

THE CLAYTON E. MONEYSMAKER AMERICAN LEGION POST 237

DEPARTMENT OF ALABAMA

STANDARD OPERATING PROCEDURE

COMMANDER

January 29, 2023

Purpose: Provide Post 237 Executive Committee and the membership knowledge of the duties and responsibilities of the Commander of The Clayton E. Moneymaker American Legion Post 237, Department of Alabama.

Scope: This SOP applies to **most** of the facets of the duties and responsibilities of the Commander of The Clayton E. Moneymaker American Legion Post 237, Department of Alabama. However; it is not all encompassing as there may be situations and emergencies that arise that require immediate attention that are not spelled out in the American Legion Officers Guide, or the Constitution and By-laws of the Clayton E. Moneymaker American Legion Post 237, Department of Alabama.

Authority: American Legion Officers Guide, and the Constitution and By-Laws of the Clayton E. Moneymaker American Legion Post 237, Department of Alabama, dated November 21, 2022.

IF AT ANYTIME THIS DOCUMENT CONFLICTS WITH THE CONSTITUTION AND BY-LAWS, THEN THE CONSTITUTION AND BY-LAWS TAKE PRECEDENCE.

References:

The American Legion 2022 Officer's Guide

The Constitution and By-Laws of the Clayton E. Moneymaker American Legion Post 237, Department of Alabama, dated November 21, 2022,

DD Form 1150, Request for Issue/Transfer/ Turn in of Ceremonial Weapons included in the Appendix A.

Request for Ceremonial Ammunition using the following email address and website:

Email: usarmy.ria.jmc.mbx.carg@army.mil

Web: <https://www.jmc.army.mil/CeremonialAmmo.aspx>

SECTION 1: Introduction

1. The Commander shall preside over the meetings of the Post and have general supervision over the business affairs of the Post.
2. The Commander shall be the Chief Executive Officer of the Post and make an annual report covering the business of the Post for the year served as Commander.

3. The Commander shall make recommendations for the ensuing year which will be read at the Post June general membership and be immediately forwarded to the Department of Alabama Adjutant with a list of the newly installed officers.

SECTION 2: INSTALLATION NIGHT REQUIREMENTS

1. The newly elected Commander will be sworn into office at the general membership meeting on the 3rd Monday in the month of June during “Old Business” of the Post.

2. The Commander will make appointments for the following positions to Executive Committee, to be ratified by the membership at the meeting:

A) Adjutant

B) Veterans Service Officer

3. The Commander will make appointments to the following programs:

A) Bingo Chairman

B) JROTC Liaison

C) POW/Mia Liaison

4. The Commander **may** make appointments for the following positions, if needed:

A) Assistant Finance Officer

B) Assistant Adjutant

C) Building Committee Chairman

5. The Commander will direct the Trustees to perform the yearly inventory of the Post's assets and provide it to the Executive Committee within 60 days.

6. At the conclusion of the meeting the newly installed Commander, the immediate Past Commander and the key control custodian (Club Manager), will transfer and sign accountability for the following accesses to:

A) All Post door keys

B) Desk keys

C) Keys to the safe

D) Combination to the door on the manager's office

E) Shed keys

F) Annex keys

G) Arm/disarm codes to the Post and Annex buildings.

SECTION 3: OTHER ADMINISTRATIVE FUNCTIONS TO BE DONE ASAP

1. The newly installed Commander and the Finance Officer will set up meetings with required financial institutions to add the new Commander as a signatory on all Post accounts.

2. The newly installed Commander and the Past Commander will transfer the control and inventory of the M1 ceremonial weapons that are used by the Honor Guard, using a DD Form 1150. An example can be found in Appendix A.

SECTION 4: MEETINGS

1) MEMBERSHIP AND EXECUTIVE COMMITTEE MEETINGS

1) The Commander will conduct meetings of the Post in accordance with the Order of Business that has been set by precedent and that have been passed down from Commander to Commander, but he may alter the order. The document can be found in Appendix B.

2) The suggested Order of Business for the month of April is noticeably different as this is the month that Post Officer nominations are made. An example of the Order of Business for the month of April can be found in Appendix C.

2) SPECIAL/EMERGENCY EXECUTIVE COMMITTEE MEETINGS

1) The Commander may call a special or emergency meeting of the Executive Committee at any time or for emergency situations that cannot wait until the normal Executive Committee meeting.

2) The Commander will call a special or emergency meeting of the Executive Committee at the request of 5 Executive Committee members.

3) The only items to be discussed at those meetings are the emergency situation at hand, or the subject of the request of the 5 Executive Committee members.

3) REQUEST FOR A SPECIAL MEETING OF THE POST

To facilitate the response of a request for a Special Meeting of the Post, the Commander shall employ the most expedient means of communication to acquire concurrence of no less than fifteen (15) members, including the Commander, so that a quorum will be present. A report shall be made to the general membership at the next regularly scheduled meeting as to the business transacted at any Special Meeting of the Post. The meeting at the call of the Commander for the purpose of installing officers (See ARTICLE VI, SECTION 5 of the Constitution), shall be considered a special meeting.

SECTION 5: COMMITTEES

1. House Committee: The Commander will serve as the House Committee chairman in the absence or incapacity of the 3rd Vice Commander.

2. Finance Committee: The Commander shall be a member of the Finance Committee

3. Nominating Committee: The Commander shall name a chairman and 3 members to the Nominating Committee during the March general membership meeting.

4. Vetting Committee:

1) The Commander shall be a member of the Vetting Committee for the Veterans Emergency Assistance Fund.

2) The Commander shall be a member of the Vetting Committee for the American Legion Family Emergency Assistance Fund.

5. Wargo Scholarship Committee:

1) The Wargo Scholarship Committee is a Committee that alternates Chairmanship annually between the American Legion and the American Legion Auxiliary.

2) The Commander will appoint 3 members to the Wargo Scholarship Committee yearly.

3) The Commander or one of his appointees will serve as the Chairman of the Wargo Scholarship Committee for a period of one year beginning in June of the even numbered years.

SECTION 6: REQUEST FOR THE COMMANDER

1. The Commander will be requested to order ceremonial ammunition for the Honor Guard. This can be achieved by the following Ceremonial Ammunition Request Points of Contact listed below:

1) **Phone:** TOLL FREE 877-233-2515

2) **Email:** usarmy.ria.jmc.mbx.carg@army.mil

3) **Web:** <https://www.jmc.army.mil/CeremonialAmmo.aspx>

2. The Commander will be requested to present a wreath at the Veterans Memorial on Memorial Day.

3. The Commander will be requested to be present during the Veterans Day Parade.

4. The Commander or a designated representative of the post will be requested to attend meetings of the 12th District of the American Legion, Department of Alabama.

APPENDIX A

APPENDIX B

ORDER OF BUSINESS FOR REGULAR MEETINGS

Bold-Face type below indicates the Commander speaking

1. Opening --- One Rap of the Gavel

(Seat those present and have Sergeant-at-Arms secure the Post)

“SGT @ ARMS, Post Secure?” (Render HAND SALUTE)

2. Three Raps of the Gavel (all those present will stand)

“The Colors being in place --- HAND SALUTE ---- TWO.”

Note: For items #3 thru #5, members should remove their Caps, and remain standing thru #6.

3. **“The Chaplain will now offer Opening Prayer.”**

4. POW/MIA Empty Chair Ceremony

Sergeant-At- Arms please drape our POW/MIA empty chair. The Commander may read the following statement, (it’s their choice):

“Resolution 288, adopted at the 67th National Convention, calls for designating a POW/MIA Empty Chair 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. A constant reminder for all of us to

spare no effort to secure the release of any American prisoners from captivity, the repatriation of the remains of those who have died bravely in the defense of liberty, and a full accounting of those missing. Let us rededicate ourselves to this vital endeavor.”

5. Pledge of Allegiance. (All to recite).

Recite with me the Pledge of Allegiance to the flag

6. (Recover)

“We will now recite in Unison The Preamble To Our Constitution”

“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 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 THE PROSTERITY THE PRINCIPLES OF JUSTICE, FREEDOM, AND DEMOCRACY; TO CONSECRATE AND SANCTIFY OUR COMRADESHIP BY OUR DEVOTION TO MUTUAL HELPFULNESS.”

One Rap of the Gavel to seat the members

7. “I now declare the Clayton E. Moneymaker American Legion Post 237, Department of Alabama, regularly convened.”

8. Suggested Order of Business

a. **Roll Call of Officers** to determine if Quorum is present.

b. Introduction of Special Guest and previous State and Post Commanders. (If any)

c. **We will now have a reading of minutes of the previous General Membership Meeting.**

d. **We will now have a reading of minutes of the previous Executive Committee meeting.**

COMMITTEE REPORTS: (by Office)

Adjutant’s Report/Correspondence.

1st Vice Report -- Membership Report.

Prospective New Members announced and voted on, Initiation of New Members.

2nd Vice Report -- Programs/Americanism Report.

3rd Vice Report – Post/Club Activities, House Committee Report.

Finance Report – Financial Report. To be voted on by the membership.

Chaplain Report – Sick Call, Relief, and Employment.

Post Service Officer's Report.

Trustee's Report.

Historian's Report.

Staff Judge Advocate's Report

Unfinished/Old Business - From previous meetings to finish.

Do we have any unfinished or old business to come before this meeting?

New Business - To be voted on or tabled to continue.

Do we have any new business to come before this meeting?

Business for The Good of The American Legion.

Do we have any business for the Good of the American Legion to come before this meeting?

(Membership shall be permitted to make suggestions of any kind, character or description, save/safe of religion or partisan politics.)

MOTIONS WILL NOT BE MADE OR RECOGNIZED.

Chaplain, we will now have a Memorial to Departed Post Members.

Sergeant-At-Arms please drape our Charter.

Three Raps of the Gavel. (Membership shall rise and uncover, standing in silence, uncovered and right hand over heart.)

9. Closing Ceremony

“Is there any further business to come before the meeting? If not, would the Chaplain please lead us in the Closing Prayer?”

(Membership remains risen and uncovered, standing in silence, uncovered and right hand over heart.)

10. (Recover) Commander’s Charge.

“Till we meet again, let us remember that our obligation to our Country can be fulfilled only by the faithful performance of all duties of citizenship. Let service to the Community, State, and Nation be ever a main objective of The American Legion and its members. Let us be ever watchful of the Honor of our Country, our organization and ourselves, that nothing shall swerve us from the path of Justice, Freedom, and Democracy.”

11. **“With the Colors being in place --- HAND SALUTE --- TWO.”**

12. **“I now declare this meeting of The Clayton E. Moneymaker American Legion Post 237, Department of Alabama, ADJOURNED.”**

APPENDIX C

ORDER OF BUSINESS FOR REGULAR MEETINGS

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1. Opening --- One Rap of the Gavel

(Seat those present and have Sergeant-at-Arms secure the Post)

“SGT @ ARMS, Post Secure?” (Render HAND SALUTE)

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“The Colors being in place --- HAND SALUTE ---- TWO.”

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spare no effort to secure the release of any American prisoners from captivity, the repatriation of the remains of those who have died bravely in the defense of liberty, and a full accounting of those missing. Let us rededicate ourselves to this vital endeavor.”

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Unfinished/Old Business - From previous meetings to finish.

Nominating Committee Chairman please stand and read the names of nominees for offices of the American Legion:

1) Commander: **Do you accept the nomination for position of Commander?**

2) 1st Vice Commander: **Do you accept the nomination for the position of 1st Vice Commander?**

3) 2nd Vice Commander: **Do you accept the nomination for the position of 2nd Vice Commander?**

4) 3rd Vice Commander: **Do you accept the nomination for 3rd Vice Commander?**

5) Finance Officer: (If it is an Election Year for the Finance Officer): **Do you accept the nomination for the position of Finance Officer?**

6) Chaplain: **Do you accept the nomination for the position of Chaplain?**

7) Veterans Service Officer: **Do you accept the nomination for the position of Veterans Service Officer?**

8) 3 year Trustee: **Do you accept the nomination for the position of the 3 year Trustee?**

9) Historian: **Do you accept the nomination for the position of Historian?**

10) Staff Judge Advocate: **Do you accept the nomination for the position of Staff Judge Advocate?**

11) Sergeant-At-Arms: **Do you accept the nomination for the position of Sergeant-At-Arms?**

Thank the Nomination Committee for their service.

We will now open up the floor for nominations for offices.

1) Repeat 3 times: **Are there any nominations from the floor for the position of Commander?**

A) If there are nominations from the floor ask the nominee: **Do you accept the nomination for the position of Commander?** Repeat step 1).

B) If there are no further nominations from the floor **The nominations for the position of Commander are closed.** (1 rap of the gavel)

2) Repeats steps 1A and 1B for the offices of:

1) 1st Vice Commander

2) 2nd Vice Commander

3) 3rd Vice Commander

4) Finance Officer

- 5) Chaplain
- 6) Veterans Service Officer
- 7) 3 year Trustee
- 8) Historian
- 9) Sergeant-At-Arms

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