

**AMERICAN LEGION, STALLINGS-WILLIAMS POST 206
CHESAPEAKE BEACH, MARYLAND
STANDING RULES**

March 18, 2026

➤ *Roberts Rules of Order, Newly Revised, 12th Edition. The American Legion, Department of Maryland, and Post 206 utilizes Roberts Rules of Order as the established parliamentary procedure.*

❖ **STANDING RULE 1: USE OF STANDING RULE AUTHORITY**

SECTION 1: The major advantage to an organization in using Standing Rules is the flexibility to add, amend, or delete Rules without prior notice, but with a majority vote at the same meeting in which a motion on a Standing Rule is made. Post 206 may give advance notice of a motion on a Rule, and the Commander may, at the Post Membership meeting, request to table a motion on a Standing Rule in order to give the members additional time to consider and discuss such a motion.

❖ **STANDING RULE 2: POST OFFICERS**

SECTION 1: Elected and Appointed Officers

- a. In accordance with the Post Constitution, Article IV, Section 1, all Executive Committee Officers are elected positions.
- b. The Post Commander will maintain the option, at his/her discretion, to appoint an Assistant Finance Officer, an Assistant Adjutant, and as many other Assistants as he/she may deem necessary. Appointed Officers are not members of the Post Executive Committee, nor do they have the right to vote at the Post Executive Committee meetings. They retain the right to vote during Post membership meetings.

❖ **STANDING RULE 3: POST ELECTIONS and POST EXECUTIVE COMMITTEE**

SECTION 1: Post Elected Executive Committee positions

- a. In accordance with the Post Constitution, Article V, Section 2, the Post Executive Committee shall consist of the following twelve (12) elected positions:

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| 1. Post Commander | 8. Chaplain |
| 2. Post 1 st Vice-Commander | 9. Sergeant-at-Arms |
| 3. Post 2 nd Vice-Commander | 10. Members-at-Large |
| 4. Adjutant | 11. Members-at-Large |
| 5. Judge Advocate | 12. Members-at-Large |
| 6. Finance Officer | 13. Members-at-Large |
| 7. Historian | |

- A Quorum is reached with seven (7) of Twelve (13) Executive Committee members physically, telephonically, or digitally present for a meeting.

SECTION 2: Authority and Responsibilities of the Post 206 Executive Committee

- a. The Post Executive Committee is the administrative authority that manages Post 206 in accordance with the Constitution and By-Laws of The American Legion, Department of Maryland, and of Post 206, on behalf of Post 206 Membership. The Post Executive Committee has the responsibility, and commensurate authority, on matters such as, but not limited to, the Post's compliance with the rules and regulations of The American Legion, Department of Maryland; compliance with external laws and regulations (e.g., environmental and safety laws and regulations, alcohol license regulations and gaming permits, etc.); supervising the financial management and ensuring the audit of the Post's affairs; the daily operations of the Post, to include employment and compensation decisions, and the obtaining of insurances as appropriate.

SECTION 3: Post 206 Executive Committee Eligibility, Nominations, and Election

- a. **Eligibility.** Any Post 206 Member in good standing may be nominated, elected, and then serve on the Post 206 Executive Committee.
- b. **Nominations.** Nominations for the Executive Committee will begin with nominations taking place over two successive Post Membership Meetings starting with the May meeting and with a special meeting held on the first Friday in June with the election taking place on the third Friday in June.
- c. **Election to the Post Executive Committee.** Voting to fill an office shall be on the same evening as the Post Membership Meeting in June, no more than 30 Days prior to the Department Convention. On Election Day, voting will commence at 1300 hours or 1:00 p.m. and end at 1900 hours or 7:00 p.m. to allow all eligible members to vote. On that evening, the Post Membership meeting will start at 1930 hours or 7:30 p.m. Ballots will be read and verified at the Post Membership meeting. All ballots will be preserved under lock and key until next year's election. All newly elected Executive Committee members will assume their prospective office 20 days after the closing of the Department Convention according to the Constitution and By- Laws Article IV Sections 4 and 5. The newly elected Executive Committee members will be sworn in at the July Executive Committee meeting

❖ STANDING RULE 4: POST MEMBERSHIP MEETING

SECTION 1: Eligibility to Attend.

- a. Any Member in good standing may attend the Post 206 Membership meeting, to include visiting Legionnaires from other Posts, who are in good standing. Visiting Legionnaires will have no voice, unless recognized by the Commander, and they will have no vote. The President of Unit 206 and Commander of Squadron 206 may be permitted to attend the Post membership meeting, when invited by the Commander, to address a specific matter, and shall be dismissed prior to the start or resumption of the meeting. Membership meetings are held the 3rd Friday of each month at 1900 hours or 7:00 p.m., excluding July.

SECTION 2: Presentation of Matters during the Membership meeting

- a. Projects, issues, items, or matters of a detailed, lengthy, or involved nature, must be presented to the Post Executive Committee before they will be presented to the Post Membership, unless that project, issue, item or matter is of an urgent and pervasive nature. The Commander may recognize a member during a Membership meeting, but reserves the right to pass that specific discussion to the next Executive Committee meeting.
- b. New American Legion Post 206 members shall be voted on at the very next Post membership meeting following the new members application approval.

❖ **STANDING RULE 5: BUDGET AND PROCUREMENT**

SECTION 1: Procurement.

- a. Procurement is the purchase of supplies or services, either with or without a formal written contract; it is not the hiring of employees.

SECTION 2: Budget.

- a. A budget shall be proposed by the Post Executive Committee no later than the November Membership meeting. The budget shall be the basis of all expenditures within the Post and must be approved by the Post Membership in a regular Membership meeting before the beginning of the Calendar year.
- b. The Finance Officer, and Assistant Finance Officers, shall make disbursement, upon authorization by the Post Commander, for any payment of budgeted items or expenditures, and is hereby permitted to exceed the Post budgeted amount for any line item in the Post Budget by 10%. All such expenditures more than budget line, are considered approved by the Post, but must be reported to the next Post Executive Committee meeting, and Post Membership meeting. Recommendations for amendments to the line items shall be considered at that time to allow for the continued operations of those categories of expenses.

SECTION 3: Procurement Scenarios and Spending limits for non-budgeted items.

- a. **Small Purchases.** These are purchases up to \$5,000.00. The Post Executive Committee may approve these purchases. These purchases will be reported to the Membership at the next Regular Membership meeting.
- b. **Purchases during Emergency Circumstances.** Purchases for more than the budgeted emergency circumstance line item, up to an additional \$10,000.00, may be approved by the Post Executive Committee, without additional approval of the Post Membership, if the Post Executive Committee determines that exigent circumstances warrant that purchases commence, or contracts be entered without delay. Exigent circumstances include things such as, but not limited to, the emergency repair of electrical, plumbing, heating, cooling, and security systems. These purchases shall be reported to the Membership at the next Regular Membership meeting.

- c. **Purchases Affecting Health, Safety, and Compliance.** Non-Budgeted purchases, up to an additional \$7,500.00 that are needed to ensure health, safety, or compliance with law or regulation, may be approved by the Post Executive Committee without additional approval of the Post Membership. These purchases shall be reported to the Membership at the next Regular Membership meeting.
- d. **Capital Expenditures of \$15,000.00 or more:** These are non-budgeted purchases that do not qualify under (a), (b), or (c) above. Major purchases are subject to presentation to the Membership at a Regular or Special Membership meeting. While it may be advisable to give notice and have discussion at least one Membership meeting before a decision on a major purchase, there is no requirement to do so, i.e., the major purchase can be introduced and decided on at the same Membership meeting. There shall be at least two (2) bids submitted to the Executive Committee in writing for discussion and approval before they are presented to the Membership for final approval.

SECTION 4: Contracting with Members of Post 206

- a. Contracts with Members of Post 206 or their relatives, or close relations, shall be subject to the same considerations and restrictions as stated in Standing Rule 6. This does not preclude using volunteer labor of Members, their relatives, or their close relations.

❖ STANDING RULE 6: POST 206 EMPLOYEES

SECTION 1: Employees of Post 206.

- a. An employee of Post 206 is an employee within the meaning of the guidelines of the State of Maryland Department of Labor, Licensing, and Regulation. In short, a Post 206 employee is a person for whom the Post submits income tax reports - other than a Standard Form 1099.

SECTION 2: Employment Authority:

- a. The Post Executive Committee has hiring and discharge authority over employees. This includes setting the qualifications for, and the terms and conditions of, employment. No disciplinary action shall be taken regarding termination or suspension unless approved by the Post Executive Committee.

SECTION 3: Employment Considerations

- a. Post 206 Members cannot be paid employees of the post while serving on the Executive Committee.

- b. All employment decisions shall avoid the real or pecuniary conflicts of interests, and shall ensure fairness and consistency in hiring and compensation. Conflicts of interest shall be determined by the Post Executive Committee and then by the Post Membership. Members who are party to a vote related to a potential conflict of interest shall refrain from voting on any related motion.
- c. Executive Committee members who have a conflict of interest related to an employment matter, must recuse themselves from employment issues.

SECTION 4: Discharge of Post 206 Employees.

- a. While Maryland is an "employment-at-will" state, the Post Executive Committee will ensure that employees are afforded pre or post discharge access to the Post Executive Committee concerning their proposed or effected discharge.

❖ STANDING RULE 7: POST COMMITTEES

- **Americanism** - Seeks to inspire love of country and good citizenship through patriotic observances, flag etiquette, civic instruction in schools, the Americanization of immigrants, community service, and youth activities such as Boys State, Boy Scouts, Oratorical Contest, School Award Medals, Post scholarship program, and American Legion Baseball.
- **Children & Youth** - Ensures children of veterans in need of care and protection receive proper and timely services and aid, extends connections to verified organizations and facilities providing services for children and youth, and maintains programs that meet the needs of youth in the local community.
- **Veterans Affairs & Rehabilitation** - Assists veterans in pursuing claims, understanding their rights and obtaining their benefits. Committee members also visit veterans who are sick, disabled or residing in assisted living facilities, and provide comfort to members' families in illness and bereavement.
- **National Security** - Engages in community emergency preparedness, promotes public safety, and supports local and national civilian defense projects.
- **Membership & Post Activities (Events and Entertainment)** - Recruits, retains, and engages members to give the post the volunteers to create success for The American Legion in the local community.
- **Communications and Public Relations (Social Media)** - Elevates awareness in the veteran's community and the community of American Legion, advocacy of veteran's issues, national security, Americanism and youth. The American Legion is defined in the public eye by the values it demonstrates. The committee accomplishes this in two ways: placing social media Posts, signage, radio and TV advertisements as well as public service announcements produced by National Headquarters where they can be seen and heard, and developing relationships with editors and journalists in the post's community so they cover programs supporting the Legion's four pillars. For example, the High School Oratorical Contest is the reporter's news peg, but the

Legion's support for a "one hundred percent Americanism" is the story. Why and how veterans strengthen America is the question the post's public relations committee should answer in the media. Public relations are a membership multiplier.

- **Legislative** – Promotes the American Legion's official legislative mandates, disseminates legislative updates, organizes, and promotes proactive grassroots lobbying activities, and liaisons with elected officials and their staffs. All activities must be in compliance with Section 2, Article II of the Constitution of The American Legion, which forbids the dissemination of partisan principles and the promotion of the candidacy of any person seeking public office.
- **Finance** - Supervises the receiving, disbursement and accounting of all post funds, prepares annual budget recommendations, and advises the post on all financial policies. The Finance committee shall facilitate an external audit of the Post financial records every three (3) years, or whenever there is a change in Commander, whichever comes first. The Finance committee shall ensure that anyone, including Executive Committee members, Bartenders, etc., who accepts cash, such as membership dues, rental property payments, vendor payments, etc., shall prepare a receipt showing the amount received, what the money is for, who the money is coming from, and who is the intended Post representative to receive the money.
- **Service** - Key to every successful post, assisting returning veterans in their transition to civilian life. Other concerns include employment, on-the-job training, and educating veterans on their rights and benefits. The committee should maintain contact with members of the armed forces from the post's community.
- **Sons of The American Legion (SAL)** Supervises the Sons of The American Legion squadron in its organization, activities, and programs.
- **House Committee** –The 2nd Vice-Commander shall be the chair of the House Committee, and shall be responsible for ensuring that the Post property and supporting systems are fully functional. Specifically ensures preventative maintenance and servicing as well as resolving equipment and systems malfunctions. This Committee is also responsible for all elements of the Post kitchen, bar, and banquet hall operations, including related employee schedules and hall use scheduling.

❖ **STANDING RULE 8: BREACH OF CONDUCT:**

- Department Constitution and By-Laws, ARTICLE XIII, Discipline of Post Members

SECTION 1. Each Post has the power to discipline its own membership. This discipline, however, is subject to the restrictions of the National and Department Constitutions and By-Laws, along with rules and regulations promulgated by National or Department to carry out such restrictions.

SECTION 2. Members may be suspended or expelled from The American Legion only upon a proper showing of cause. Charges shall be based upon disloyalty, neglect of duty, dishonesty, or conduct unbecoming a member of The American Legion. All charges shall be made under oath, in writing, by the accuser or accusers, and no member in good standing shall lose their membership until given a fair trial by the Post in such manner and form as are provided herein.

SECTION 3. The charges shall be filed with the Post Commander or Post Adjutant, and a copy of the charges shall be served upon the accused either by an officer of the Post who shall certify as to delivery of said charges into the presence of the accused, or by registered mail directed to the address of the accused shown on the current year's membership record of the Post. The copy of the charges so served shall contain a notice to the accused of the date, time, and place of the hearing of such charges, such date to be not sooner than fifteen days after service has been obtained. A copy of all papers served upon the accused, and the certification of the officer who made the service, or the return receipt, signed by the accused, reflecting the registered mail service, shall be preserved in the Post records for reference in the event of appeal. The accused shall be entitled to obtain representation at the hearing and to cross-examine all witnesses against him/her. Reasonable postponement should be accorded to permit the hearing to be held at such time as will best ensure the production of all real evidence bearing on the charges provided, however, that the accused may insist upon the hearing within thirty days of the service of charges upon the charged member.

SECTION 4. Punishment. By a two-thirds majority of those present and voting, upon a finding of guilty, a member may be reprimanded, or suspended for a time not to exceed one year or expelled from The American Legion. Notice of suspension or expulsion of any member shall immediately be sent to the Department Adjutant. The decision of the Post shall be final unless changed by DEC.

SECTION 5. Appeal. Any member who has been so disciplined has the right to appeal to the DEC, whose decision on appeal shall be final. Said appeal must be in writing and filed with The Department within thirty days after the action appealed from is taken, provided however, if the punishment is suspension or expulsion from The American Legion, the accused may also appear personally before an Appeals Committee named by the Department Commander, which Committee shall report its findings and recommendations to the DEC.

SECTION 6. When an appeal is taken, the Post shall be notified by The Department and given at least twenty days within which to answer said appeal. When a request is made to appear before the Appeals Committee, the Post shall be given at least twenty days' notice and afforded an opportunity to also appear.

SECTION 7. In order to maintain order and decorum within the Post facilities, nothing contained herein shall prohibit a Post, with or without a hearing, from suspending a member from the use of the Post facilities for a period not to exceed ninety days, provided however, that the member shall have the right to a hearing before the Post Executive Committee or the Post Membership if the member requests same in writing within ten days after being advised of said suspension and said hearing shall be held within ten days after the Post is so notified.

SECTION 8. A Post Officer, after being given thirty days' notice of the intended action, may be removed from office for neglect of duty, or conduct unbecoming the office the member holds, by action of two-thirds of the membership of the Post present and voting at a regular meeting. No formal charges shall be necessary to initiate such removal. However, that Post Officer shall be entitled to know the reasons for such action and may request to be heard at a regular meeting to present that Post Officer's own defense, either before or after the action shall have been taken; and if this defense is first heard after the action has been taken, the membership of the Post shall reconsider such Post Officer's removal from office.