjutant no later than *June 1, 2012*. **Mail form** to: Ed Sheubrooks, Detachment Adjutant, 800 S. Brocksmith Road, Ft Pierce, FL 34945.

Recruiter Name: \_\_\_\_\_ SAL/Legion/Aux    Sqd# \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**RENEWED MEMBERS**

Name \_\_\_\_\_ Member ID# \_\_\_\_\_

Name \_\_\_\_\_ Member ID# \_\_\_\_\_

Name \_\_\_\_\_ Member ID# \_\_\_\_\_

Name \_\_\_\_\_ Member ID# \_\_\_\_\_

**NEW MEMBERS**

Name \_\_\_\_\_ 6 Digit Sequential # \_\_\_\_\_

Name \_\_\_\_\_ 6 Digit Sequential # \_\_\_\_\_

Name \_\_\_\_\_ 6 Digit Sequential # \_\_\_\_\_

Name \_\_\_\_\_ 6 Digit Sequential # \_\_\_\_\_

**CERTIFIED BY:**

Squadron Commander \_\_\_\_\_ Date \_\_\_\_\_

Squadron Adjutant \_\_\_\_\_ Date \_\_\_\_\_

# Sons of The American Legion

Detachment of Florida

Silver Star Pin Award for 20 \_\_\_\_\_

The Sons of The American Legion, Detachment of Florida, will award a Silver Star Pin to each SAL member who has earned **ten (10)** or more points for signing up new SAL members, reinstated members, or renewal members for the Sons of The American Legion, Detachment of Florida for the membership year prior to **JUNE 1<sup>st</sup>**.

## CERTIFICATION OF MEMBERS SECURED

Date \_\_\_\_\_ Squadron # \_\_\_\_\_ Address \_\_\_\_\_

This is to certify that the following SAL members of this Squadron have earned ten or more points for signing up new, renewal, or reinstated members for this Squadron of the Sons of The American Legion as shown opposite their respective names.

Signed: \_\_\_\_\_  
SAL Adjutant/Advisor

NAME	# New	#Reinstated	# Renewals	Total Points

**Instructions:** Score one (1) point for each renewal member, two (2) points for each new member and two (2) points for each reinstated member. Each report shall included names, number or members secured in each category and total number of points earned by each member.

**Certification Form:** This form must be sent to Department Headquarters, P.O. Box 547859, Orlando, FL 32854-7859, by **JUNE 1<sup>st</sup>**. Presentation of Silver Star Pins will be at Detachment Convention. Silver Star Pins not awarded at Convention will be mailed to Squadrons.

# SONS OF THE AMERICAN LEGION

## Application for Five-Star Award Supplies

### Information Sheet

**Purpose:** Post Adjutants certify winners directly to Department Headquarters via the application form. Additional forms may be requested from Department Headquarters.

**Basis of Award:** Recipients must accomplish any or all of the following five points to receive individual star(s). Those who accomplish all five points are eligible to receive the Five-Star Award.

### THE FIVE-STAR AWARD

The Five-Star Award is for all members of the Sons of The American Legion who show perfection in the five point Program of Service which consists of the following:

- Point 1.** A star for Patriotism to the member who shows a knowledge of the history of the Flag, the proper way of displaying it, and the proper respect due it.
- Point 2.** A star for Citizenship to the member who by his usefulness in activities outside the program of the SAL displays a working knowledge of the qualities of a good citizen.
- Point 3.** A star for Discipline to the member who in all his activities shows respect for rules and obedience to them.
- Point 4.** A star for Leadership to the member who develops the qualities of leadership in athletics, drill formations, and school and church activities.
- Point 5.** A star for Legionism to the member who thoroughly understands the ritualistic work and the program of activities for the SAL.

**Cost:** Prices for these awards are listed in the National Emblem Sales Catalog.

**Deadline:** There is no set deadline.

**Mail to:** Send remittance and application to:

The American Legion,  
Department of Florida  
P.O. Box 547859  
Orlando, FL 32854-7859

# SONS OF THE AMERICAN LEGION

## Application for Five-Star Award

\_\_\_\_\_, 20 \_\_\_\_\_, FL \_\_\_\_\_  
(date) (city) (zip)

**TO:** The American Legion, Department Headquarters

This is to certify that \_\_\_\_\_, a member of Squadron

number \_\_\_\_\_, Detachment of \_\_\_\_\_,

City of \_\_\_\_\_ has successfully completed his test on:

- (1) Patriotism \_\_\_\_\_
- (2) Citizenship \_\_\_\_\_
- (3) Discipline \_\_\_\_\_
- (4) Leadership \_\_\_\_\_
- (5) Legionism \_\_\_\_\_
- (6) Five-Star Medal \_\_\_\_\_

Please mail the above insignia to: \_\_\_\_\_

\_\_\_\_\_  
Attested by: \_\_\_\_\_ Title: \_\_\_\_\_ Post \_\_\_\_\_

Approved by: \_\_\_\_\_

Department Adjutant

**NOTE:** This form is to be mailed to Department Headquarters. Insignia for the Five-Star Award can only be had by certification. All orders must first be approved by the Department Adjutant. Remittance must be included for your order to be processed. The Department will forward all approved forms to National Emblem Sales for processing.



**SONS OF THE AMERICAN LEGION**

**Back Dues - Continuous Years**

Complete this form and return it with a **separate check** to cover previous years dues.  
List the number of continuous years for each year being paid  
so the member is credited with the correct number of years.

Membership ID No \_\_\_\_\_ Post # \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Year Paid	Continuous Years	Year Paid	Continuous Years



**SONS OF THE AMERICAN LEGION**

**Back Dues - Continuous Years**

Complete this form and return it with a **separate check** to cover previous years dues.  
List the number of continuous years for each year being paid  
so the member is credited with the correct number of years.

Membership ID No \_\_\_\_\_ Post # \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Year Paid	Continuous Years	Year Paid	Continuous Years

**Instructions For Shipping 2012-2013 SAL Membership Cards**

Date \_\_\_\_\_

To: American Legion Dept of Florida  
Attn: Membership  
PO Box 547859  
Orlando FL 32854-7859

If your Squadron will not have a representative at the 2012 Convention and wishes to have the membership cards shipped, please complete this form and return to Department Headquarters **on or before June 1, 2012.**

**CARDS WILL BE SHIPPED VIA UPS. DO NOT USE PO BOX Number**

**Cards will be shipped after Convention to:**

Squadron #: \_\_\_\_\_

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_



**Do not ship. We will pick up cards at Convention.**

\_\_\_\_\_ Is authorized to pick up membership cards.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
ID# / Title

\_\_\_\_\_  
Phone #

**Return on or before June 1, 2012**

## **Detachment Committee and Commission Contests/Awards**

Various Committee and Commissions offer contests/awards for participation with their projects. Below is a listing of such Committee/Commissions, and an explanation of their Contest/Awards. Some of the awards start on the State level and can advance to the National level.

There are several standing Committees/Commissions which have active programs but do not present official awards. Nevertheless, Squadrons are encouraged to submit activity reports, through Detachment Headquarters, to these Committees/Commissions, and provides the state organization with valuable information on the activity of its Squadrons.

### **AMERICANISM**

The Americanism Commission is concerned with the promotion of the "true spirit of Americanism" among the communities of our State. Certainly, this should be a major project for local SAL Squadrons. There are various ways in which a Squadron may promote Americanism. The needs of the community, and ability of the local Squadrons determine the extent of the projects.

In past years, the State Americanism Commission has promoted such projects as placing of American Flags in local schools, Get Out and Vote programs, and "Service to God and Country" programs. Again, the extent of these programs is determined by the need of the local communities.

Squadrons and Districts are urged to report their activities on behalf of Americanism on the report form provided in this manual to Detachment Headquarters. Please adhere to the deadline dates provided on the forms. Awards are given at the Detachment Convention for best Squadron reporting.

### **CHILDREN & YOUTH**

A resolution passed at the October 1987 National Executive Committee meeting was the adoption of the American Legion Child Welfare Foundation. This will be an ongoing project for all Squadrons to collect and raise funds for this very important program.

Thousands of dollars has been raised over the years. Grants have been made to such programs as the Epilepsy Foundation, the Association for Birth Defect Children and the Rape and Abuse Crisis Center. Other programs promoted by the Children and Youth Committee are juvenile delinquency, and child abuse and neglect. Each of these areas is a concern of the Children and Youth Committee.

Squadrons and Districts are urged to report their activities on behalf of Children & Youth. Through the reports received, the Committee is able to formulate new programs which better serve the needs of our organization and the local communities. Reports should be submitted to the Detachment Adjutant.

### **COMMUNITY AFFAIRS**

The National Community Affairs Committee holds an annual Scrapbook Contest, open to submissions from Squadrons. The rules of the contest are very explicit. All submissions for judging must adhere directly to these rules. A copy of the rules is found at the end of this Section.

As the contest is open to Squadrons, the Detachment has formulated their own judging system to allow the best entry in the Squadron section to advance to National competition.

### **HISTORY CONTEST**

The National Historian, in conjunction with the National Executive Committee and the National Convention, conducts an annual History Contest open to submissions from Squadrons. All submissions to this contest must adhere to the prescribed contest rules. They are self-explanatory. A copy of these rules can be found at the end of this section.

## **MEMBERSHIP**

There are several State and National membership awards available to Squadrons.

- 1) Honor Ribbons are presented to Squadrons who surpass their previous year's membership by July 1st each year.
- 2) Citation of Achievement Award-presented to Squadrons who, as of March 15<sup>th</sup>, meet or exceed their previous year's membership (December 31<sup>st</sup> total).

For the state awards, please refer to the Membership Section (II) of this manual.

## **VA & R**

The National Rehabilitation Commission holds an annual report contest. This contest compares reports submitted from Squadrons and Districts. A copy of this can be found at the end of this Section. The winning report for the State of Florida for both District and Squadron will be submitted to the National Contest

A report has been developed for use by Squadrons and Districts. Although all reports are requested to be submitted on this standardized form, Squadrons are urged to submit additional information which can be used in the judging of the Squadron Rehabilitation Award.

Districts should follow this as a guideline, but can formulate their own report. Provide as much information as possible and submit it for judging. An explanation of the services provided by the Rehabilitation program, man hours, and expenses should be included in this report. As Rehabilitation is service to the Veteran and his/her family, this is the basis for judging by the Commission.

### **All reports are due to the Detachment Adjutant by May 16<sup>th</sup>**

During 1993, the approval was granted for a SAL representative in each VA Hospital/Medical Center. Many SAL members are performing volunteer work in these medical facilities and often their volunteer hours were counted for by other volunteer organizations. SAL members are eligible to apply and be certified as the SAL hospital representative and work directly with the Hospital Chief of Voluntary Services. In order to be the representative, you need to request a form from the Detachment Adjutant and when completed, submit it to back him for approval. General instructions, procedures are contained on the reverse side of the form.

Rehabilitation Volunteer of the Year award is presented at the National Convention. This award, which started in 1990, will be based on the Rehabilitation Commission judging of reports submitted. The report form is located at the end of this Section. Rehabilitation and assistance to veterans should be reported on an outstanding individual, if applicable, from any Squadron. Squadrons must submit their nominees to be judged at Detachment Convention. The winner will be submitted to the National Adjutant for consideration in the National award.

# Consolidated Squadron Report

Annual Report for 2011-2012

**Detachment of Florida** Squadron # \_\_\_\_\_

Located in \_\_\_\_\_

2011 Membership \_\_\_\_\_ Final 2012 Membership \_\_\_\_\_

## LEGISLATIVE

Squadron has active Legislative Chairman who reports regularly to meetings (yes or no) \_\_\_\_\_

## VETERANS AFFAIRS AND REHABILITATION

Emergency aid given to vets from Squadron funds \$ \_\_\_\_\_

Volunteer hours recorded at VA hospital \_\_\_\_\_

Contributions to VA hospital Voluntary Program \$ \_\_\_\_\_

Squadron has active VA & R Committee (yes or no) \_\_\_\_\_

## NATIONAL SECURITY

Blood Donor Program: # pints donated \_\_\_\_\_

Number of Squadron member blood donors \_\_\_\_\_

## PUBLIC RELATIONS

Squadron uses Post publications (yes or no) \_\_\_\_\_

Squadron uses bulletin board (yes or no) \_\_\_\_\_

During the past year squadron has used for publicity coverage: (Check all that apply)

\_\_\_\_\_ Radio \_\_\_\_\_ TV \_\_\_\_\_ Cable TV \_\_\_\_\_ Newspaper

## UNIFORMED GROUPS

Squadron sponsors: a Color Guard \_\_\_\_\_ a Firing Squad \_\_\_\_\_

Uniformed Group Cost \$ \_\_\_\_\_

## AMERICANISM AND CHILDREN & YOUTH

Boys State Program: # boys sponsored \_\_\_\_\_ Cost \$ \_\_\_\_\_

Baseball: Legion Baseball team sponsored (yes or no) \_\_\_\_\_ Cost \$ \_\_\_\_\_

Non-Legion baseball team sponsored (yes or no) \_\_\_\_\_ Cost \$ \_\_\_\_\_

Oratorical Contest: SAL active with Post (yes or no) \_\_\_\_\_

# SAL Contestants \_\_\_\_\_ Cost \$ \_\_\_\_\_

Education: Participate in American Education Week (yes or no) \_\_\_\_\_

# Schools assisted \_\_\_\_\_ Cost \$ \_\_\_\_\_

# Scholarships awarded \_\_\_\_\_ Value of awards \$ \_\_\_\_\_

Hours of service given to education program \_\_\_\_\_

Additional amounts expended on Education Program \$ \_\_\_\_\_

Scouting: Squadron sponsors Scout Unit (yes or no) \_\_\_\_\_

# youths in Legion Scouting \_\_\_\_\_ Donated to Scouting Activities \$ \_\_\_\_\_

Flag Education: # flags presented locally \_\_\_\_\_ Cost \$ \_\_\_\_\_

Squadron Participation: \_\_\_ Flag Day \_\_\_ Get Out the Vote \_\_\_ Veteran's Day

\_\_\_\_\_ Memorial Day \_\_\_ July 4 \_\_\_ Legion Birthday \_\_\_ Four Chaplains Sunday

Community Service: Estimated # of hours \_\_\_\_\_ Cost \$ \_\_\_\_\_

Junior Shooting Sports: # Youth involved \_\_\_\_\_ Cost \$ \_\_\_\_\_

### **CHILDREN & YOUTH PROGRAM**

# of C&Y activities held \_\_\_\_\_ Cash aid given to needy children \$ \_\_\_\_\_

Value of goods given to children (estimate) \$ \_\_\_\_\_ # of children given aid \_\_\_\_\_

Cost of operating program: Administrative \_\_\_\_\_

Parties, Dinners, Gifts \_\_\_\_\_ Other expenses \_\_\_\_\_

### **CONTRIBUTIONS**

MDA \_\_\_\_\_ All Childrens \_\_\_\_\_ Special Olympics \_\_\_\_\_

Handicap children \_\_\_\_\_ \$ to Post \_\_\_\_\_ Hrs. To Post \_\_\_\_\_ CMN \_\_\_\_\_

Child Welfare Foundation \_\_\_\_\_ Emergency Relief Fund \_\_\_\_\_ Other \_\_\_\_\_

Florida Children & Youth Fund \_\_\_\_\_

### **GENERAL INFORMATION**

Total # business meetings (per year) \_\_\_\_\_ Socials (per year) \_\_\_\_\_

Our squadron meets regularly on the \_\_\_\_\_ of each month at \_\_\_\_\_ AM/PM

Average # of members attending \_\_\_\_\_

# of members attending meetings at \_\_\_\_\_ District \_\_\_\_\_ Mid-Winter \_\_\_\_\_ Convention

# of members that completed the Ten Ideals and/or Five Star Award Programs \_\_\_\_\_

**Return To: Ed Sheubrooks  
Detachment Adjutant  
800 S Brocksmith Rd  
Ft. Pierce, FL 34945**

**DUE BY: May 16<sup>th</sup>**

## How to Fill Out The Americanism Report

- ACTIVITY** This is a Squadron Report form. The activities reported should cover the period from Detachment Convention to subsequent Detachment Convention.
- BOYS STATE/  
GIRL STATE** Enter the number of boys sponsored by the Squadron and estimate the cost provided by the Squadron. If none, enter zero.
- BASEBALL** Enter the number of teams sponsored and the estimated cost if any.
- SCOUTING** Enter the cost of sponsoring the Scouting troop.
- ORATORICAL** Number of Contests conducted and estimated cost if any.
- FLAG  
EDUCATION:** Enter the number of occurrences and estimate cost, if any.
- SQUADRON  
PARTICIPATION:** Enter if participated in the listed activities.
- EDUCATION:** Enter the number participating and estimate cost, if any.
- COMMUNITY  
SERVICE** Enter the number of hours spent by Squadron members participating in events not reported elsewhere. Included any donations to other organizations that benefit mankind (medical research, prevention, etc).
- JUNIOR  
SHOOTING  
SPORTS** Enter the number of youth sponsored and estimated cost if any.
- COLOR GUARD:** Enter the number of Color Guard appearances.
- OTHER  
SPONSORSHIP:** Enter any other organized activity sponsored by the Squadron and estimate cost, if any.
- REMARKS:** Enter any other Americanism activity not covered in this report that you feel should be reported. **DO NOT** enter fund-raisers for Children & Youth or Child Welfare Foundation donations.
- SQUADRON  
MEMBERSHIP:** Enter number of members in your Squadron for the current membership year.
- MAIL TO:** Ed Sheubrooks, Detachment Adjutant  
800 S. Brocksmith Rd  
Ft. Pierce, FL 34945

**DEADLINE: May 16<sup>th</sup>**

# SONS OF THE AMERICAN LEGION SQUADRON AMERICANISM REPORT FORM

ACTIVITY YEAR 2011 to 2012    DETACHMENT -*FLORIDA*    SQUADRON # \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE ( \_\_\_\_\_ ) \_\_\_\_\_

### ♦♦ Complete Applicable Items Only ♦♦

<p><b>Boys State</b></p> <p>Number of Boys _____</p> <p>Cost _____</p> <p><b>Baseball</b></p> <p>Baseball Teams sponsored _____</p> <p>Cost of Sponsorship _____</p> <p><b>Scouting</b></p> <p>Cost of Sponsorship _____</p> <p><b>Oratorical Contest</b></p> <p>Squadron sponsored contest _____</p> <p>Cost _____</p> <p>Hour of Participation _____</p> <p><b>Flag Education</b></p> <p># of Flag Etiquette Programs _____</p> <p>Cost _____</p> <p># of Flag Retirements _____</p> <p><b>Squadron Participation</b></p> <p>Flag Day _____</p> <p>Get out the Vote _____</p> <p>Memorial Day _____</p> <p>July 4th _____</p> <p>Veterans Day _____</p>	<p>Legion Birthday _____</p> <p>Four Chaplains Sunday _____</p> <p><b>Education</b></p> <p># of members participating in Five Star/Ten Ideals Program _____</p> <p>Cost _____</p> <p># of Flags Presented to Schools &amp; Other Organizations _____</p> <p># of small flags placed on Veterans' graves/given away at Parades _____</p> <p>Cost _____</p> <p>Cost of Scholarships awarded _____</p> <p># of Hours on Education _____</p> <p><b>Community Service</b></p> <p># of Hours of Service _____</p> <p>Cost to Other Organizations _____</p> <p><b>Junior Shooting Sports</b></p> <p># of Hour of Service _____</p> <p>Cost of Sponsorship _____</p> <p><b>Color Guards</b></p> <p>Appearances _____</p> <p>Cost of Sponsorship _____</p>
---	---

**OTHER SQUADRON SPONSORSHIP** \_\_\_\_\_

\_\_\_\_\_

**REMARKS** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SQUADRON MEMBERSHIP#** \_\_\_\_\_

**Certified by:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MAIL TO: Detachment Adj. Ed Sheubrooks, 800 S Brocksmith Rd, Ft Pierce, FL 34945**

**DEADLINE: May 16<sup>th</sup>**

**2011-2012 FLORIDA SONS OF THE AMERICAN LEGION  
CHILDREN & YOUTH COMMISSION REPORT FORM**

Squadron Name & Number \_\_\_\_\_ Dist#: \_\_\_\_\_

**Part A: Child Welfare Foundation**

(1) Amount of donation made by:

\_\_\_\_\_

a) Squadron: \_\_\_\_\_ plus members \_\_\_\_\_ =total \$ \_\_\_\_\_

(2) List fund raising activities your Squadron participated in:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(3) Amount of time: (Total hours) \_\_\_\_\_

**Part B: Special Olympics**

(1) Amount of donation made by:

\_\_\_\_\_

a) Squadron: \_\_\_\_\_ plus members \_\_\_\_\_ =total \$ \_\_\_\_\_

(2) List fund raising activities your Squadron participated in:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(3) Amount of time: (Total hours) \_\_\_\_\_

**Part C: Children's Miracle Network**

(1) Amount of donation made by: \_\_\_\_\_

a) Squadron: \_\_\_\_\_ plus members \_\_\_\_\_ =total \$ \_\_\_\_\_

(2) List fund raising activities your Squadron participated in:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(3) Amount of time: (Total hours) \_\_\_\_\_

**Part D: Five Star/Ten Ideas Program**

	Recipients Name	Date	Person Testing	Awards Received
1)				
2)				
3)				
4)				
5)				

**Part E: Programs Not Listed**

(1) List all other C&Y activities your Squadron participated in:  
 (Ex: Boy Scouts, Josh Program, Halloween Safety, Spinoza Bear, Children’s Parties, etc.)

---



---



---

(2) Amount of donation made by: \_\_\_\_\_

a) Squadron \_\_\_\_\_ plus members \_\_\_\_\_ = Total \$ \_\_\_\_\_

(3) List activities your Squadron participated in : \_\_\_\_\_

---



---

(4) Amount of time: (Total hours) \_\_\_\_\_

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
 Commander Children & Youth Chairman

Date: \_\_\_\_\_

**Mail this form to:**  
**Ed Sheubrooks, Detachment Adjutant**  
**800 S Brocksmith Rd**  
**Ft Pierce, FL 34945**

**DEADLINE: MAY 16<sup>th</sup>**

# How to Fill Out the Veterans Rehabilitation Report

- ACTIVITY**            **Mark the appropriate level pertaining to you.** Indicate membership at time of report as compared to last year's. Squadrons must include their name and address.
- SECTION I**            Record the number of hours spent either at a VA Home or Medical Center and tally where indicated.
- SECTION II**            Fill out as follows:
- Field Services:** Time spent providing services for Veterans not in a VA facility. (Example: house maintenance, shopping, transportation)
- Home Services:** Any service performed at your own home or residence. (Example: baking, cooking, making care packages)
- SECTION III**            Record number of visits and tally where indicated. Each member counts as a visit at each event.
- SECTION IV**            Record any monetary donations given to a VA facility or programs on line A. If any gifts are given (i.e. TV's, pool tables, clothing) estimate current dollar value and enter one line B.
- SECTION V**            Explain what kind of activity took place and what members did and how.
- SECTION VI**            Enter any dollars expended by District or Detachment and total amounts  
**Note:** All volunteer hours from all District projects should be added to their respective Squadron reports.
- NOTE**                    A. This report **must** be signed to be accepted by either the Squadron Commander/Adjutant/Advisor.
- B. This form is to be used only for Veterans Rehabilitation. **DO NOT** use this form for Special Olympics, Muscular Dystrophy, Child Welfare, etc.
- C. Mail a copy to your District and/or Area Commander.
- 
- MAIL**                    Ed Sheubrooks  
                              Detachment Adjutant  
                              800 S Brocksmith Rd  
                              Ft. Pierce, FL 34945
- 
- DUE**                     **MAY 16<sup>th</sup>**

**SONS OF THE AMERICAN LEGION**  
**Veterans Rehabilitation Report**  
Activity Period - 2011 to 2012

( ) Detachment Current Membership \_\_\_\_\_ Previous Year \_\_\_\_\_  
( ) District Current Membership \_\_\_\_\_ Previous Year \_\_\_\_\_  
( ) Squadron Current Membership \_\_\_\_\_ Previous Year \_\_\_\_\_  
Squadron # \_\_\_\_\_ Address \_\_\_\_\_

**IS THERE A VAVS REPRESENTATIVE FOR YOUR LOCAL V.A. HOSPITAL? \_\_\_\_\_**  
**IF YES, HOW MANY? \_\_\_\_\_**

**Section I--Hours**

A) State VA Veterans Home Number of Hours \_\_\_\_\_  
B) VA Medical Centers Number of Hours \_\_\_\_\_  
Total Hours (A + B) \_\_\_\_\_

**Section II--Field Service & Home Service**

A) Field Service Number of Hours \_\_\_\_\_  
B) Home Service Number of Hours \_\_\_\_\_  
Total Hours (A + B) \_\_\_\_\_

**Section III--Visits to VA Homes/Med Centers**

A) VA Veterans Homes Number of Visits \_\_\_\_\_  
B) VA Medical Centers Number of Visits \_\_\_\_\_  
Total Hours (A + B) \_\_\_\_\_

**Section IV--Types of Donations**

A) Cash ( ) Dollar Amount \_\_\_\_\_  
B) Items ( ) Est. Dollar Amount \_\_\_\_\_  
Total ( A + B) \_\_\_\_\_

**Section V--Description**

Give a brief description of activities and locations (i.e. VA hospitals, veterans homes). Attach additional sheets, if necessary \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section VI--District/Detachment Donations**

Add additional money donations if this is a Dist./Det. Report TOTAL \_\_\_\_\_

Certified by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**MAIL TO THE DETACHMENT ADJUTANT**

**DEADLINE: MAY 16<sup>th</sup>**

# How to Fill Out The Volunteer of the Year Award

## Section I

**GENERAL:** Squadrons should submit their nominee, if available to the Detachment Adjutant. During the Detachment Convention, the appropriate Detachment Officials will select one nominee. The winner will be submitted to National Headquarters for consideration.

## Section II

**PERIOD:** The period of this volunteer's award should be from Detachment Convention to subsequent Detachment Convention. Overlapping periods will not be counted.

## Section III

**ACTIVITIES:** This section should be completed in detail as to the types of volunteer activities (what he actually did) that were performed. If additional space is required, please use additional sheets and attach to the nomination form.

**LOCATION:** This section should list the location (names of hospitals and homes) or locations of where the nominee's volunteer work was actually performed.

## Section IV

**CERTIFICATION:** The report can be submitted by any SAL or Legion person (not related) who belongs to the same Squadron or Post. The report should be "attested" by a Squadron or Post Commander.

**MAIL:** Ed Sheubrooks  
Detachment Adjutant  
800 S Brocksmith Rd  
Ft. Pierce, FL 34945

**DEADLINE:** **MAY 16<sup>th</sup>**

**SONS OF THE AMERICAN LEGION  
VOLUNTEER OF THE YEAR AWARD**

**Section I-- General Data**

Nominee \_\_\_\_\_ Date \_\_\_\_\_

Squadron # \_\_\_\_\_ SAL Card # \_\_\_\_\_

**Section II -- Total VAVS Hours & Visits**

Number of Hours Volunteered \_\_\_\_\_ Number of Visits \_\_\_\_\_

**Section III -- Remarks**

Volunteer Activities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location of Volunteer Performance (VA Homes & Hospitals) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ General Remarks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section IV-- Certification**

Submitted by \_\_\_\_\_ Title \_\_\_\_\_

Attested by \_\_\_\_\_ Title \_\_\_\_\_

**Mail to:**            **Ed Sheubrooks**  
                         **Detachment Adjutant**  
                         **800 S Brocksmith Rd**  
                         **Ft. Pierce, FL 34945**

**DEADLINE:    MAY 16<sup>th</sup>**

# THE SONS OF THE AMERICAN LEGION

## History Contest Rules

The rules below apply to all Histories.

### I. INTRODUCTION: (10 scoring points)

1. Title Page
  - a. History of Squadron
  - b. Name of Historian
  - c. Administrative Year (i.e. 2011-2012)
2. Foreword or Dedication
3. Picture (5 X 7), black and white or color of the Commander
4. Prayer
5. Pledge of Allegiance
6. Preamble to the Constitution of the Sons of The American Legion

### II. HISTORICAL CONTENT: (50 scoring points)

1. List of elected officers of the Squadron
2. List of Squadron Committee Chairmen
3. List of any Detachment awards received at the previous year's Convention, or during the administrative year.
4. The History should be written as a narrative, beginning with the Installation of Officers and ending with the close of the year.
5. The signature of the Squadron Commander and Historian are to immediately follow the final paragraph of the history.

**III. INDEX:** (10 scoring points)

1. The Index should be the last page of the History, and must be in alphabetical order and double spaced.

**IV. APPEARANCE:** (15 scoring points)

1. The binder should be for loose leaf paper and have a Sons of The American Legion emblem on the cover.
2. The paper should be plain whit bond, 8 1/2 X 11.
3. All information should be typed or neatly handwritten, neatly spaced with no noticeable errors.

**V. ARRANGEMENT:** (10 scoring points)

1. Written in third person.
2. Correct spelling.
3. Original and different in thought and presentation.
4. Clear and grammatically correct.

**VI. DEADLINE**

1. All Histories must received before Noon, Saturday of the Detachment Convention.
2. The entries should be submitted to the Detachment Adjutant.

# The Sons of The American Legion Community Affairs Commission

## Official Scrapbook Contest Rules

1. Community Affairs Scrapbooks must be neat and in chronological order, encompassing an administrative year, from one Detachment Convention to the next Detachment Convention. Only activities and articles taking place in said administrative year may be submitted for judging.
2. All books to be considered for judging for the Community Affairs Commission Award must be submitted to the Detachment Adjutant, prior to the Detachment Convention.

If sent through the mail, it should be sent to Detachment Adjutant, Ed Sheubrooks, 800 S. Brocksmitth Road., Ft. Pierce, FL 34945. Return receipt should be requested. **Scrapbooks must be submitted no later than Friday, noon of Convention.**

3. The articles, and other judging information contained in the scrapbook must be Community Affairs only. Guidelines are as follows:

A. Any publication in the newspaper relating to service provided, thank you letter from recipients of community service, or letters of acknowledgment. All submission must have proper dates indicating date which service was rendered.

B. Community Affairs is defined as any program or activity that directly benefits any person of the community or the community itself. It cannot be a project benefitting The American Legion or organizations within the scope of The American Legion.

4. All submissions must be properly bound to ensure that the pages are secure and will not become loose and fall out. The Commission takes no responsibility for books not adhering to this rule.

5. Scrapbooks may be submitted from and Squadron or District.

A. Submissions must identify the Squadron or District which it is from on the front cover of the scrapbook. All books must list a name and address to which the book can be returned. All books may be picked up after judging, except for the winner which will be submitted to National.

6. Submission used in service-related contest entries cannot be entered in the Community Affairs Scrapbook Contest.

Contest Rules are adapted from the National Community Affairs Commission rules which were approved at the Fall 1980 meeting of the National Executive Committee, and revised at the Fall 1989 meeting of the National Executive Committee, the Sons of The American Legion.

**CONSTITUTION & BY-LAWS**  
**Sons of The American Legion**  
**Detachment of Florida**

**PREAMBLE**

Proud possessors of a priceless heritage, WE, male descendants of veterans of World War I, World War II, the Korean War, and the Vietnam War, associate ourselves together as "Sons of The American Legion" for the following purposes:

To uphold and defend the Constitution of the United States of America; to maintain law and orders; to foster and perpetuate a true spirit of Americanism; to preserve the memories of our former members and the associations of our members and our forefathers in the Great 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 good will on earth; to safeguard and transmit posterity the principles of justice, freedom and democracy; to consecrate and sanctify our friendship by our devotion to mutual helpfulness; to adopt in letter and spirit all of the great principles for which The American Legion stands; and to assist in carrying on for God and Country.

**ARTICLE I**  
**NAME**

1. The name of this organization shall be the "Sons of The American Legion, Detachment of Florida".
2. The Detachment of Florida Headquarters of the Sons of The American Legion shall be located at the site of The American Legion, Department of Florida Headquarters, located at 1912 Lee Road, Orlando, FL 32810 and whose mailing address is P.O. Box 547936, Orlando, FL 32854-7936 and at such residence as is occupied by the current Detachment Commander, Detachment Adjutant and Department SAL Chairman.

**ARTICLE II**  
**NATURE**

1. The Sons of The American Legion, Detachment of Florida, is a civilian organization. Membership therein does not affect nor increase liability for military or police procedure.
2. The Sons of The American Legion, Detachment of Florida, shall be absolutely non-political and shall not be used for the dissemination of partisan principles nor for the promotion of candidacy of any person or group seeking public office or preferment.
3. The Sons of The American Legion, Detachment of Florida, shall be absolutely non-sectarian.
4. Each member shall perform his full duty as a citizen

according to his own conscience and understanding in accord with the law.

**ARTICLE III**  
**MEMBERSHIP**

1. Eligibility for membership in the Detachment shall be governed by the provisions of the National Constitution of the Sons of The American Legion, relating thereto.
2. There shall be no form or class of membership except an active membership, and dues shall be paid annually.

**ARTICLE IV**  
**DETACHMENT ORGANIZATION**

1. The Sons of The American Legion, Detachment of Florida, is organized under the jurisdiction and sponsorship of The American Legion, Department of Florida. The Detachment is a subsidiary organization and subordinate to The American Legion, a federal corporation organized by Act of Congress, and to The American Legion, Department of Florida organized and existing under the laws of Florida. The Detachment embraces and its jurisdiction extends the whole State of Florida.
2. The Detachment shall be divided into Areas, Districts, and Squadrons, organized and officered as hereinafter provided and shall conform with regulations and geographical limits of The American Legion, Department of Florida, Constitution and By-Laws, with regulations of the Department Executive Committee, the Department Convention, the National Executive Committee of The American Legion and with the National Constitution and By-Laws of the Sons of The American Legion.
3. The administrative and executive power shall be vested in the Detachment Executive Committee but all actions shall be subject to review and ratification by the Department Executive Committee. The Detachment shall be officered as herein provided.
4. There shall be one regular Annual Detachment Convention, to be held in conjunction with and during the Department Annual Convention. The Annual Detachment Convention shall be the legislative body of the Detachment Organization but all actions shall be subject to review and ratification by the Department Executive Committee. A special convention may be called in the manner hereinafter provided.
5. There shall be such standing Commissions and Committees as shall be provided in the Detachment By-Laws, membership of which shall be appointed by the

Detachment Commander, he may also appoint such special committees as may appear necessary or desirable, subject to ratification by the Detachment Executive Committee.

6. By-Laws shall be adopted for the further government and regulation of the Detachment, not inconsistent with this Constitution, subject to review and ratification by the Department Executive Committee.

7. There shall be at least one or more Detachment Conferences between Detachment Convention, to be held in conjunction with and during the Department Conference of The American Legion, Department of Florida.

## **ARTICLE V DETACHMENT CONVENTION**

1. The legislative body of the Sons of The American Legion, Detachment of Florida shall be a Detachment Convention, to be held annually in conjunction with and during the Department of Florida Convention of The American Legion. All actions of the Detachment Convention are subject to review and ratification by the Department Executive Committee.

2. The Detachment Commander shall request the Department Headquarters of The American Legion to issue a call to the Detachment Convention to each Squadron not less than sixty (60) days prior to the opening of the Detachment Convention.

3. The Annual Detachment Convention shall have all of the administrative, legislative and judicial powers of the Detachment, subject to review and ratification by the Department Executive Committee.

4. The Annual Convention shall be composed of delegates and alternates from each chartered Squadron of the Sons of The American Legion in the Detachment of Florida. Each Squadron will be entitled two delegates and two alternates, for the first ten (10) members and one additional delegate and alternate for each additional ten members or major fraction thereof; and provided the per capita tax has been paid fifteen (15) days prior to the Detachment Convention and the Squadron has a minimum of ten (10) members. Alternate delegates shall be recognized in the numerical order certified.

5. Each delegate to the Detachment Convention shall be entitled to one vote. The vote of any delegate absent and not represented by an alternate shall be cast by the majority of the delegates present from his Squadron. Alternates shall have all the privileges of delegates except that of voting. In voting at the annual election of officers, the vote of the delegates shall be cast by one delegate whose name is certified to the Adjutant some time prior to the election of officers.

6. Each member of the Detachment Executive Committee shall be a delegate to any Detachment Convention during his term of office, under the same conditions as applied to the

other delegates. Each Past Detachment Commander shall be a delegate for life to all Detachment Conventions, under the same conditions as applied to other delegates, provided that he shall be in good standing in a Squadron of the Sons of The American Legion, Detachment of Florida, and present on the floor of the Convention, with the vote to be exercised with their respective Squadron.

7. The convention shall be the final judge of election and qualifications of the delegates.

8. A quorum shall exist at a Detachment Convention when twenty (20) percent of the qualified Squadrons are represented as provided above.

9. The Detachment Executive Committee shall provide a Uniform Code of Procedure for orderly operation, organization, adopt or amend rules for the procedure and government of all Detachment Conventions and said code shall be applicable at all Detachment Conventions. Provided, however, the Convention rules that are contained within the Detachment Constitution and/or By-Laws may not be changed by this action.

10. A special convention may be held upon joint call in writing by the Detachment Commander and at least two of the Detachment Vice Commanders and a majority of District Commanders, or by a majority of the Detachment Executive Committee, or by a majority of the Squadrons. The same representation of Squadrons shall be required at a special convention to constitute a quorum as is required at the regular annual convention. No business shall be transacted at such special convention except such as is set forth in the call thereof.

## **ARTICLE VI DETACHMENT OFFICERS**

1. The Detachment Officers shall be: The Detachment Commander, the Detachment Vice Commanders, the Detachment Adjutant, the Detachment Finance Officer, the National Executive Committeeman, the National Committeeman Alternate, the Detachment Judge Advocate, the Detachment Historian, the Detachment Chaplain, and the Detachment Sergeant-At-Arms.

2. Detachment Officers shall be elected at each Annual Convention, except that the Detachment Commander shall appoint the Detachment Judge Advocate, the Detachment Adjutant, the Detachment Finance Officer and they shall be ratified by the Detachment Executive Committee. Such Officers shall serve until the adjournment of the succeeding Detachment Convention following their election.

3. One person may hold the office of Detachment Adjutant and Detachment Finance Officer.

4. The office of Detachment Commander may not be held by any one person for longer than two (2) terms

consecutively, or a total of three (3) terms. Except by recommendation and approval of a 2/3 vote of the Detachment Executive Committee, this section may be waived.

5. In case of resignation, death, suspension or removal from office of the Detachment Commander, the immediate Past Detachment Commander in good standing and available shall immediately take office as Acting Detachment Commander until the Detachment Executive Committee shall meet to fill the vacancy or a mail ballot may be taken.

6. There shall be a national Executive Committeeman and an Alternate whose terms of office shall commence immediately upon the adjournment of the National Convention next ensuing after their election.

7. Detachment Officers shall be subject to trial, discipline suspension and removal from office as provided in the Detachment By-Laws.

8. In the event that any Detachment Commander, Detachment Vice Commander or District Officer absent himself from the State of Florida for a period exceeding sixty (60) days, he shall submit his resignation from such office within a reasonable time after his departure from the state, and upon his failure or refusal so to do, such office shall be declared vacant and the vacancy filled, as provided in Article VII, Section 7, of this Constitution.

9. Only the Detachment Officers listed under Article VI, Section 1, while serving in office, are authorized to wear the official French Blue bottom with Gold top Detachment Uniform Cap with Gold lettering designating their particular office.

10. In fulfilling their duties and responsibilities the Detachment Officers shall be responsible to the Detachment Executive Committee, The Department of Florida Executive Committee, or to a subordinate body by it designated.

## **ARTICLE VII DETACHMENT EXECUTIVE COMMITTEE**

1. Between Detachment Conventions the executive power of the Detachment shall be vested in the Detachment Executive Committee, which shall consist of the following: The Detachment Commander, the Detachment Vice Commanders, the District Commanders, one (1) representative from each District, the Detachment Adjutant, the Detachment Finance Officer, the Detachment Judge Advocate, the Detachment Historian, the Detachment Chaplain, the Detachment Sergeant-At-Arms, and all Past Detachment Commanders.

2. The Detachment Adjutant, the Detachment Finance Officer and the Detachment Judge Advocate shall be members of the Executive Committee without vote.

3. All Past Detachment Commanders while in good standing in their respective Squadrons, shall be members for life of the Detachment Executive Committee. The District

Representatives shall assume their duties on the Detachment Executive Committee at the same time as the Detachment Commander and other Detachment Officers.

4. The Detachment Executive Committee shall be empowered to transact all essential business of the Detachment of Florida not otherwise provided for in this Constitution and By-Laws.

5. The Detachment Executive Committee shall hear and act upon appeals in cases of reprimand, suspension or removal of Squadron Officers, and it shall act as a trial court in the hearing and the trial charges against Detachment and District Officers, as elsewhere provided for in this Constitution or the Detachment By-Laws provided.

6. In cases of emergency, as elsewhere in this Constitution provided, the Detachment Executive Committee may provide a method and procedure for a special convention in lieu of the regular Annual Convention to elect officers, to make proposals for legislative enactment, to adopt and promulgate essential programs and to enunciate and proclaim matters of policy.

7. The Detachment Executive Committee shall have power to fill vacancies in any Detachment Office or in the Detachment Executive Committee until the next Convention, except as is herein otherwise provided; provided that any such vacancy occurring between meetings of the Detachment Executive Committee may be filled by appointment by the Detachment Commander subject to ratification or disapproval by the Detachment Executive Committee at its next meeting, and if the Executive Committee disapproves the appointment by the Detachment Commander, the Detachment Executive Committee shall fill the vacancy until the next Convention.

8. The Detachment Executive Committee shall meet within 24 hours after the Detachment Officers have taken office, as provided in Article VI hereof, and also shall convene in special meeting when called for the purpose stated in Section 7 of this Article, and immediately preceding the holding of a Detachment Convention, regular or special; and meet at such other times as in the By-Laws may be provided.

9. The Chairman of the Standing Commissions and Committees of the Detachment shall be ex-officio, non-voting members of the Detachment Executive Committee, with privilege of speaking on the subject of matters pertaining to their respective committees. They shall not be counted in constituting a quorum.

10. The Detachment Executive Committee, after due notice and a hearing may suspend, cancel or revoke the charter of any Squadron of the Sons of The American Legion over which it has jurisdiction in the event it violates the provisions of the Constitution or of the SAL National Constitution and By-Laws, subject to the approval of the Department

Executive Committee of The American Legion, Department of Florida.

11. Members of the Detachment Executive Committee shall be subject to charge and trial for the same causes and in the same manner as Detachment Officers are charged and tried and in the event the charge is sustained they may be deprived of their status and privileges. They shall have the same right of appeal to the Detachment Convention as is provided for appeals in case of Detachment Officers.

12. Ten (10) members of the Detachment Executive Committee shall constitute a quorum.

13. The Detachment Executive Committee without meeting may transact business by mail, telegraph or telephone on matters of urgency not involving new policy and on which action cannot be delayed until the next regular meeting. Thirty (30) days shall be allowed for the return, by mail, telegraph or telephone, of the votes thereon by the Detachment Adjutant. The Detachment Adjutant shall notify the Detachment Commander of the results of the vote taken. The Detachment Executive Committee may also meet on the call of the Detachment Commander or on the written request of five (5) Squadrons in the Detachment of Florida, at any time during the year for sufficient reason to it appearing.

14. The Detachment Executive Committee shall meet prior to the Detachment Conferences held between Detachment Convention to transact all essential business of the Detachment of Florida and not otherwise provided for in this Constitution AND the Detachment By-Laws.

15. All members of the Detachment Executive Committee shall provide Department Headquarters with proof of membership eligibility within thirty (30) days of adjournment of the Detachment Convention.

#### **ARTICLE VIII AREA ORGANIZATION**

1. There shall be Detachment Areas known as the Western Area, the Northern Area, the Eastern Area, the Central Area, the Southwestern Area, and the Southern Area.

2. The Western Area shall embrace the 1st and 2nd Districts.

3. The Northern Area shall embrace the 3rd, 4th, 5th, and 17th Districts.

4. The Eastern Area shall embrace the 6th and 12th Districts.

5. The Central Area shall embrace the 7th, 15th, and 16th Districts.

6. The Southwestern Area shall embrace the 8th and 13th Districts.

7. The Southern Area shall embrace the 9th, 10th, 11th, and 14th Districts.

8. In each of the said Areas, there shall be a Detachment Vice Commander elected at each Annual Detachment Convention, who shall take office at the same time as the

Detachment Commander, and the Detachment Vice Commanders shall serve without seniority. Such Detachment Vice Commander shall be a member in good standing of a Squadron in the Area for which he is elected, and shall be nominated at a caucus of Squadrons within said Area held during the Convention at which elected, and preceding the time set for the election.

9. The Detachment Vice Commanders shall have authority and perform such duties as shall be prescribed in the Detachment By-Laws and elsewhere in the Detachment Constitution.

10. An Area Conference may be held upon written call of the Detachment Commander and a majority of the District Commanders of the Area, or by the Detachment Vice Commander and a majority of the District Commanders of the Area, or by a majority of Squadrons in the Area. Such Conference shall be non-legislative and no action shall be taken thereat that invades the jurisdiction of the Detachment or of any Squadron.

#### **ARTICLE IX DISTRICT ORGANIZATION**

1. The Detachment shall be divided into Districts bounded as follows:

District 1: This District shall embrace the following Counties: Bay, Escambia, Holmes, Okaloosa, Santa Rosa, Walton and Washington.

District 2: This District shall embrace the following Counties: Calhoun, Franklin, Gadsen, Gulf, Jackson, Leon, Liberty and Wakulla.

District 3: This District shall embrace the following Counties: Baker, Columbia, Dixie, Hamilton, Jefferson, Lafayette, Madison, Suwanee and Taylor.

District 4: This District shall embrace the following Counties: Alachua, Bradford, Citrus, Gilchrist, Levy, Marion and Union.

District 5: This District shall embrace the following Counties: Clay, Duval, Nassau and St. Johns.

District 6: This District shall embrace the following Counties: Lake, Orange, Osceola, Seminole and Sumter.

District 7: This District shall embrace all of Polk County and that portion of Pasco County East of Interstate 75 (The American Legion Highway).

District 8: This District shall embrace the following Counties: Sarasota, Manatee, Highlands, DeSoto and Hardee.

District 9: This District shall embrace all of Broward County.

District 10: This District shall embrace the northern most portion of Dade County inclusive of the following: Miami Beach and all areas North of S.W. 8th Street, running east and west from Biscayne Bay to the county line.

District 11: This District shall embrace the following Counties: Palm Beach, Okeechobee and Clewiston from Hendry County and Indiantown from Martin County.

District 12: This District shall embrace the following Counties: Brevard, Indian River, Martin (except for Indiantown) and St. Lucie.

District 13: This District shall embrace the following Counties: Charlotte, Collier, Glades, Hendry (except Clewiston) and Lee.

District 14: This District shall embrace the Southern half of Dade County beginning at S.W. 8th Street running east and west and all of Monroe County.

District 15: This District shall embrace all of Hillsborough County, that portion of Pasco County, except New Port Richey, Hudson, Holiday, and Seven Springs West of Interstate 75 (The American Legion Highway), and all of Hernando County.

District 16: This District shall embrace all of Pinellas County and New Port Richey, Hudson, Holiday and Seven Springs from West Pasco County.

District 17: This District shall embrace the following Counties: Flagler, Putnam and Volusia.

2. There shall be a District Commander and one representative on the Detachment Executive Committee from each District elected at a District Conference provided in Section 8 of this Article, and their election shall be ratified at the next following Detachment Convention. The Convention may vote for ratification of all District Officers at one time in the absence of objection. Such Officers shall be members in good standing in a Squadron of the District in which they are respectfully elected. They shall take office at the same time as the Detachment Commander. Two (2) or more Active Squadrons are required in each District to hold election of District Officers.

3. When a vacancy in the office of District Commander occurs in any District, the Detachment Commander shall appoint his successor.

4. The Detachment Commander or several District Commanders within their respective Districts shall have the power to call Conferences of Squadrons at such times as they may deem advisable; provided, however, that at least ten (10) days notice of such Conference shall be given in writing to several Squadrons.

5. No District Conference shall have the right to take any legislative action or to bind the Detachment or District Officers by any such action taken, and any action taken in such Conference shall be considered merely advisory.

6. District Conferences shall be composed of Delegates and Alternates from each chartered Squadron in the District, each of which shall be entitled to two Delegates and two Alternates, for the first ten (10) members, and to add one additional Delegate and Alternate for each additional ten (10) members or major fraction thereof over and above ten members, Alternate delegates shall be recognized in the numerical order certified; and provided that the per capita tax has been received by Department Headquarters ten (10) days prior to the District Constitutional Conference. It shall

be a further duty of the Department Adjutant to publish to the Squadron and District Officers of the respective Districts in the Detachment a bulletin listing the official voting strength of each Squadron not later than five (5) days prior to the District Constitutional Conference.

7. Each Delegate to a District Conference shall be entitled to one vote. No Delegate shall be accredited without proper certificate signed by the Commander and Adjutant of the Squadron represented by such Delegate.

8. In addition to any other conference that may be held in the several Districts of the Detachment, there shall be held in each District a District Constitutional Conference not more than fifty (50) nor less than ten (10) days prior to the date of the Detachment Convention, at a time and place to be designated by the District Commander, under the same regulations prescribed for other Conferences as set forth in Sections 4, 5, 6, and 7 of this Article.

9. At such District Conference, only those Districts that have a membership of over two hundred (200) members, their shall be nominated one Delegate and one Alternate delegate to the SAL National Convention for each two hundred (200) members or major fraction thereof in said District, to serve for the term of one year, when ratified and confirmed by the Detachment Convention. Alternate delegates shall be recognized in the numerical order certified.

10. The District Commander shall within five (5) days after adjournment of such Conference, forward to the Department Adjutant a certified copy of the name and address of the District Commander and District Representative on the Detachment Executive Committee elected, and the Delegates and Alternates to the SAL National Convention nominated at such District Conference.

11. A Majority of Squadrons in a District, represented at such Conference by duly designated delegates, shall constitute a quorum.

12. District Caps (French Blue bottom with White top) may be worn during the term of office by only the following elected and appointed District Officers: District Commander, District Executive Committeeman, District Adjutant, Assistant District Adjutant, District Finance Officer, District Judge Advocate, District Sergeant-At-Arms, Assistant District Sergeant-At-Arms, District Chaplain, and District Historian.

## **ARTICLE X SQUADRON ORGANIZATION**

1. The local unit shall be termed the Squadron. The minimum membership for the formation of a Squadron of the Sons of The American Legion shall be ten (10).

2. No Squadron shall be received into this organization until it shall have received its charter. Those who desire to form a Squadron of the Sons of The American Legion shall make application for a charter to the Post Commander of the local Post of The American Legion in the area in which they reside.

Upon approval by the Post Commander, the application shall be forwarded to the Department Commander of The American Legion, and upon his approval it shall be forwarded to the National Headquarters of The American Legion, where the charter may be issued by the National Commander and the National Adjutant of The American Legion in the same manner as prescribed for the issuance of charters for Posts of The American Legion.

3. The Sons of The American Legion Squadron shall be organized under the jurisdiction and sponsorship of a local Post of The American Legion and shall bear the name of such sponsoring Post as follows: "Sons of The American Legion Squadron of \_\_\_\_\_ Post No. \_\_\_\_, Department of Florida.

4. There shall be no more than one (1) Squadron of the Sons of The American Legion for each Post of The American Legion in the Department of Florida. The Squadrons sponsored by the Posts in the Department of Florida shall be organized into the Detachment, Area and Districts as set forth in this Constitution and shall not conflict with the Department of Florida Constitution and By-Laws.

5. No person may be a member at any one time of more than one Squadron.

6. Each Squadron shall be the judge of the qualifications of its members, provided such members are eligible for membership in the Sons of The American Legion and eligibility is certified by the Post Adjutant.

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

8. Such charter, when issued, shall be countersigned by the Department Commander and the Department Adjutant.

9. Such charter may be suspended or revoked by the Detachment Executive Committee for the reasons and in the manner provided in Article VII hereof.

10. Where only one Squadron has received a charter within a Municipality or other political subdivision, for which it is chartered it shall have exclusive jurisdiction therein in all matters pertaining to the work of the Sons of The American Legion. Where more than one Squadron is chartered for a Municipality or other political subdivision, a division of territory shall be arranged by the sponsoring Posts as set forth in the Department Constitution of The American Legion, Department of Florida, Article X, Section 10.

11. Each Squadron in the Detachment of Florida shall have its own Constitution and By-Laws, provided that it shall not conflict with the Constitution and By-Laws of the Sons of The American Legion, Detachment of Florida, the National Constitution and By-Laws of the Sons of The American

Legion and the Constitution and By-Laws of The American Legion, Department of Florida. The Squadrons Constitution and By-Laws together with any subsequent Amendments, shall be approved by the Detachment Judge Advocate, such approval confirmed by the Department Judge Advocate and the Detachment Commander, and a copy filed with the Department Adjutant and the Detachment Adjutant, with certification of approval issued to the Squadron before becoming effective.

12. The Squadron officers of the Sons of The American Legion shall consist of a Squadron Commander, Squadron Vice Commanders (as many as may be required), Squadron Finance Officer, Squadron Adjutant, Squadron Sergeant-At-Arms, Squadron Historian, Squadron Chaplain, Squadron Judge Advocate and such other officers as may be required. The Squadron Adjutant and the Squadron Judge Advocate, who shall be appointed by the Squadron Commander-elect and whose names shall be placed before the Squadron or Squadron Executive Committee as the Squadron Constitution and By-Laws shall provide, at first meeting following their appointment, for confirmation by a majority of the members present.

13. All officers of Squadrons, except the Squadron Adjutant and the Squadron Judge Advocate, shall be elected and certified to the Department Adjutant and Detachment Adjutant, not more than fifty (50) days, nor less than ten (10) days prior to the Annual Detachment Convention, certification to be made on forms furnished or prescribed by the Department Adjutant. Squadron Officers shall be installed by the District Commander or his designated representatives, take office and enter upon their duties at a date to be fixed by the Squadron or Post, which date shall be subsequent to, but not later than sixty (60) days after the adjournment of the Annual Detachment Convention. In the event of a vacancy caused by death, resignation or removal from office, the name and address of the successor shall be reported to the Department Adjutant and the Detachment Adjutant within one week after such vacancy has been filled.

14. Members may be reprimanded, suspended or expelled from the Sons of The American Legion only upon proper showing of Cause. Charges shall be based upon disloyalty, neglect of duty, dishonesty and conduct unbecoming a member of the Sons of The American Legion. All charges must be made under oath in writing by the accusers, and no member in good standing shall lose his membership until given a fair trial by the elective officers and Executive Committeeman of the Squadron in which he is a member.

15. Any member who has been suspended or expelled from the Sons of The American Legion shall have the right to appeal to the Detachment Executive Committee or to the Detachment Convention. The decision of the Detachment shall be final. The provisions of Sections 14 and 15 do not apply to disciplinary procedures carried out in compliance with any state or local law, not affecting the right of a member

to attend Squadron meetings.

16. Any member in good standing may transfer to another Squadron willing to accept him, subject to the provisions of Section 7 of Article X of this Constitution. Such member shall be entitled to a certificate of membership from his Squadron upon transfer and acceptance by another Squadron. The transfer shall be effective upon notice sent to the Department Adjutant.

17. Any Squadron in this Detachment shall have full power and authority to drop from the membership roll the name of any member not paying his annual dues, as provided in the Sons of The American Legion National Constitution and By-Laws.

18. Officers of the Squadron may be reprimanded, suspended or removed from office upon charges based on disloyalty to the Sons of The American Legion, The American Legion or to the National Government, neglect of duties, dishonesty, and conduct unbecoming a member or officer of the Sons of The American Legion. All charges shall be made in writing by an accuser and no officer shall be reprimanded, suspended or removed from office until given a fair trial. The procedures to follow are as in the Department of Florida Constitution, Article X, Section 18.

19. Each Squadron shall use and follow the Sons of The American Legion Squadron Handbook in conducting its meetings, initiation of members and other ceremonies prescribed therein. Squadron meetings shall be held no less than once a month in accordance with the ritual of the organization.

## **ARTICLE XI COUNTY ORGANIZATION**

1. A County Organization may be formed by the Squadrons of any county having more than one Squadron if the Posts in the county have organized a County Organization. The rules and regulations to be the same as provided in Article XI of the Department of Florida Constitution.

## **ARTICLE XII FINANCE**

1. The revenue of the Sons of The American Legion, Detachment of Florida, shall be derived from annual membership dues and from other sources as may be requested by the Detachment Executive Committee or Detachment Convention, subject to approval of the Department Executive Committee or Department Convention.

2. The amount of such annual dues shall be determined and requested by the Detachment Executive Committee or Detachment Convention, and shall be subject to approval by the Department Executive Committee or the Department Convention. The present annual dues remain in effect until changed by action of a subsequent Department Executive Committee meeting or a Department Convention.

3. The annual dues, both National and Detachment, shall be collected by each Squadron or Post and transmitted within thirty (30) days after receipt to the Department Finance Officer.

4. The failure on the part of any Squadron or Post for more than thirty (30) days to remit National or Detachment dues collected from members shall be cause for the suspension or revoking of the charter of such Squadron or Post.

5. All Detachment Officers responsible for National or Detachment funds shall furnish adequate bonds conditioned for the faithful performance of their duties. Said bonds shall be made and deposited as the Department By-Laws provide.

6. The fiscal year of the Detachment shall be July 1 to June 30, each date inclusive.

7. There shall be a complete audit of the finances, accounts, property and business affairs of the Detachment made at the same times as the Department of Florida has its audit, in the same manner as provided in the Department Constitution, Article XII, Section 7.

8. No Squadron with past due accounts owing to the Department and unsettled before convening of the Annual Detachment Convention shall be entitled to seat their Squadron delegation in that Convention.

9. No member, officer or committee of the Detachment shall have the authority to bind it by contract or incur any obligation upon its behalf, except by express authority of the Department Convention or Department Executive Committee.

10. All contracts entered into on behalf of the Detachment shall be in writing approved by the Department Executive Committee or Department Convention, executed by the Department Commander and evidenced by its corporate seal which shall be affixed by the Department Adjutant and attested by his signature.

11. Such funds or deposit accounts may be established and maintained for the Detachment by the Department Finance Officer and shall be held and accounted for separately from other funds of the Department. Investments of money of such funds shall be as the Detachment Convention or Detachment Executive Committee determine and upon approval of the Department Convention or Department Executive Committee. No withdrawals from or reinvestments of such funds shall be made except by like authority. The Department Adjutant and Finance Officer shall collect the interest from such funds when due and deposit it to the SAL General Fund.

## **ARTICLE XIII DELEGATES TO THE NATIONAL CONVENTION**

1. Representation at SAL National Convention shall be as follows: Delegates and Alternates nominated by the District Conferences as provided in Article IX, and elected at the next Convention. The Detachment Commander, by virtue of his office, shall automatically be a Delegate to the SAL National

Convention, and shall be the Chairman of the Delegation. In the event the Detachment Commander cannot attend, the delegation will elect a chairman. The Detachment Adjutant shall be an Alternate delegate to the Chairman of the Delegation and Secretary to the Delegation. All other Delegates and Alternates to which the Detachment is entitled, after the Districts have been allotted their quota shall be appointed by the Chairman of the Delegation.

**ARTICLE XIV  
DISCIPLINE**

1. Detachment Headquarters may suspend, cancel or revoke the charter of any Squadron of the Sons of The American Legion over which it has jurisdiction in the event it violates the provisions of this Constitution, subject, however, to the approval of the Department Executive Committee of The American Legion, Department of Florida, in which the Squadron and Detachment are geographically situated.

2. Upon the cancellation or revocation of the charter of any Squadron of the Sons of The American Legion, the property and assets belonging to such Squadron shall thereupon become the property of the Post of The American Legion to which Squadron is attached.

**ARTICLE XV  
MISCELLANEOUS**

1. The National Constitution and By-Laws of The American Legion, The National Constitution and By-Laws of the Sons of The American Legion and the Department Constitution and By-Laws of The American Legion, Department of Florida shall govern in the event any provision of the Detachment Constitution or By-Laws conflict therewith. In the event no applicable provision appears in the Detachment Constitution or By-Laws to govern any matter that may arise in the Detachment, then the applicable provisions of the above designated Constitution and By-Laws shall govern.

**ARTICLE XVI  
AMENDMENTS**

1. This Constitution may be amended at any Detachment Convention by vote of two-thirds of the total authorized representation thereat, subject to ratification by the Department Executive Committee. Provided, however, the proposed amendment must be typewritten, prepared in triplicate on forms provided and be submitted to the Department Adjutant at least forty (40) days prior to the date of the Annual Detachment Convention. The proposed amendment shall have been first submitted and approved by a Squadron in the Detachment of Florida, the Detachment Executive Committee or the Detachment Constitution and By-Laws Committee.

2. Amendments to this Constitution proposed at the Annual

Detachment Convention of which notice required by Section 1 of the Article shall not have been given, shall be adopted only by the unanimous consent of all delegates present at the Convention at which such amendments are voted upon.

**ARTICLE XVII**

1. This Constitution became effective upon its adoption by the Detachment and Department Convention, in June of 1984, in Tampa, Florida.