

**SUGGESTED CONSTITUTION
OF
_____ HOME ASSOCIATION**

ARTICLE I – NAME

Section 1. The Association shall be incorporated by filing form DSCB:BCL-206 with the Department of State Corporation Bureau.

Section 2. The name of this organization as stated in the Articles of Incorporation is _____ Home Association.

ARTICLE II – PURPOSE

Section 1. The purpose of the Association is to assist the members of American Legion Post _____ with the programs, functions and purposes as outlined in the Post, Department and National Constitutions of The American Legion.

ARTICLE III – MEMBERSHIP

Section 1. The membership of the Association shall be classified as “Active” and “Associate” members.

Section 2. “Active” members shall consist of the members in good standing of The American Legion Post No. _____.

Section 3. “Associate” members shall consist of persons 21-years of age or older and who are not members in good standing of The American Legion Post No. _____.

ARTICLE IV – OFFICERS AND TRUSTEES

Section 1. The elected officers of the Association shall be:

1. A President
2. A First Vice President
3. A Second Vice President
4. A Secretary
5. A Treasurer
6. Trustees (3)

Section 2. The Officers and Trustees of the Association may only be “Active” members in good standing of The American Legion Post No. _____.

Section 3. The President, Vice Presidents, Secretary and Treasurer shall be elected by a majority vote of the “Active” members present and voting at the regular scheduled meeting of the Association, and serve in that capacity of one year. The Trustees shall be elected by the same process but shall serve for three years, under a rotating system.

Section 4. The administrative affairs of the Association shall be under the supervision of an “Executive Committee” composed of the Officers and Trustees named in ARTICLE IV, Section 1, and all Past Post Commanders of Post _____ who are still members in good standing. The Club Manager shall be an ex-officio member without the power to vote. The final decision on matters pertaining to the Association will be rendered by the Executive Committee.

ARTICLE V – MEETINGS

Section 1. The regular scheduled meetings of the Association will be held on the _____ of each month at _____ o’clock p.m. The Executive Committee shall meet one hour prior to the regular scheduled meeting of the Association.

Section 2. Voting privileges at the Association meeting are limited to the “Active” members present. “Associate” members may attend the meetings of the Association but will have no vote at the proceedings.

Section 3. The proceedings of the meetings will be in accordance with Robert’s Rules of Order, revised.

ARTICLE VI – FINANCES

Section 1. A separate set of ledgers shall be maintained by the Treasurer which records all receipts and disbursements of the Association.

Section 2. “Receipts Ledger” – A ledger currently showing income in detail shall be maintained and posted, and shall be kept according to regularly accepted accounting procedures.

Section 3. “Expenditure Ledger” – An expense ledger showing all expenditures shall be kept according to regularly accepted accounting procedures.

Section 4. The ledgers shall remain on the premises at all times and shall be available for audit by The American Legion Post No. _____ upon request. In addition, an annual audit shall be performed by an auditing committee appointed by the Executive Committee.

Section 5. Appropriate tax forms shall be filed each year with the Internal Revenue Service showing the yearly activity of the Association.

ARTICLE VII – RECORDS

Section 1. A minute book shall be maintained by the Secretary and shall contain all of the following: the minutes of all regular and special meetings; the names and dates of applicants for membership and the dates the members were admitted; the financial report of the Treasurer and all elections and appointments of officers and committees.

Section 2. A complete membership register shall be maintained, showing the date of application, the date of admission and the date and amount of dues paid. An individual index card shall be maintained for each member.

ARTICLE VIII – BY-LAWS

Section 1. The Association shall adhere to the By-Laws as approved by the “Active” members of the Association.

ARTICLE IX – AMENDMENTS

Section 1. Amendments may be made to this Constitution by a vote of two-thirds of the “Active” members present at a regularly scheduled or a special meeting, provided the proposed amendment was presented to the members at the previous regularly scheduled meeting. All amendments must meet the approval of the Department before being implemented.