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4 NEWHALL-SAUGUS POST #507, THE AMERICAN LEGION,  
6 DEPARTMENT OF CALIFORNIA, INC.

8 BYLAWS  
REVISED January 4, 2007

10 PREAMBLE

12 For God and Country, we associate ourselves together for the  
14 following purposes:

16 To uphold and defend the Constitution of the United States of  
18 America; to maintain law and order; to foster and perpetuate a one  
20 hundred percent Americanism; to preserve the memories and incidents  
22 of our associations in the Great Wars; to inculcate a sense of  
24 individual obligation to 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 posterity the principles of justice, freedom and  
democracy; to consecrate and sanctify our comradeship by our devotion  
to mutual helpfulness.

26  
28 **ARTICLE I - NAME**

30 Section 1. The name of this organization shall be **NEWHALL-SAUGUS POST**  
32 **#507, THE AMERICAN LEGION, DEPARTMENT OF CALIFORNIA, INC.,**  
hereinafter referred to as **POST 507.**

34 **ARTICLE II - OBJECTIVES**

36 Section 1. The objectives and purposes of **POST 507** shall be to  
38 promote the principles and policies as set forth in the foregoing  
Preamble, and the National and Department of California Constitutions  
of The American Legion.

40 **ARTICLE III - NATURE**

42 Section 1. **POST 507** is a civilian organization, and membership  
44 therein does not affect or increase liability for military or police  
service.

46 Section 2. Rank does not exist in **POST 507.** Members shall not be

addressed by their military title in any meeting of **POST 507**.

Section 3. **POST 507** shall be absolutely non-political and shall not be used for the dissemination of partisan principles nor for the promotion of the candidacy of any person seeking public office.

Section 4. Each Member shall perform his or her full duty as a civilian.

#### **ARTICLE IV - MEMBERSHIP**

Section 1. The eligibility requirements for membership in **POST 507** shall be those dates and conditions set forth in ARTICLE IV of The National Constitution of The American Legion as amended, and ARTICLE III of the Bylaws of the American Legion Department of California as amended.

Section 2. There shall be no form or class of membership except active membership.

Section 3. Candidates for membership in **POST 507** shall make application upon a form prescribed by the Executive Committee of **POST 507**; shall pay dues for the current calendar year as required on the date of application and by ARTICLE V, Section 11 of the Bylaws of the American Legion Department of California as amended; and shall furnish official evidence of eligibility.

Section 4. All applications for membership shall be referred to the Membership Committee which shall, at each regular meeting of **POST 507**, report upon all applications received during or after the previous regular meeting.

Section 5. All candidates who are eligible for membership in **POST 507** shall be voted upon by the membership of **POST 507** at a regular meeting. A majority vote of those present and voting shall elect or reject a candidate.

#### **ARTICLE V - DUES, FEES AND FUNDS**

Section 1. The annual dues shall be no more than 75% above the per capita fees assessed by THE AMERICAN LEGION, National and/or Department of California. The annual dues shall be set by a two-thirds majority vote of the Executive Committee, provided that a written resolution of the proposed dues for **Post 507** has been presented at the regular meeting preceding the vote.

Section 2. From such dues and fees, **POST 507** shall pay all per

capita taxes and assessments, and such other expenditures as **POST 507**  
2 may approve.

4 Section 3. A Member whose dues for the current year have not been  
paid by January first shall be classed as delinquent. If the  
6 Member's dues are paid on or before February first, the Member shall  
be automatically reinstated. If the Member is still delinquent after  
8 February first, the Member shall be suspended from all privileges.  
If the Member is still under suspension on June 30<sup>th</sup> of such year,  
10 their membership in the American Legion shall be forfeited. A Member  
so suspended or whose membership has been so forfeited may be  
12 reinstated to active membership in good standing by vote of **POST 507**  
and payment of current dues for the year in which the reinstatement  
14 occurs.

## 16 **ARTICLE VI - OFFICERS**

18 Section 1.

a. The Officers of **POST 507** shall be the Commander, the First  
20 Vice-Commander, the Second Vice-Commander, the Adjutant, the Finance  
Officer, the Chaplain, the Historian, the Judge Advocate, the  
22 Service Officer and the Sergeant-at-Arms.

b. The elective Officers of **POST 507** shall be the Commander,  
24 the First Vice-Commander, the Second Vice-Commander, the Finance  
26 Officer, the Judge Advocate and the Sergeant-at-Arms.

c. The following Officers shall be appointed by the Commander:  
28 Adjutant, Historian, Chaplain and Service Officer.

d. The term of service for appointed and elected Officers shall  
30 be one year.  
32

e. No Member may concurrently hold more than one elected  
34 office.  
36

Section 2. Nomination of elective Officers and all other elective  
38 positions of **POST 507** shall be held during the first regular meeting  
in April and May of each year. Announcement of all Members nominated  
40 at the regular meeting in April shall be made by the Adjutant at the  
first regular meeting in May.  
42

Section 3. Elections for all **POST 507** elective positions shall be  
44 held annually at the first regular meeting in May. Officers elected  
shall be installed prior to the first day of September of that year.  
46 All elections shall be by written, secret ballot. A majority of all  
votes cast shall be necessary to elect the Commander and the Vice-

2 Commanders. All other elective positions shall be elected by a  
2 plurality vote.

4 Section 4. Every Member of **POST 507** in good standing, and qualified  
6 in accordance with ARTICLE III, Section 3, shall be eligible to hold  
6 office in **POST 507**.

8 Section 5. The duties of Officers and the Executive Committee shall  
10 be those usually pertaining to such officers and as further provided  
10 for in these Bylaws.

12 Section 6. All vacancies in the elective offices shall be filled by  
14 a secret ballot at a regular meeting following the vacancy, in the  
14 same manner as originally required for the vacant office, provided  
16 that notice of the election has been given at the regular meeting  
16 preceding the election. The term of service for offices filled by  
18 vacancies shall be the remainder of the term of the vacant office.

18 Section 7. The office of Finance Officer and any other offices  
20 and/or positions charged by **POST 507** with the responsibility of  
20 handling **POST 507** funds shall be bonded under a blanket bond to be  
22 purchased from Department of California Headquarters in accordance  
24 with ARTICLE V, Section 3 of the Bylaws of The American Legion,  
24 Department of California as amended.

26 Section 8. In the event that any **POST 507** Officer or Member of the  
28 Executive Committee shall be absent for three (3) consecutive  
28 meetings of **POST 507** or the Executive Committee, without being  
30 excused by the Commander or Executive Committee, such office may be  
30 declared vacant by a majority vote of those present at a regular  
32 meeting held after a written notice to all members that such vote  
32 will be taken. The vacancy so created shall be filled by election or  
34 appointment as the same was originally filled.

34 Section 9. The Executive Committee shall consist of the Commander,  
36 the First Vice-Commander, the Second Vice-Commander, the Finance  
36 Officer, the Judge Advocate, the Adjutant and three (3) Members of  
38 **POST 507**, to be elected for a term of one year. The Executive  
38 Committee is the Board of Directors of the corporation, and its  
40 members are the Directors of the corporation.

42 Section 10. The Executive Committee shall consider all matters  
44 affecting **POST 507** and make recommendations to the members present at  
44 regular meetings, which thereafter shall be approved by a majority of  
46 those voting before becoming effective.

46 Section 11. The Commander, the Vice-Commanders and the Adjutant

2 shall be the Chair, the Vice-Chairs and Secretary, respectively of  
the Executive Committee.

4 Section 12. A quorum of the Executive Committee shall be five (5)  
members.

6 **ARTICLE VII - DUTIES OF OFFICERS.**

8  
10 Section 1. It shall be the duty of the Commander to preside at all  
meetings of **POST 507** and to have general supervision over the  
12 business affairs of the Post, and such Officer shall be the chief  
executive officer of the Post. The Commander shall perform such  
other duties as directed by the Post.

14  
16 Section 2. The First Vice-Commander shall assume and discharge the  
duties of the office of Commander in the absence or disability of, or  
when called upon by the Commander.

18  
20 Section 3. The Second Vice-Commander shall assume and discharge the  
duties of the office of First Vice-Commander in the absence of  
22 disability of such officer and shall perform such other duties as  
directed by the Post.

24  
26 Section 4. The Adjutant shall have charge of and keep a full and  
correct record of all proceedings of all meetings and, under the  
direction of the Commander, handle all correspondence of the Post.

28  
30 Section 5. The Finance Officer shall keep the accounts of **POST 507**  
and report thereon at regular meetings of **POST 507**. The Finance  
Officer shall receive all funds of **POST 507** and pay all bills of **POST**  
32 **507**.

34  
36 Section 6. The Historian shall be charged with individual records  
and incidents of the Post and Post Members and shall perform such  
other duties as directed by the Post or Executive Committee.

38  
40 Section 7. The Judge Advocate shall advise the Officers of **POST 507**  
on the construction and interpretation of the Bylaws of **POST 507** and  
to perform such other duties as are usually incident to the office.

42  
44 Section 8. The Chaplain shall be charged with the spiritual welfare  
of **POST 507** Members and will offer divine but non-sectarian service  
in the event of dedications, funerals, public functions, and any  
46 other functions of **POST 507** as appropriate, adhering to such  
ceremonial rituals as are recommended by the National or Departmental  
Headquarters from time to time.

2 Section 9. The Sergeant-at-Arms shall preserve order at all meetings  
and shall perform such other duties as may be from time to time  
assigned by **POST 507**.

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6 **ARTICLE VIII - MEETING.**

8 Section 1. The regular meetings of **POST 507** shall be held on the  
first Thursday of each month at the Hall, 24527 Spruce Street,  
10 Newhall, California, or at a place designated by **POST 507**.

12 Section 2. Special meetings may be called by the Commander or by the  
Executive Committee and must be called upon written request of five  
14 (5) Members in good standing. No special meeting shall be called  
unless announced by the Commander at the regular meeting preceding  
16 and unless notice be mailed to each Member five (5) days prior to  
said meeting, stating time and place of the meeting and the subject  
18 to be considered.

20 Section 3. **POST 507**, at any meeting, may consider and pass upon any  
matter, irrespective of whether such matter may have been previously  
22 considered by the Executive Committee.

24 Section 4. A quorum at all meetings shall consist of seven (7)  
members in good standing.

26

Section 5. The Executive Committee shall regularly meet at least  
28 once between meetings of the Post at a time and place designated by  
it. The Executive Committee may hold such special meetings as it or  
30 the Commander may deem advisable, notice thereof being mailed to each  
Member at least five (5) days in advance, stating the time and the  
32 place of meeting and the matter to be considered.

34 Section 6. No Member shall take part in any meeting or election of  
**POST 507** unless the Member is in good standing.

36

Section 7. No Member shall be represented or shall vote by proxy.  
38 There shall be no voting by absentee balloting.

40 Section 8. Unless otherwise specified, all notices required to be  
given by these Bylaws shall be written notices.

42

44

**ARTICLE IX - PROCEDURE.**

46

Section 1. Opening and closing of meetings, initiation of new

2 Members and installation of Officers shall be conducted as proscribed  
4 and approved by the National convention of The American Legion in  
6 Kansas City, 1921, with subsequent amendments adopted and approved by  
8 later conventions.

6 Section 2. The current edition of Robert's Rules of Order, Newly  
8 Revised, shall govern the conduct of all meetings except as may be  
10 otherwise provided in these Bylaws.

## 10 **ARTICLE X - FINANCE**

12 Section 1. No appropriation shall be made without first referring  
14 the same to the Finance Committee for a report thereon. The  
16 Executive Committee shall prescribe the form in which the financial  
18 records shall be kept.

18 Section 2. **POST 507** shall keep books of account and shall cause said  
20 books to be examined covering the fiscal period beginning July 1<sup>st</sup> and  
22 ending June 30<sup>th</sup> of the following calendar year. The said examination  
24 shall be made within a period of ninety (90) days following the  
26 beginning of the fiscal year as defined above by a licensed  
28 accountant or a committee of three (3) competent Members, none of  
whom shall be the Commander, Adjutant, Finance Officer or any other  
Member of **POST 507** charged by these Bylaws with the responsibility of  
handling **POST 507** funds. If the examination is to be made by a  
committee of three, the Members of the committee will be appointed by  
the Executive Committee.

30 **POST 507** shall certify to the District Adjutant, District 20,  
32 Department of California prior to December 1<sup>st</sup> each year that such an  
34 examination has been made and file the original thereof with the  
36 Department Adjutant before such date with a copy thereof to The  
38 District Commander of District 20, Department of California. The  
40 Department Commander of The American Legion, Department of  
California, the Commander or the Executive Committee may order an  
audit of the books of account at such other times as may be deemed  
advisable. The certification to the Department Adjutant and the  
examination may be put on forms furnished by the Department  
Adjutant's office.

42 Section 3. The Finance Committee shall be charged with the  
44 administration of the financial policy, preparation of an annual  
46 budget with recommendations and supervision of the receiving,  
disbursing and accounting of all Post funds and assets.

Section 4. The funds of **POST 507** shall be deposited in a bank

designated by the Executive Committee. Withdrawals from the account shall be made by checks bearing any two (2) signatures of the Finance Officer, the Adjutant or the Commander.

Section 5. The Finance Committee shall consist of five (5) Members, three (3) of whom shall be Members at large, elected for progressive terms of three (3) years each. The fourth and fifth members shall be the current Finance Officer and the Commander. The Finance Committee shall elect the Chair and Secretary at its organization meeting each year, neither of whom shall be the Commander.

Section 6. All transactions of the Finance Committee are subject to the approval of **POST 507** membership.

Section 7. The annual vacancy of one Member of the Finance Committee shall be filled at the regular annual election of **POST 507** officers, the ballot to be conducted in accordance with ARTICLE V, Section 3, of the Bylaws. In the event of the death, resignation or disqualification of any Member at large of the Finance Committee, the office shall be filled by election at one of the two regular meetings next following the vacancy, provided that notices thereof have been given at the previous regular meeting.

Section 8. The fiscal year for this Post shall be from July 1<sup>st</sup> of a calendar year to June 30<sup>th</sup> of the following calendar year.

Section 9. A written report of the annual audit made in accordance with the requirements of Section 2 hereof shall be made to **POST 507**. This report shall include but not be restricted to a balance sheet and a profit and loss statement in sufficient detail that the true financial condition of **POST 507** may be determined from the report. Copies of this report shall be available to any Member of **POST 507** upon request.

Section 10. A quorum of the Finance Committee shall be three (3) members.

#### **ARTICLE XI - THE AMERICAN LEGION AUXILIARY.**

Section 1. This Post recognizes an Auxiliary organization to be known as the Auxiliary Unit of Newhall-Saugus Post No. 507, The American Legion, Department of California, Inc.

Section 2. Membership in the Auxiliary shall be as prescribed by the National Constitution of The American Legion.

#### **ARTICLE XII - DELEGATES AND REPRESENTATION.**

2 Section 1. The delegates and alternates to represent **POST 507** at  
4 Department conventions shall be elected at a regular meeting of **POST**  
6 **507** by vote of those present and voting. The election shall be held  
8 at least twenty (20) days before the Department convention convenes.  
10 The time and place for holding the election must be announced by the  
12 Commander one regular meeting in advance of the election.

14 Section 2. The delegates and alternates of **POST 507** to the District  
16 Council shall be those elected to serve in that capacity at the  
18 previous Department Convention.

20 Section 3. The delegates and alternates to the Los Angeles County  
22 Council shall be appointed by the Commander subject to the approval  
24 of the Executive Committee.

26 **ARTICLE XIII - APPOINTMENTS**

28 Section 1. The Commander, immediately upon taking office each year,  
30 shall appoint the Membership Committee and any other committees as  
32 shall be found necessary. Standing Committees shall consist of such  
34 Members as may be determined by **POST 507** and the Chair thereof shall  
36 be designated by the Commander.

38 Section 2. The Commander, immediately upon taking office each year,  
40 shall appoint the Officers as required by ARTICLE VI, Section 1c.

42 **ARTICLE XIV - LIMITATIONS OF LIABILITIES.**

44 Section 1. **POST 507** shall not incur nor cause to be incurred any  
46 liability or obligations whatever which shall subject to liability  
any other individuals, corporations or organizations.

48 **ARTICLE XV - TRIALS.**

50 Section 1. Members of **POST 507** shall be subject to disciplinary  
52 action as provided in the Trial Manual of the Department of  
54 California as amended. A copy of the verdict, certified by the  
56 commander and Adjutant, shall forthwith be forwarded to the  
58 Department Adjutant, the American Legion, Department of California.

60 **ARTICLE XVI - RECALL PROVISION**

62 Section 1. A petition signed by ten (10) per cent of the membership  
64 of **POST 507** in good standing requesting the holding of an election  
66 for the purpose of recalling any elective position of **POST 507** may be  
filed at any time with the Adjutant. The Adjutant shall, within five

2 (5) days after filing of said petition, compare the signatures on  
4 said petition with the signatures on the applications of the  
6 respective signers on file in **POST 507** records. The Adjutant shall  
8 deliver the said petition and report on the correctness of the  
10 signatures to the Executive Committee at its next meeting. If it  
12 shall appear from the report of the Adjutant that ten (10) per cent  
14 of the membership have signed said petition, the Executive Committee  
16 shall fix the date for the recall election which date shall be fixed  
18 for a regular meeting of **POST 507** to be held not less than two (2)  
weeks nor more than six (6) weeks after the meeting of the Executive  
Committee. If the report of the Adjutant shall show less than ten  
(10) per cent of the membership have signed said petition shall be  
forthwith returned to the Member who filed the same with Adjutant who  
shall then have ten (10) days thereafter to obtain the required  
number of valid signatures and refile said petition with the Adjutant  
who shall recheck **POST 507** records and resubmit the same to the  
Executive Committee at its next meeting thereafter. If the petition  
is then found being sufficient, the recall election shall be fixed as  
set forth above.

20 Section 2. Notice of the date, time and place of holding the recall  
22 election shall be mailed to each Member of **POST 507** in good standing  
24 at the Member's address as the same appears in **POST 507** records, at  
least ten (10) days before the election.

26 Section 3. All recall elections shall be conducted by written secret  
ballot.

28 Section 4. At the election, the ballot shall read as follows:

30 "Shall \_\_\_\_\_ be recalled?"  
32 name of Member holding elective position.

34 Yes \_\_\_\_\_  
36 No \_\_\_\_\_

38 A "Yes" vote shall be counted as for the recall and a "No" vote shall  
be counted as against the recall. Only Members in good standing  
shall be entitled to vote at such election.

40 Section 5. If the Member holding elective position shall be  
42 recalled, **POST 507**, at its next regular meeting, shall elect a  
44 successor to fill the unexpired term. Nominations shall be held the  
same night as the election. The Member recalled shall not be  
46 eligible as a candidate for election to fill the vacancy.

**ARTICLE XVII - AMENDMENTS.**

2 Section 1. Proposed amendments to these Bylaws must be submitted in  
writing at a regular meeting of **POST 507** and read thereat. At the  
4 next regular meeting, or subsequently if postponed, the proposed  
amendment may be adopted by a two-thirds affirmative vote of those  
6 present and voting.

8 Section 2. These Bylaws shall be amended to conform to any changes  
in the National or Department Constitution and Bylaws. Failure of  
10 **POST 507** to adopt the required amendments shall not delay or modify  
the effect of such changes.

12 Section 3. Any amendment initiated by **POST 507** shall not be in force  
or effect until approved by the Constitution and Bylaws Commission of  
14 the Department.

16 Section 4. All amendments approved by **POST 507** shall be certified by  
18 the Commander and Adjutant in the following manner:

20 "We hereby certify that the above amendment to the Bylaws of **POST 507**  
22 was read at two meetings and adopted on \_\_\_\_\_, a  
quorum being present and by a two-thirds vote of those present and  
24 voting.

26  
28 First reading \_\_\_\_\_

30 Second reading and adoption \_\_\_\_\_

32

34

36 \_\_\_\_\_  
Post Commander

\_\_\_\_\_   
Post Adjutant

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