

## **Article I**

### **FISCAL POLICY**

1. The Squadron Treasury shall consist of no less than two funds: a General Fund and a Graves Decorating Project Fund. These funds shall be maintained in separate checking accounts. Additional funds/accounts may be created as necessary, with the approval of the Squadron during any regular Squadron meeting.
2. The signatures of two (2) Squadron Officers are required for each check written.
3. At any given time, no less than two (2) and no more than four (4) Squadron Officers shall be eligible to sign checks. The following Squadron officers are currently authorized to sign checks from any fund of the Squadron Treasury: Commander; Vice-Commander; Adjutant; and Finance Officer.
4. Each Squadron Officer authorized to sign checks from the Squadron Treasury accounts shall be properly bonded for a minimum of \$ 2,000.00. The annual premiums for such Bond Insurance shall be paid for by the Squadron from the General Fund.
5. Deposit slips shall be retained as records of deposits for a period of not less than two (2) years. The total amount of each deposit to any fund/account of the Squadron Treasury may not be reduced by any amount of cash by the person presenting cash/checks for deposit (i.e. the "Less Cash Received" block shall not be used on any deposit slip). Checks received by the Squadron shall be endorsed as follows : For Deposit Only, Acct. # \_\_\_\_\_ (or similar).
6. The two (2) most recent bank statements shall be available for review by all members present at each regular Squadron meeting. Statements shall be retained as part of the Squadron's records for a period of not less than two (2) years.
7. Receipts for Squadron business expenditures shall be submitted to the Squadron Finance Officer (SFO), or in his absence, another authorized Squadron Officer prior to the writing of reimbursement checks. These receipts are to be retained for a period of no less than one (1) year.
8. All checkbooks shall be maintained by the Squadron Finance Officer (SFO) in an orderly and legible fashion and shall be available for review by all members present at each regular Squadron meeting at which the SFO is present.
9. The SFO shall issue a report at each regular Squadron meeting. This report may be verbal or written unless the SFO is expected to be absent, in which case the SFO shall provide a written report in advance of the meeting for presentation at the meeting. The report shall include, but not be limited to the current account balances and the previous month's expenditures and deposits for all funds.
10. The SFO's report must be accepted by the Squadron as presented, or as amended, during each regular Squadron meeting.
11. A summary of the SFO's report shall be recorded in the minutes of each regular Squadron meeting unless a written report is provided, in which case the report itself shall be included.

12. This policy may be amended by the affirmative vote of two-thirds (2/3) of the members present at any regular Squadron meeting.

*Approved, September 21, 2002*

## **Article II MEMBERSHIP APPLICATION POLICY**

1. Each new applicant for membership in Independence Squadron 275, who is 10 years of age or older, must submit his application in person at the next regularly scheduled Squadron meeting.
2. Each applicant, regardless of age, must provide a true copy of either: the DD214 Separation/Discharge form or; the Honorable Discharge Certificate from the U.S. Armed Forces or; a current year Legion membership card, for the veteran parent or ancestor through whom eligibility is established, at the time he submits his application for membership.
3. Each applicant submitting his application in person during a Squadron meeting will be recognized by the Commander for the purpose of making brief remarks to the floor.
4. Applications received will be considered and voted on at the next regularly scheduled Squadron meeting.
5. Applicants 10 years of age or older, must be present at the Squadron meeting when his application is being voted on, and must be brought onto the floor of the meeting to be informed if his application has been accepted or denied.

*Approved, September 21, 2002*

## **PRACTICE AND PROCEDURE FOR THE EXPULSION OR SUSPENSION OF A MEMBER OF THE SONS OF THE AMERICAN LEGION**

*(This Practice and Procedure is subject to revision by subsequent action of the National Executive Committee of The American Legion.)*