

Sons Standing Rules of Order

1. NAME

1.1 The name of this organization shall be American Veterans (SONS) Squadron 5 it will exist as a hybrid squadron both virtually and at a physical location defined in our standing rules of Order, and it shall be here after referred to as the squadron.

2. MEMBERSHIP

2.1 Eligibility for membership in the squadron shall be limited to all male descendants, grandsons, adopted sons, stepsons, fathers, husbands, widowers, and brothers of members of AMVETS, and deceased members of AMVETS, or service personnel who died and would have been eligible for membership in the parent AMVET organization, and are at least eighteen (18) years of age and is not eligible in the parent organization. This is not to include in-laws of any type.

3. GOVERNANCE

3.1 The members of the squadron agree that it will follow all rules defined in the National Sons of AMVETS Constitution and By-Laws.

3.3 The members of the squadron agree that it will follow all rules defined in the Sons of AMVETS Department of Ohio Standing Rules of Order.

3.4 The members of this squadron agree to abide by all the rules defined in these Standing Rules of Order.

4. QUORUM

4.1 A quorum at all annual, general, or general special squadron meetings shall be 5 providing at least one (1) of them is an elected officer.

4.2 A quorum at all executive committee or special executive committee squadron meetings shall be those members present if at least three (3) of those present are elected officers.

5. SQUADRON MEETINGS

5.1 The squadron will acknowledge four types of meeting: the annual meeting, the general meeting, the executive committee meeting and special meetings.

5.2 The squadron annual meeting it will be held on the first Wednesday in June following the post annual meeting that begins at 6.00 p.m.

5.3 The squadron general meeting it will be held on the first Wednesday of July – May following the posts general meeting that begins at 6:00 p.m.

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- 5.4 The squadron executive committee meeting it will be held on the first Wednesday monthly following the Post executive Board Meeting that begins at 5:30 p.m.
- 5.5 Squadron special meetings can be called by any member but must meet the quorum requirements, rules, and membership notification timeline.
- 5.6 Disciplinary meetings will be held in executive session.
- 5.7 The order of business shall be prescribed by the executive committee but may be changed, when necessary, by the chair.
- 5.8 All business meetings of this squadron shall be conducted in accordance with *“Robert’s Rules of Order, the newest edition”*.
- 5.9 Squadron members may attend any meeting physically or virtually.
- 5.10 Squadron members attending physically should report at the time outlined in Section 5 for the appropriate meeting at the location identified in Section 11.
- 5.11 Squadron members attending virtually should report at the time outlined in Section 5 for the appropriate meeting at the location identified in Section 11 then choosing the meeting tab.

6. SQUADRON OFFICERS

- 6.1 Squadron officers shall consist of the Commander, 1st Vice Commander, 2nd Vice Commander, 3rd Vice Commander, Adjutant, Finance Officer, Judge Advocate, Provost Marshal, Immediate Past Commander, and Chaplain.
 - a. The Commander will oversee all areas of the squadron, appoint officers and committees as designated and break all ties on votes.
 - b. The 1st Vice is responsible for the keeping of accurate membership records and shall ensure all monies are collected through membership or renewals are forwarded immediately to the Treasurer.
 - c. The 2nd Vice will monitor and report all programs of the squadron to national.
 - d. The 3rd Vice shall coordinate all fund-raising activities.
 - e. The Adjutant will keep accurate records and minutes of all squadron meetings.
 - f. The Finance Officer shall keep accurate records of all financial transactions of the squadron and make sure the squadron 990 is filed annually.

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- g. The Judge Advocate shall advise the Commander and other officers on legal matters pertaining to the squadron, CBL, SOP, Etc. The Judge Advocate will also review and approve all SOP changes prior to their submittal for approval.
 - h. The Provost Marshal shall maintain order at all meetings. The sergeant at arms shall post and retire the colors and lead the Pledge of Allegiance at all meetings
 - i. The Chaplain shall offer comfort and solace to our members in their time of need and shall offer opening and closing prayers at all meetings.
- 6.2 Elected Officers of the squadron are the Commander, 1st Vice, 2nd Vice, 3rd Vice, Adjutant, Finance Officer, Judge Advocate and Provost Marshal.
- 6.3 Appointed Officers of the squadron are the Immediate Past Commander, and Chaplain as approved by the Executive Committee.
- 6.4 An elected Officer term shall be limited to one year beginning on July 1st ending on June 30th.
- 6.5 Appointed Officer term shall be limited to one year beginning on July 1st ending on June 30th.
- 6.6 All elected offices have no term limits if positions are uncontested. If an office is contested it can only be held by the incumbent for a maximum of two years. There are no term limits to how many times and office can be held.

7. ELECTIONS & APPOINTMENTS

- 7.1 Elections shall be held annually at the Squadron annual meeting.
- 7.2 Appointments shall be turned in at the Squadron annual meeting after the elections.
- 7.3 Nominations for elected squadron officers shall begin at the May general meeting annually.
- 7.4 Final nominations and the elections will be at the June annual meeting.

8. EXECUTIVE COMMITTEE

- 8.1 The Executive Committee shall consist of the Commander, 1st Vice, 2nd Vice, 3rd Vice, Adjutant, Finance Officer, Judge Advocate, Provost Marshal, and Immediate Past Squadron Commander.

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- 8.2 The squadron Commander will serve as the Chair of the executive committee.
- 8.3 The current elected officers and the immediate past squadron Commander are the only voting members of the executive committee.

9. FINANCIAL

- 9.1 The total annual dues of this squadron shall be \$30.00 of which \$11.00 per member shall be paid to National, \$14.00 to the Department and the Squadron shall retain \$6.00.
- 9.2 The total life dues of this Squadron shall be \$320.00 per member the entire amount will be paid to national. Annual distribution from National per life member will be \$9.00 to national, \$7.00 to the department, and \$4.00 to the squadron.
- 9.3 The Commander, Adjutant and Treasurer will have signature on all squadron accounts.
- 9.4 The squadron Commander will choose the squadrons charity annually.
- 9.5 The squadron Commander has the authority to spend two hundred and fifty dollars (\$250.00) without membership approval.

10. ADMINISTRATIVE RULES

- 10.1 The Standing Rules of Order may be amended after one (1) reading and membership approval.
- 10.2 Any Department Officer who is elected or appointed, who oversees Any account that requires usernames and or passwords (such as bank accounts, webpages, Facebook, etc.) shall be required to share that information with the squadron Commander and secretary.

11 LOCATIONS

- 11.1 The physical location of the squadron shall be at VFW 4719 located at 75. W. Johnstown Road Gahanna, OH 43230.
- 11.2 The Virtual location of the squadron will be at <http://www.ohamvets5.org>

12. VFW 4719

- 12.1 All members of the squadron agree while utilizing any of the property of the VFW 4719 located at 75. W. Johnstown Road Gahanna, OH 43230 will abide by all their posted rules.

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- 12.2 Any member of the squadron violating any house rules of VFW 4719 will be subject to the disciplinary procedures of their house committee and any appeals will be handled in accordance with their house rules.
- 12.3 The squadron executive committee must receive approval from AMVETS Post 5 and the VFW 4719 House Committee for events and fundraisers on VFW 4719 property.
- 12.4 Squadron members are responsible for their guests while they are on the property, and they must leave when the member leaves.

CERTIFICATION

This document is a true copy which was adopted by the membership of this Post.

Date

Signature of Squadron Judge Advocate

Date

Signature of Squadron Adjutant