

**BY-LAWS**

**Veterans Memorial Post 347**

**The American Legion**

**Lady Lake, Florida**

**Department of Florida**

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## Article I: Name and Purpose

### Section I.

This Post, existing under these By-Laws, shall operate as a non-profit organization and as an integral part of the American Legion, and the Department of Florida American Legion. The objectives of this Post are as set forth in the Constitutions of the American Legion, the Department of Florida, and Veterans Memorial Post 347.

## Article II: Management

### Section 1.

The Executive Committee shall have charge of and be responsible for the management of the affairs of Post 347. All committees will report to the Executive Committee through their chairperson/manager.

### Section 2.

The Executive Committee shall consist of the Post 347 Commander (hereafter referred to as "Commander"), First Vice Commander, Second Vice Commander, Third Vice Commander, Finance Officer, Chaplain, Historian, Sergeant-at-Arms, four (4) Members at Large, the immediate Past Post 347 Commander, and the following appointed officers: Adjutant, Judge Advocate, Service/Re-source Officer. Only these officers will have a vote on the Executive Committee and be counted in ascertaining a quorum. Appointed Assistant Officers shall have voting rights and count toward a quorum when-filling in for the absent officer.

Any Assistant Officers shall be appointed as deemed necessary and approved by the Executive Committee. Any duties and responsibilities shall be documented in a training manual.

### Section 3.

Succession of Office for the Commander: Should the Commander become unable to perform their duties permanently the 1<sup>st</sup> Vice Commander will assume the duties of Commander.

Any other vacancy occurring on the Executive Committee, the office shall be declared vacant and shall be filled by the Commander with approval of the Executive Committee.

Members of the Post may only hold one (1) elected or appointed position in the Post in anyone (1) administrative year. If a member of the Executive Committee misses 3 consecutive meetings of any combination of Executive Committee or General Membership meetings without a valid excuse (as determined by the Commander and/or Adjutant), they shall be charged with neglect of duty by the Commander. A trial shall be held in accordance with the Constitution of the American Legion, Department of Florida.

Catastrophic Emergency is defined as a situation wherein Post 347 members cannot meet in person due to circumstances beyond the control of Post 347. During this time, the Executive Board will meet via electronic means (e.g. Facetime, Microsoft Teams, Zoom). For the duration of those circumstances, Post 347 Executive Committee will act on behalf of the members in all matters. These actions include but are not limited to matters involving finance and discipline of members. The Executive Committee may pass other actions as may be necessary. When the catastrophic emergency is over, at the first possible meeting of the members, they will be informed of all actions taken on their behalf.

## Section 4.

Hall Usage. All rentals (at cost or no cost) shall have a Post Rental Agreement on file. Final approval of the agreement will be made by the Executive Committee. The Kitchen Manager is responsible for completing the approved rental agreement and financial worksheet (for events where there is a fee), including signatures, prior to the date of rental.

All rental agreements will be kept on file for a minimum of one (1) year following the event. A copy of the financial worksheet will be given to the Finance Officer along with any deposits collected. If there are lounge costs involved, a copy of the financial worksheet will also be given to the Lounge Manager.

It is the responsibility of the Kitchen Manager to coordinate with the Lounge Manager to ensure proper coverage for the Hall Bar is maintained.

It shall also be the responsibility of the Kitchen Manager to review and update rental procedures and contracts on a yearly basis.

## Section 5.

No Post business will be retained on personal computers unless authorized by the Commander.

## Article III: Post Executive Committee

### Section 1.

The incoming elected Executive Committee shall meet for organizational purposes at a date determined by the incoming Commander. At that meeting an Adjutant, Judge Advocate, and Service/Resource Officer shall be appointed by the Commander and approved by majority of the newly elected Executive Committee.

Whenever a meeting is being held in executive session, only members of that body, special invitees, and such other personnel as deemed necessary are allowed to attend. Post 347 members in good standing wanting an item added to the agenda must contact the Commander or Adjutant at least twenty-four (24) hours prior to the meeting. The Commander and Adjutant or Judge Advocate will determine if that item is added to the agenda.

The Commander may call a special meeting of the Executive Committee to discuss a single special item, or a special meeting may be called upon a request by 2 or more members of the Executive Committee. The Commander must give a minimum of at least twenty-four (24) hour notice of a special meeting. Fifty (50) percent plus one (1) shall constitute a quorum for an Executive Committee special meeting. Polling by the Commander, or the Adjutant as directed by the Commander, shall serve as a meeting. Results must be recorded in the minutes of an Executive Committee meeting.

## Section 2.

The Executive Committee shall have the authority to appoint or dismiss any volunteer (s), or employee (s), as may be deemed necessary for just cause. Volunteers that are dismissed by supervisory personnel may appeal their dismissal to the Executive Committee within thirty (30) days.

## Section 3.

The Executive Committee shall authorize and approve all expenditures covering normal operating expenses or routine needs as covered in the Annual Post Budget. Any expenses not covered in the Annual Post Budget shall be brought to the Executive Committee and then approved by the General Membership.

Elected and appointed members of the Executive Committee may not serve in any other paid position such as Lounge Manager, Kitchen Manager or the like.

## Article IV: Discipline

### Section 1.

Discipline within the Post can take two forms:

- a. Lounge Discipline for actions stemming from lounge infractions
- b. General Discipline for more serious actions against The American Legion, Post 347, or Post members.

### Section 2.

Lounge Discipline. Disciplinary actions will be handled by the Lounge Manager or senior Executive Board member present and then reported to the Commander. If the accused member objects to the disciplinary actions, then the infraction must be documented in writing, to include witness statements. Any member has the right to appeal the disciplinary action to the Executive Committee within seven (7) days of notification.

### Section 3.

General Discipline. Any disciplinary action where the potential punishment is suspension or expulsion (or in the case of an Officer the removal from office) requires sworn or verified written charges by the accuser. All procedures and documentation will be in accordance with Department of Florida Rules Governing Trials.

## Article V: Duties of Officers

### Section 1.

Duties of all Officers will be as described in the American Legion Officers Guide in addition to those outlined in the Post 347 Constitution and By-Laws. Any elected officer may assume the duties of another officer due to that officer's absence or disability, when called to do so by the Commander or the Executive Committee.

Duties will not exceed a period of 60 days. After 60 days the position will be declared vacant and the position filled by the Commander with approval by the Executive Committee. This member will remain in the position for the remaining term of office.

### Section 2.

Duties of the Commander: The Commander shall preside over all business and affairs of the Post; shall act as Chief Executive Officer of the Post and file an annual report at the end of the elected term reviewing the past year's Post business and make recommendations for the following year. This report shall be read at the annual meeting and after the election of Officers. A copy of the report will be forwarded to the Department of Florida Adjutant. The Commander shall serve as an ex-officio member of all committees. The Commander may succeed themselves in office.

The Commander shall be responsible for seeing that, in their absence, there is at least one responsible officer in the immediate jurisdiction of the Post and available to the Post at all times. This would include the First, Second, Third Vice Commanders, and the Post Adjutant.

The Commander may authorize and approve expenditures not in excess of one thousand (\$1000) dollars during recess between Post meetings. The maximum amount would be waived in the event of an emergency relating to an act of God where the integrity of the building or the health and safety of Post members are involved.

The Executive Committee will be notified as soon as possible of the expenditure.

### Section 3.

Duties of the First Vice Commander: The First Vice Commander shall assume all the duties of the Commander in the event of the Commander's temporary absence or disability or when called upon to do so by the Commander or the Executive Committee. The First Vice Commander shall have the responsibility for membership.

The First Vice Commander shall be in charge of contacting possible new members, renewal of present members, reinstatement of lapsed or delinquent members, and shall render a report of membership at each monthly meeting of the Post or when requested to do so by the Commander.

### Section 4.

Duties of the Second Vice Commander: The Second Vice Commander shall chair the Entertainment and Activities programs of the Post. Any entertainment and activities programs that include the kitchen and/or bar operations must be conveyed to the Kitchen and/or Lounge Manager to ensure proper coverage is in place.

Only the Commander, or Kitchen Manager are authorized to enter dates and functions on the Hall scheduling calendar.

### Section 5.

Duties of the Third Vice Commander: The Third Vice Commander serves as Chairperson of the Building and Grounds Committee. The Third Vice Commander or their designated representative will be responsible for monitoring all maintenance/equipment installation contracts, service calls, and maintenance requirements/work orders pertaining to the Post buildings and grounds.

## Section 6.

Duties of the Post Adjutant: The Post Adjutant shall have charge of and shall keep a full and correct record of all proceedings of Post and Executive Committee meetings, keep records as the American Legion and Department organizations may require, and under the direction of the Commander, shall handle all correspondence as necessary.

The Post Adjutant, with the approval of the Commander, will be responsible for controlling, and distributing of building keys and issuing lounge door access cards. When a person is no longer a member of the Post, their access card will be deleted from the system and all keys collected.

The Post Adjutant will be responsible for all offices supplies including the ordering and receiving of items.

## Section 7.

Duties of the Finance Officer: The Finance Officer shall deposit Post funds in the proper accounts and keep an itemized account of all funds received and distributed. All funds will be properly stored every night in the Finance safe. Accounting software such as Quick Books, or something similar and approved by the Executive Board, is to be used to record all entries.

All invoices pertaining to Post 347 accounts must have the Post mailing address on the statement/invoice and be received at the Post and paid by Post check with two authorized signatures. There shall be no cash transactions to be made at any time. The Finance Officer shall pay all invoices approved by the Commander, food purchases approved by the Kitchen Manager, and lounge invoices approved by the Lounge Manager. Any monthly expenses approved by the Executive Board and General Membership shall be paid in a timely manner.

Any emergency invoices considered Cost of Business must be approved by the Commander and reported to the Executive Board as soon as possible.

A detailed report of all monthly expenses shall be presented at the Executive and General Membership monthly meetings and a copy submitted to the Post Adjutant as a permanent record;-The Finance Officer shall perform such other duties concerning financial matters as directed by the Post Executive Committee. The Finance Officer will be responsible for the application, and oversight of all Post 347 credit cards approved by the Executive Committee.

The Finance Officer will be responsible for maintaining the Post Insurance and Bond Policies. They shall ensure that the Post has adequate and complete coverage on all Post property; and coverage is provided for all members handling Post funds to include any acts of dishonesty by Officers, members and volunteers as pertains to Post funds. The Finance officer will provide a briefing on Insurance coverage to the Executive Committee during the first Quarter of the current Fiscal Year.

No financial records or property inventory logs shall be removed from the Post at any time.

#### Section 8.

Duties of the Service/Resource Officer: The Service/Resource Officer shall assist all veterans and their eligible dependents with benefits and programs of the Department of Veterans Affairs (VA), and other government agencies: shall act as a liaison between the Post and the VA: and shall be certified by the American Legion, Department of Florida by annually attending the appropriate Officer school.

#### Section 9.

Duties of the Historian: The Historian shall be responsible for the historical records and incidents of the Post and Post members and shall perform other duties as shall be determined by the Commander or the Executive Committee. The Historian should attend all social and award functions to gather photographs and information for input to the Post historical records, providing copies to the Public Relations Committee for input to local media.

## Section 10.

Duties of the Chaplain: The Chaplain shall oversee the spiritual welfare of the Post and shall offer divine but nonsectarian services at dedications, funerals, public functions, etc.; adhere to such ceremonial rituals as recommended by the American Legion or Department of Florida Headquarters. It is the Chaplain's duty to visit the sick and to assist, if requested, the Honor Guard/Funeral Committee in its funeral duties. The Chaplain shall be responsible for mailing appropriate sympathy/get well cards for the Post

## Section 11.

Duties of the Sergeant-At-Arms: The Sergeant-At-Arms shall preserve order at all meetings, and shall perform such other duties as may be assigned by the Commander or the Executive Committee; be custodian of all colors and Post ceremonial equipment; and introduce visiting Legionnaires, guests or others to the Commander.

## Section 12.

Duties of the Judge Advocate: The Judge Advocate shall advise the Commander and the Executive Committee on all legal matters including, but not limited to, the construction and interpretation of the Post Constitution, Post By-Laws, and Standing Rules. The Judge Advocate shall preside at all meetings called to hear charges against any member of the Post as outlined in the Constitution and By-Laws of the American Legion and Rules Covering Trials. The Judge Advocate will review the By-Laws annually and make any recommended changes to the Executive Committee.

### Section 13.

Kitchen and Lounge Managers: The Kitchen and Lounge Managers shall be appointed by the Commander and approved by the Executive Committee. All price changes must be presented to the Executive Committee. The Executive Committee can approve, increase, or decrease the requested changes.

A food and beverage inventory shall be taken monthly by each respective manager. A semi-annual inventory shall be taken by at least two (2) Members at Large along with the respective Manager and a report presented to the Executive Committee at the monthly meeting.

### Section 14.

Duties of Members at Large: Members at Large are responsible for the Inventory of all Post property annually, or as otherwise directed by the Executive Committee, excluding the Kitchen and Lounge. All items exceeding the value of one thousand (\$1,000) dollars will be inventoried. Information to be recorded will include: nomenclature, make, model, serial number, quantity, location and replacement cost Results will be provided to the Executive Committee at the next regular meeting and then retained by the Finance Office.

Members at Large may be assigned other duties by the Commander and/or Executive Committee. They will assist committee chairs as needed. They should be knowledgeable and aware of Post operation, Post activities, and Post involvement in American Legion programs.

## Article VI: Delegates

### Section 1.

The delegates and alternates to a District 6 or Department of Florida convention or meeting shall be determined by the Executive Committee at least twenty (20) days-prior to the convention or meetings.

### Section 2.

It shall be the duty of delegates and/or alternates to attend the Department Convention and the District Constitution Conference. Delegates, at the discretion of the Executive Committee, may be reimbursed for expenses incurred.

## Article VII: Appointments

### Section 1.

The Commander, upon being elected, shall appoint officers, committees and liaisons to be ratified by the Post Executive Committee; Officers would include but not be limited to- Post Adjutant, Post Service/Resource Officer, Post Judge Advocate, and Assistant officers as deemed necessary. Committees would include but not be limited to: Americanism, Public Relations, Disability, Community Affairs, Finance Committee, Auditing Committee, Building and Grounds Committee, and Entertainment and Activities Committee. Each Committee shall consist of at least two (2) members in good standing. Liaisons would include but not be limited to Riders and Sons Squadron.

## Section 2.

Entertainment and Activities Committee: The Second Vice Commander will chair the Entertainment and Activities Committee which shall act as the social planning entity of the Post with the sole purpose of carrying out social and entertainment activities

## Section 3.

Finance Committee: The Finance Officer shall chair this Committee with the finance supervisors and accountant(s) acting as members. This committee shall be charged with administration of the financial policy as approved by the Executive Committee; shall prepare a budget recommendation, supervise receiving of funds, disbursing of funds and accounting of all Post funds. This committee shall review the profitability of all committees handling Post funds at least once each month, submitting such results to the Commander and the Executive Committee for review.

## Section 4.

Public Relations Committee: This committee shall be charged with the promotion of public support of the American Legion programs by proper contact with the American Legion, the Department of Florida and National Legion News Service and by local publicity of post programs and activities. The Commander or his designated representative shall clear all publicity releases regarding Post 347.

## Section 5.

Americanism Committee: This committee shall be charged with the promotion of patriotism and good citizenship by arranging for proper observance of patriotic occasions and encouraging civic and patriotic phases of instruction in the schools, Americanization of aliens and combating anti-American propaganda by educating the public in American ideals through public forums and activities for community and civic betterment.

## Section 6.

Community Affairs Committee: This committee shall be charged with obtaining information within the community for service that could be rendered by the Post for the benefit of the community. It should make itself aware of the needs of the community and establish the means for the Post to fulfill those needs.

## Section 7.

Building and Grounds Committee: This committee shall be chaired by the Third Vice Commander and be responsible for all upkeep and maintenance of all Post property including building, equipment and the landscaping and care of the grounds.

## Section 8.

Auditing Committee: The audit committee is responsible for examining the accounting procedures and methods of internal controls of Post funds. The Chairman will be appointed by the Executive Committee and may be a member of the Executive Committee. The Auditing Committee will be responsible for recommending to the Executive Committee the name of a Qualified Public Account to examine the Post accounting records at the end of each Post fiscal year.

Members of the Auditing Committee should be familiar with sound accounting procedures and may be past Post Financial Officers. The Post Financial Officer will act as a source of information to the Auditing Committee and therefore shall not be a member of said committee. The committee will review all aspects of the management and control of Post funds and assets.

The audit committee can recommend changes to the accounting procedures and methods of internal controls to be acted upon by Executive Committee approval.

### Section 9.

Honor Guard: The Honor Guard Commander shall act as the liaison to the Executive Board. The Honor Guard shall perform funeral duties for Post members and represent the Post at local ceremonies as time and personnel permit. The Honor Guard Commander shall be elected by the Honor Guard and approved by the Executive Committee. The Commander of the Honor Guard will be responsible to the Post Commander.

### Section 10.

Sons Liaison: The Commander shall appoint a liaison from the Post to advise the Sons Squadron and keep the Executive Committee informed.

### Section 11.

American Legion Riders Liaison: The Commander shall appoint a liaison from the Post to advise the Post Rider's Chapter and keep the Executive Board informed. All actions of the Rider's membership in reference to the disciplinary action against Rider members shall be subject to the approval of the Post Executive Committee.

## Article VIII: Post Meetings

### Section 1.

There shall be at least one (1) Post meeting every month during the year. Date and time of the meeting will be as stated in the Post Standing Rules.

Executive Committee meetings shall be held monthly, at a minimum, at the Post home. Business of the Post shall be transacted as may be properly brought forth.

### Section 2.

The Commander or any two (2) members of the Executive Committee shall have the power to call a special meeting of the Post at any time provided proper notification is given to the membership at least ten (10) days in advance.

### Section 3.

Fifteen (15) members including a majority of the Executive Committee present at a regular Post meeting shall constitute a quorum and ten (10) members including a majority of Executive Committee shall constitute a quorum at any special meeting.

### Section 4.

All proceedings of this Post shall be conducted under and pursuant to "Robert's Rules of Orders, Newly Revised" except as otherwise provided in the Post Constitution or By-Laws.

### Section 5.

The drinking of Alcoholic beverages during any Executive or Post General Membership meeting shall be prohibited.

## Article IX: Dues

### Section 1.

The annual membership dues in this Post shall be at least five (5) dollars and fifty (50) cents (\$5.50) more than the American Legions capital assessment and shall be determined by the Executive Committee and ratified by the general membership. The membership shall be notified of any change in the amount of dues at the next Post meeting and by publishing the change in the next printing of the Post publication and posting on the Post web site.

## Article X. Nominations and Elections

### Section 1.

Nominations and elections shall be as outlined in the Constitution of the American Legion, Department of Florida. No name shall appear on the ballot for more than one (1) office. Nominees must be a member in good standing of Post 347 and reside within fifty (50) miles of the Post twelve (12) months of the year.

### Section 2.

The Post adjutant shall give notice of the annual meeting and election at least three (3) weeks prior thereto. Notice in the Post publication(s), regularly distributed to the membership, Post Web page, and/or through the local media shall be deemed adequate. This Post will not provide absentee ballots nor will write in candidates be permitted.

### Section 3.

The First Vice Commander will appoint a Nominating Committee and present the members to the Executive Committee for approval. The Nomination Committee shall consist of at least three (3) Post members in good standing. None of the members may be candidates for an elected office of the Post. The Nomination Committee is responsible for conducting an interview to ensure that:

- a. Nominated member is willing to serve in the position.
- b. Member's dues are current.
- c. Members are fully aware of the duties of the position.
- d. Member is aware that a personal presentation of not more than five (5) minutes is permitted before the close of nominations at a General Membership meeting.
- e. Member will have the available time and commitment required for the twelve (12) month position.

### Section 4.

Nominations from the floor will be accepted as outlined in the Post Constitution. A member will not nominate another member for elected office unless the member to be nominated is a member in good standing and has agreed to serve. The member to be nominated must either be present at the meeting or provide a letter, prior to the election, stating that if elected the member will serve in the position for which nominated. Once nominations are closed no changes in the ballot will be permitted.

## Section 5:

Voting will take place on the day of the May General Membership meeting for a two (2) hour window (ie 11:00 a.m. - 1:00 p.m.) and again that evening at the General Membership Meeting. THERE ARE NO ABSENTEE BALLOTS.

In order to accommodate our disabled members that are unable to come inside the Post to vote, two (2) Honor Guard members are required to verify membership with the members Post 347 Legion Card and a photo ID at the vehicle. Once verified, one Honor Guard member takes the membership card to the respective check-in person for roster verification. Once verified, a ballot is given to the Honor Goard member to take to the vehicle of the disabled veteran for voting and carried back in to deposit into the ballot box.

The voting results will be announced by the Chairman of the election process on the evening of the election, to include the name and number of votes received by each candidate.

The Adjutant shall post election results immediately after election results are known and the meeting has concluded. The results will remain posted for thirty (30) days.

## Article XI: Limitations and Liabilities

### Section 1.

This Post or any member of this Post shall not incur or cause to be incurred, any liability or obligation whatsoever that would be subject to liability of any other Post, subdivision, group or persons, members of the American Legion, or other individuals, corporations, or organizations. This includes verbal as well as written obligations.

## Section 2.

All requests for charitable contributions shall be in writing and referred to the Executive Committee for approval before being acted upon by the Post membership.

## Article XII: Finance

### Section 1.

Sources of revenue shall include but not be limited to the following: membership dues, lounge and kitchen proceeds, investment funds, sale of Post articles, outside activities approved by the Executive Committee to include the golf driving range and internal activities associated with the Post home.

### Section 2.

The Finance Committee budget recommendation shall be submitted to the Executive Committee for review prior to the Post July General Membership Meeting and to the membership for approval during the regular Post meeting in July. Approval of the budget constitutes authorization by the membership to pay all invoices related to the routine management of this Post. All other expenditures, such as non-routine, over budget, and capital item expenditures require specific authorization from the membership.

Unless approved in the budget all expenditures must be approved by the Executive Committee prior to being presented to the General Membership. Once presented the amount cannot be increased without verification by the Post Finance Officer that funds are available and resubmission to the Executive Committee.

### Section 3.

There shall be an audit of the Post Finance Officer's ledgers annually. An accompanying inventory of the Post's physical assets will be attached to the audit. The Executive Committee shall appoint a qualified Public Accountant as recommended by the Post Auditing Committee to conduct the audit.

The Post Auditing Committee and the Finance Officer will work with the accountant to ensure needed information is made immediately available. A complete written report of the audit shall be made to the Executive Committee within thirty (30) days after receipt of the auditor's report. The Public Accountant will examine the Post balance sheets, related statements of income and expenses. The accountant will also review Post internal auditing procedures and practices for the handling and controlling of Post funds.

### Section 4.

All elected, appointed, and volunteers working in the Finance office will require a background check, and fingerprints on file in the secured Post 347 files.

### Sections 5.

Upon remanding of the Charter and disestablishing of the Post, the assets of Post 347 shall revert to the American Legion, Department of Florida upon payment of all obligations by the Post Finance Officer.

## Article XIII: Amendments

### Section 1.

These By-Laws may be amended at any regular meeting by a vote of two-thirds of the members of this Post attending a regular Post General Membership meeting, provided that the proposed amendment(s) shall have been submitted in writing and announced at the next preceding regular meeting of this Post and provided further, that written notice shall have been given to all members at least ten (10) days in advance of the date when such amendment is to be voted upon. Notification may be in the same form as notification of Domination and elections

### Section 2.

By-Laws shall be reviewed by the Judge Advocate annually

## Article XIV: Adoption & Distribution

### Section I.

These By-Laws shall become effective upon adoption by the Post and the final approval of the Department of Florida, The American Legion.

Adopted by Vote: 11 September 2024

Approved by Department: 4 March 2025

### Section 2.

A copy of the Constitution and By-Laws may be read, downloaded, or printed from Post 347 website: [www.florida-legion.org](http://www.florida-legion.org).

**APPROVED**

Pursuant to the applicable provisions of the Department Constitution, the attached Constitution and By-Laws of Veteran's Memorial American Legion Post 347, The American Legion, Department of Florida have been reviewed and approved this 4th day of March, 2025.

*//Signed - R. Curtis McNeil//*

R. CURTIS McNEIL  
Assistant Judge Advocate  
The American Legion, Department of Florida

Approval Confirmed:

  
STEPHEN "CHRIS" HAMRICK  
Department Commander



# THE AMERICAN LEGION

*For God and Country*

**R. Curtis McNeil**

*Department Assistant Judge Advocate*

04 March 2025

MEMORANDUM FOR COMMANDER

FROM: ASSISTANT JUDGE ADVOCATE

SUBJECT: Constitution and By-Laws of Veteran's Memorial American Legion Post 347, The American Legion, Department of Florida

1. I have reviewed the subject Constitution and By-Laws. They are approved as written.
2. I have prepared and attached the appropriate Approval Form and have electronically signed same.
3. If you have any questions, please call me at (850) 596-9353 or e-mail me at [CrashJAG@gmail.com](mailto:CrashJAG@gmail.com).

Sincerely,

*//Signed - R. Curtis McNeil//*

R. CURTIS McNEIL  
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