

## 2024 STANDARD OPERATING PROCEDURES

- 1) The Post Adjutant will purchase office supplies as needed, up to \$75 dollars a month. More will need approval. (**Adjutant**)
- 2) The Post will pay all recurring bills. (**Finance Officer**)
- 3) The Post will pay all fees and dues to National, State, District and Division as required. (**Finance Officer**)
- 4) The Post will keep 10 new member kits and welcome booklets on hand. (**Adjutant**)
- 5) The Post will spend up to \$100 for flowers, donation to charity of choice or to the family to assist with expenses of a funeral for a member or spouse. (**Finance Officer**)
- 6) The Post will schedule an annual Christmas/Awards Potluck Dinner.
  - a. The Post will pay the cost of the proteins for the number of members that sign up.
  - b. All members attending will need to bring a side dish or dessert.
  - c. Awardees and their family will attend at no cost to them. (**2nd Vice or Ways & Means Committee**)
- 7) The Judge Advocate and Post Trustees, with assistance from the Finance Officer, will audit The Post's finances at the End of each Quarter and provide a written report. (**Finance, Judge Advocate and Trustees**)
  - a. Jan (for 4th qtr previous year)
  - b. Apr (1st qtr current year)
  - c. Jul (2nd qtr current year)
  - d. Oct (3rd qtr current year).
- 8) Members may submit Flag & Emblem orders, along with payment at the time of order, to the Adjutant. (**Adjutant**)

- a. The Adjutant will submit orders monthly and pay for shipping to the Post address.
  - b. Orders will normally be placed the week after our monthly meeting.
  - c. Members will need to pick up orders promptly when notified they are in.
- 9) The Post will purchase Officer Name Tags and Cap Emblems of Office. (**Adjutant**)
- 10) The Post will assist any Veteran with emergency needs up to \$200 per individual in a 1-year period. (**Commander & Service officer**)
- a. Requests must come through the Service Officer and approved by the Commander in advance.
  - b. Payment must be made to the company, grocery store etc. NOT to the individual.
- 11) Winners of the free 1-year membership (for 5 applicants) from the Red River Valley Fair will have 60 days to attend a meeting and complete their membership application or forfeit the prize. (**Finance Officer**)
- a. Monies will be moved from Liability back into the General Fund after 60 days from award.
- 12) Post Commander, Vice Commander, Adjutant and Finance Officer may approve funds for committees to purchase items between meetings.
- a. Requires unanimous approval by Post Commander, Vice Commander, Adjutant and Finance Officer.
  - b. No more than \$300 per year.
  - c. Limit of \$100 per purchase.
  - d. Advise the Post at the next meeting.

- 13) Guaranty Bank has the Commander, 1st Vice Commander, Adjutant, and Finance Officer as card holders for the post.
  - a. Any change in position will require the bank to be notified and account access changed.
  - b. Cards must be returned to another cardholder and card closed at the bank.
- 14) The Commander, Adjutant and Finance Officer are the only people authorized to make deposits in the bank for the post.
- 15) All Income and Expenses are required to be itemized in accordance with the Chart of Accounts.
- 16) All raffles and fund raising must be operated in accordance with State Law and American Legion policies.
- 17) All delegates to American Legion Conventions will be assigned sessions to attend by the delegate chairman/Commander and are expected to submit a report at the next Post Meeting.
- 18) The Post will pay for the lodging and registration fees for Officers, and other approved delegates, at all Conventions.
  - a. Gas may be reimbursed with presentation of receipts within 30 days after the end of the convention, if budget allows.
  - b. Food and other associated costs are the responsibilities of the individuals.
- 19) A maximum donation to any organization is set at \$200.00 per year.
  - a. The donation form must be completed and submitted to the committee for recommendations prior to voting on at regular meeting.
- 20) A maximum scholarship for an individual will be set up to \$200.00. No more than 1 scholarship per student per year.
  - a. Scholarship form must be completed and submitted to the Executive Committee for recommendations prior to voting on it at regular meeting.

- b. Verification from Education Foundation of the recipient's registration will be required prior to presentation of application to the post.
  - c. Applicants must meet the following requirements:
    - i. Submit an essay, on a Post selected topic.
    - ii. Read the essay at a regular meeting.
    - iii. Electronic copy provided to the Post prior to the meeting.
    - iv. Must be taking at least 6 credit hours.
    - v. In-state college or trade school.
  - d. Once approved by the post, the scholarship funds will be released to the purser of the requested education foundation for the use of that specified student.
- 21) Every Scout in Lamar County promoted to Eagle Scout will be rewarded with a \$50 check. This will be presented by the post at his Court of Honor Ceremony.

Approved 21 Oct 2023



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Wyndell Ferguson  
Adjutant



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Bill Townsend  
Commander