



CONSTITUTION AND BYLAWS
COLUMBIA COUNTY AMERICAN LEGION POST 57, INC.
THE AMERICAN LEGION DEPARTMENT OF FLORIDA
(Adopted February 17th, 2026)

CONSTITUTION

PREAMBLE

For God and Country we associate ourselves together for the following purposes: To uphold and defend the Constitution of the United States of America; to maintain law and order; to foster and perpetuate a one hundred percent Americanism; to preserve the memories and incidents of our associations in all Wars; to inculcate a sense of individual obligation to the 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 good will 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.

ARTICLE I
NAME

Section 1. The name of this organization shall be Columbia County American Legion Post 57, Inc., The American Legion, Department of Florida. Hereby referred to as the Post.

ARTICLE II
OBJECTS

Section 1. The objects and purposes of this Post shall be to promote the principles and policies as set forth in the foregoing preamble, and the National and Departmental Constitutions of The American Legion.

ARTICLE III NATURE

Section 1. This Post is a civilian organization and membership therein does not affect or increase liability for military or police service.

Section 2. This organization 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 or preferment.

Section 3. Rank does not exist in The American Legion; no member shall be addressed by his military or naval title in any meeting of this Post.

ARTICLE IV MEMBERSHIP

Section 1. Eligibility to membership in this Post shall be prescribed by the National Constitution of The American Legion.

Section 2. Application for membership shall be made in writing under such regulations as may from time to time be prescribed by the Post Executive Committee.

Section 3. The Membership Chair or any designated Officer will issue membership cards to new members or post members who are renewing who have been vetted and determined to be eligible as a member of the American Legion and having made payment of current year dues.

Section 4. Applications for transfer to the Post will be reviewed by the Post Membership Committee and a recommendation will be presented at the next Post General Membership Meeting and shall be accepted, rejected, or referred for further investigation and consideration. If a majority of the members cast their vote against the acceptance of said application, then such applications shall be recorded as rejected.

Section 5. Any member may be reprimanded, suspended, or expelled from the American Legion only upon proper showing or cause. Charges shall be based upon disloyalty, neglect of duty, dishonesty, and conduct unbecoming a member of the American Legion. All charges must be made under oath in writing by the accuser(s). No member shall be reprimanded, suspended, or expelled from this Post and the American Legion unless in accordance with the Constitution of the American Legion Department of Florida.

Section 6. If an individual, who has been expelled from another Post, applies for membership in this Post, this Post must have the consent of the expelling Post before membership can be considered. If the expelling Post does not give their consent, the individual will need to obtain permission to renew their Legion membership from the Department Executive Committee of the expelling Post, before this Post can consider their application for membership and be approved by the Post investigation committee.

Section 7. This Post shall provide verification of a Legionnaire's standing in this Post, should the Legionnaire so request, when attempting to transfer to another Post.

ARTICLE V ADMINISTRATION AND MANAGEMENT

Section 1. Except as hereinafter provided in the By-laws, administration and management of Columbia County American Legion Post 57, inc. business and other affairs will be entrusted to an Executive Committee consisting of the Post Officers and the Executive Committeemen. The Executive Committee shall consist of sixteen (16) members as hereinafter provided in the By-laws. The Post commander will serve as chairman. The term of office of members of the Executive Committee shall be for one (1) year. This Post, by its By-laws, may provide for other standing committees as the business of the organization may require.

ARTICLE VI OFFICERS

Section 1. Officers of the Post will be: Commander, four (4) Vice-Commanders as provided for in the By-laws, Adjutant, Finance Officer, Chaplain, Historian, Judge Advocate, Service Officer, Sergeant-At-Arms, and four (4) Executive Committeemen. The Adjutant, Service Officer, and Judge Advocate shall be appointed by the incoming Commander and these names will be placed before the Post Executive Committee, at the first meeting following their appointments, for confirmation by a majority of the members present. All other officers will be elected as hereinafter provided in the By-laws by a majority of the members present and voting at the annual election or at any special election.

Section 2. All officers except the Adjutant, Service Officer, Judge Advocate, will be elected annually and will hold office until their successors are duly installed or as otherwise provided. Officers of Post 57 may be reprimanded, suspended, or removed from office upon charges based upon disloyalty to the American legion or the National Government, neglect of duty, dishonesty, and conduct unbecoming a member or officer of the American Legion. All Charges shall be made under oath in writing by an accuser(s) and no officer shall be reprimanded, suspended, or removed from office until given a fair trial in accordance with the Constitution of the American Legion, the Department of Florida.

Section 3. If an Executive Committee member or Post Officer has an unexcused absence from the Post for a continuous period of two (2) scheduled meetings or an absence is considered detrimental to the interest of the Post, then such can be considered neglect of duty which may be dealt with through the appropriate disciplinary procedure.

Section 4. Every member of this Post, in good standing, shall be eligible to hold office in this Post.

Section 5. The duties of officers and the Executive Committeemen shall be those usually appertaining to such offices and as hereinafter provided in the By-laws.

ARTICLE VII DELEGATES AND ALTERNATES TO DEPARTMENT CONVENTION AND DISTRICT CONFERENCES

Section 1. Delegates and alternates to Department Convention and District Conferences shall be elected by ballot by Post 57 at a General Membership Meeting as is provided in the By-laws of Post 57 and the Constitution of the Department of Florida.

Article VIII FINANCE

Section 1. The revenues of this Post shall be derived from membership dues and from other sources as may be approved by the Post Executive Committee.

Section 2. The amount of such membership or initiation fees shall be fixed and determined by this Post.

Section 3. The Post shall pay Departmental Headquarters the National and Departmental annual membership dues for every member of the Post, except for Paid-Up-For-Life members as prescribed in the By-laws.

Section 4. A Procedural Inspection of the financial records shall be made annually, or upon the request of the Executive Committee at any time. The Procedural Inspection shall be made by a certified public accountant.

Section 5. The Finance Officer shall have on file at all times receipts for bills or vouchers covering expenditures of all post funds. Such records shall be made available for examination by the Commander, Executive Committee, Finance Committee, or any Post member with justifiable cause as determined by the Executive Committee. Records requests will be written and if approved for release by the Executive Committee will be completed in no less than five business days.

Article IX

CHARTER MEMBERS

Section 1. Members who joined this Post prior to November 11, 1919 (or members who joined this Post prior to the issuance of charter) shall be known as charter members.

Article X

AMERICAN LEGION AUXILIARY

Section 1. This Post recognizes an auxiliary organization to be known as the American Legion Auxiliary Unit 57, Columbia County Inc. of Columbia County American Legion Post 57, Inc., The American Legion. Department of Florida.

Section 2. Membership in the American Legion Auxiliary Unit recognized by this Post shall be in accordance with the requirements set forth in Article III, Constitution, American Legion Auxiliary.

Section 3. The Auxiliary shall be non-partisan in politics and shall not be used for the dissemination of partisan principles.

Section 4. The American Legion Auxiliary Unit 57, Columbia County Inc. shall be an independent unit and shall be attached to Columbia County American Legion Post 57, Inc., Department of Florida of The American Legion and shall at all times be subject to regulation by the National and Department Executive Committees.

Article XI

SONS OF THE AMERICAN LEGION

Section 1. This Post recognizes a subsidiary program under its jurisdiction, to be known as The Sons of The American Legion, Department of Florida, Squadron 57 of Columbia County American Legion Post 57, Inc., The American Legion, Department of Florida.

Section 2. Qualification for membership in The Sons of The American Legion shall be as prescribed by the National Organization of the American Legion.

Section 3. The Sons of The American Legion shall be non-partisan in politics and shall not be used for the dissemination of partisan principles.

Section 4. Squadron 57 of The Sons of The American Legion, Detachment of Florida, shall be organized under the jurisdiction and sponsorship of Columbia County American Legion Post 57, Inc. and shall, at all times be subject to regulations by Columbia County American Legion Post 57, Inc., the Department Executive Committee, the Department Convention, The National Executive Committee of the American Legion, the National Sons of The American Legion Constitution, the Detachment of Florida Executive Committee and the Detachment of Florida Convention.

Section 5. All Officers, Directors, Trustees, etc. must be named by the Post. Elections for the Sons of the American Legion serve only to nominate the new slate of Officers, who are then named or installed by the Post Commander and/or Post Executive Committee. The Post may remove and replace Officers of the Sons of the American Legion at will as directed or approved by the Post Executive committee.

Section 6. All vacancies in the Sons of the American Legion must be filled by the Post.

Section 7. The Sons of the American Legion must report to the Post no less frequently than monthly. These reports must include financial reports and the number of Sons of the American Legion Members. The designated Sons of the American Legion Finance Officer must meet monthly with the Post Finance Officer.

Section 8. There shall only be one (1) squadron of the Sons of The American Legion, Columbia County American Legion Post 57, Inc., Department of Florida. The commander of Post 57 shall appoint a committee of two (2) or more members from Post 57 to govern and advise the squadron.

Article XII

AMERICAN LEGION RIDERS

Section 1. This Post recognizes a program under its jurisdiction, to be known as The American Legion Riders, Department of Florida, Chapter 57 of Columbia County American Legion Post 57, Inc., The American Legion, Department of Florida.

Section 2. Qualification for membership in The American Legion Riders shall be as prescribed by the National Organization of the American Legion.

Section 3. The American Legion Riders shall be non-partisan in politics and shall not be used for the dissemination of partisan principles.

Section 4. Chapter 57 of The American Legion Riders, Department of Florida, shall be organized under the jurisdiction and sponsorship of Columbia County American Legion Post 57, Inc. and shall, at all times be subject to regulations by Columbia County American Legion Post 57, Inc., the Department Executive Committee, the Department Convention, The National Executive Committee of the American Legion, the American Legion Riders, the Department of Florida Executive Committee and the Department of Florida Convention.

Section 5. All Officers, Directors, Trustees, etc. must be named by the post. Elections for the American Legion Riders serve only to nominate the new slate of Officers, who are then named or installed by the Post Commander and/or Post Executive Committee. The Post may remove and replace Officers of the American Legion Riders at will as directed or approved by the Post Executive committee.

Section 6. All vacancies in the American Legion Riders must be filled by the Post.

Section 7. The American Legion Riders must report to the Post no less frequently than monthly. These reports must include financial reports, miles traveled by Legion Riders, and the number of Legion Riders Members. The designated Riders Finance Officer must meet monthly with the Post Finance Officer.

Section 8. There shall only be one (1) chapter of the American Legion Riders, Columbia County American Legion Post 57, Inc., Department of Florida. The commander of Post 57 shall appoint a committee of two (2) or more members from Post 57 to govern and advise the chapter.

Article XIII AMENDMENTS

Section 1. This Constitution is adopted subject to the provisions of the National Constitution of The American Legion and of the Constitution of the Department of Florida, The American Legion. Any amendment to said National Constitution or Department Constitution which is in conflict with any provisions hereof shall be regarded as automatically repealing or modifying the provisions of this Constitution to the extent of such conflict.

Section 2. This Constitution may be amended at a General Membership Meeting by a vote of two-thirds of the members attending such General Membership Meeting. Provided that the proposed amendment shall have been submitted in writing and read at the previous General Membership Meeting of this Post. Provided further, that written notice shall have been given to all members at least seven (7) days in advance of the date when such amendment is to be voted upon, notifying said members that at such meeting a proposal to amend the Constitution or By-laws is to be voted upon.

Section 3. Notice in the post newsletter, by email, or on the post bulletin board shall be deemed adequate.

**Article XIV
CONSTITUTION**

Section 1. This Constitution shall be reviewed, revised, or rewritten at the same time as the By-laws, not to exceed five (5) calendar years.

**ARTICLE XV
ADOPTION**

Section 1. This Constitution shall become effective upon adoption by the Post and final approval of the Department of Florida.

**ARTICLE XVI
SUPERSEDURE**

Section 1. This Constitution shall supersede, replace, and take the place of any and all provisions of any previously adopted Constitution of this Post.

This Constitution of Post 57 was read and approved on February 17th of 2026.


David Mangrum, Judge Advocate Post 57


Jason Massey, Adjutant Post 57


William Huggins, Commander Post 57

Columbia County American Legion Post 57, Inc.
2602 SW Main Blvd.
Lake City, FL 32025-0036

Approved by Department of Florida Judge Advocate



CONSTITUTION AND BYLAWS
COLUMBIA COUNTY AMERICAN LEGION POST 57, INC.
THE AMERICAN LEGION DEPARTMENT OF FLORIDA
(Adopted February 17th, 2026)

BYLAWS

ARTICLE I
DEFINITION

Section 1. The Post known as Columbia County American Legion Post 57, Inc. is located one mile south of Lake City, Florida on U.S. Highway 41. Physical address is 2602 SW Main Blvd., Lake City, FL 32025-0036. The mailing address is the same as the street address.

Section 2. The objects of this Post are as set forth in the Constitution.

ARTICLE II
MEMBERSHIP

Section 1. The amount of the annual membership dues assessment will be established by the Executive Committee and will require approval by a majority of members present and voting at a General Membership Meeting before becoming effective.

Section 2. If dues are not paid by January 1 of each calendar year, the member becomes delinquent. If dues have not been paid by February 1, the member is suspended from all privileges. This includes club room activities and membership in The American Legion. Persons in this category will be subject to approval and acceptance by the general membership at a General Membership Meeting as a reinstatement. Persons not paying dues by June 30 are dropped from the roll by constitutional mandate and the membership is forfeited.

Section 3. Types of membership will be Annual membership, described elsewhere in which the member pays his dues annually; Life membership, in which membership is awarded for outstanding service, with membership dues paid by the Post; and Paid-Up-For-Life membership which is purchased by the individual as prescribed by Department and National directives.

Section 4. Life membership (honorary) shall be conferred upon a member of this Post for outstanding service to Columbia County American Legion Post 57, Inc. and to The American Legion. The requirements are that the applicant be a member of Post 57 for two continuous years prior to recommendation, and has demonstrated outstanding service to the Post during that time. Any member in good standing may recommend a deserving and eligible member to the Post adjutant in writing describing the qualifications of the applicant. The Adjutant will prepare the recommendation for presentation at the next General Membership Meeting. The Post General Membership Meeting will consider the application in the same manner as an application for membership. The Post may elect to pay the Department and National assessments annually or process the application as a Paid-Up-For-Life membership.

Section 5. Paid-Up-For-Life membership may be purchased by any member in good standing. Dues for the current year must be paid. Members will complete application forms supplied by the Post Adjutant.

Section 6. Any member may have his/her social privileges withdrawn for cause as outlined in Article V of these By-laws. Any member may be reprimanded, suspended, or expelled from The American Legion only upon proper showing of cause in accordance with the Constitution of The Department of Florida.

Section 7. Life membership (honorary) may be withdrawn for cause. Procedures will be the same as any other disciplinary action with the exception that two-thirds affirmative vote of the members, present and voting at a Post General Membership Meeting is needed to approve the Executive Committee action.

Section 8. Paid-Up-For-Life membership cannot be revoked except by expulsion. The Post will honor a Paid-Up-For-Life member from other Posts.

Section 9. All members shall meet the eligibility requirements established by National Headquarters. All members shall be registered with National Headquarters. Only those membership cards issued by National Headquarters shall be used.

ARTICLE III POST OFFICERS

Section 1. Post officers will be selected pursuant to the provisions of Article VI of the Constitution and as set forth in this article.

Section 2. The number of Vice Commanders shall be four (4).

Section 3. Election of officers will be held annually on the day of a regular scheduled Post General Membership Meeting not more than ninety (90) days or less than ten (10) days prior to The American Legion. Department of Florida Annual Convention.

Section 4. Certification of elected Post Officers shall be made to The Department Adjutant not more than ninety (90) days nor less than ten (10) days prior to the Annual Department Convention on forms furnished by the Department Adjutant.

Section 5. Installation of Post Officers. Post Officers shall be installed by the District Commander or his designated representative, take office and enter upon their duties at a date to be fixed by the Post, which date shall be subsequent to, but not later than sixty (60) days after the adjournment of the Annual Department Convention unless waived in writing by the incoming District Commander. Installation of Post Officers will usually occur during June or July of each year.

Section 6. A nominating committee of five (5) members shall be appointed by the Post Commander at a general membership meeting and approved by the general membership in attendance at that meeting at least one hundred and twenty (120) days prior to the election of officers for the coming year. The nominating committee shall interview prospective candidates prior to presenting their slate of candidates. The nominating committee shall present its slate of candidates at the second General Membership Meeting of Post 57 prior to the meeting date when elections are held. Any additional nominations are then asked for and may be made by any member of Post 57 in good standing. Nominations will then be closed at the conclusion of this meeting, until the first General Membership meeting before election of officers. Any additional nominations will again be accepted at the first General Membership Meeting prior to election of officers and may be made by any member of Post 57 in good standing. Nominations will be closed at the conclusion of this meeting.

Section 7. Nominations for any Post Officer from the floor shall be subject to the requirement that the nominee is willing to accept the nomination.

Section 8. All elections of officers subject to nomination shall be by secret ballot and the candidate receiving the most votes shall be elected to the respective office for which nominated. Candidates unopposed shall be elected by a voice vote. It is out of order that a member make a motion that the Adjutant or other person shall cast the ballot of the assembly, as a ballot vote is a secret vote and each voter must cast his vote.

Section 9. The Commander shall appoint four (4) or more tellers (members not on the ballot for office) who shall supervise the balloting and counting the votes cast. On the day of the Annual Election General Membership Meeting the voting location at American Legion Post 57 shall be during the General Membership Meeting for Post 57 members to cast their ballots for contested officer positions. (Two or more members running for the same elected office). Results of the election will be announced during the Post General Membership Meeting following the election. Should be not more than 90 days or less than 10 days before the Department Convention.

Section 10. Department Convention Delegates and alternates will be nominated and elected at the annual election General Membership Meeting after the elections of Post Officers. District Delegates and alternates will be nominated and elected at the last General Membership Meeting prior to the District Conference. Nominees for Department Convention Delegates or nominees for District Delegates receiving the highest number of votes shall be considered elected as delegates, all others will be elected as alternate delegates as needed. The basis for the number of delegates and alternates shall be in accordance with the American Legion, Department of Florida Constitution and By-laws.

Section 11. There shall be no restriction prohibiting an elected officer from succeeding himself/herself annually for any office of the Post as long as he/she is eligible, nominated, and elected in accordance with the provisions of the Post Constitution and By-laws.

ARTICLE IV MANAGEMENT

Section 1. The government and management of this Post is entrusted to a sixteen (16) member Executive Committee made up of Post Officers and the Executive Committeemen.

Section 2. The Executive Committee Members shall take office immediately upon being installed into said offices.

Section 3. In the event of a vacancy in the Executive Committee of Post 57 is caused by death, resignation, or removal from office, the vacancy shall be filled in accordance with the Constitution of the Department of Florida and as herein stated: The offices of Post Adjutant, Post Service Officer, and Post Judge Advocate shall be appointed by the Post Commander and their names shall be placed before the Post Executive Committee at the first meeting following their appointment for confirmation by a majority of the members present. If the office of Post Commander becomes vacant the first vice commander shall move up to the office of Post commander; the second vice commander shall move up to the office of first vice commander; the third vice commander shall move up to the office of second vice commander; the fourth vice commander shall move up to the office of third vice commander; therefore the vacancy shall be for fourth vice commander. The other Post Officer positions shall be filled by special election held at a General Membership Meeting of the Post in accordance to the American Legion Post Officers Guide, in accordance with the Department Constitution, the current issue of Robert's Rules of Order; in accordance with these By-laws; and in accordance to nominations being made from the floor for the existing vacancies and then balloted upon at the same General Membership meeting by secret ballot, provided, that notice of the special election is given at least two weeks prior hereto to the post membership by means of the Post Newsletter.

Section 4. Officers of Post 57 may be reprimanded, suspended, or removed from office upon charges based upon disloyalty to The American Legion or the National Government, neglect of duty, dishonesty, and conduct unbecoming a member or officer of the American Legion. All charges shall be made in writing by an accuser(s) and no officer shall be reprimanded, suspended or removed from office until given a fair trial in accordance with the Constitution of the Department of Florida. Attendance at Post General Membership Meetings and Executive Committee Meetings shall be kept of Post Officers, members and guests and entered into the minutes of each meeting.

Section 5. The Executive Committee shall perform the duties and exercise the powers of the National, Department, and Post Constitutions and By-laws of The American Legion and the laws of the State of Florida as they apply to corporations not for profit and business organizations.

Section 6. Minutes of the Executive Committee meeting shall be kept and a summary shall be read at the next General Membership Meeting of the Post.

ARTICLE V

POST EXECUTIVE COMMITTEE

Section 1. The Post Executive Committee shall meet for organization and such other business as may come before it at the call of the Post commander within five (5) days after the installation of new officers. Thereafter, the Post Executive Committee shall meet at least once monthly on the second Tuesday of each month or at the call of the Commander and as often as he/she may deem necessary. The Commander shall call a meeting of the Executive Committee upon the joint written request of three (3) or more members of the Executive Committee. A majority of the seats filled shall constitute a quorum in order to legally transact business.

Section 2. The Post Executive Committee shall supervise the hiring of such employees as may be necessary; shall authorize and approve all expenditures; may be required to obtain adequate bonds for all persons having custody of Post funds; shall hear the reports of the Post Committee Chairman; and generally, shall have the responsibility for the management of the affairs of the Post.

Section 3. The Post Executive Committee shall be charged with the responsibility of establishing and enforcing "House Rules" pertaining to members and guests' social conduct, behavior and dress while on or in Post property or facilities. The Executive Committee shall ensure that "House Rules" are posted in a conspicuous manner at the post and available on the post website. Members seeking changes to the "House Rules" shall meet with the appropriate committee and request the proposed change. A two-thirds affirmative vote of the Executive Committee Members voting is required to effect a change.

Section 4. The Executive Committee shall act upon all justifiable complaints brought before it by a Post member or officer, concerning a violation of Post "House Rules", disorderly conduct or a breach of peace. The Committee shall establish the punitive action, if any, to be taken, only after the accused has been notified of the charges and has the opportunity to present evidence on his/her behalf.

Section 5. A member found to have violated "House Rules" or to have conducted himself/herself in a disorderly manner, will be notified in writing as to the punitive action taken by the Executive Committee. Action taken will not prohibit the member from attending official American Legion business (Post General Membership Meeting, etc.) nor will the action taken extend beyond the authority of the Executive Committee. Included in the letter shall be information as to the right to appeal, if applicable, the punitive action taken and the manner, time, and place to make said appeal. Anyone who has been suspended by the Post Executive Committee needs to appear before the Post Executive Committee before and suspension is lifted or extended.

Section 6. The Executive Committee shall grant authority to the Post Commander, the Vice Commander in Charge, the House Chairman, the Lounge Manager or the Kitchen Manager to act in an emergency requiring suspension of a member's social privileges for violation of the "House Rules" or other disorderly conduct, pending the member's appearance before the regularly scheduled meeting of the Executive Committee which will act upon the complaint as outlined above. All Post members are reminded that they are responsible for the conduct and behavior of their guests. In the event a guest(s) shall violate "House Rules" or be disorderly, punitive action may be taken against the member if he does not attempt to correct the conduct of the guest(s), and the guest(s) may not be again allowed upon the property or into the facilities of the Post.

Section 7. The Executive Committee, with the assistance of the House Chairman, the Lounge Manager, and the Judge Advocate will establish the rules of conduct for Post Employees. These rules will include provisions prohibiting employees from publicly commenting on private Post business and policies or making derogatory remarks pertaining to members or officers of the Post. Violation of these rules may subject the employee to immediate discharge by the Lounge Manager, the Kitchen Manager, and the Judge Advocate or upon the direction of the Post Executive Committee.

Section 8. The Executive Committee shall approve all emergency repairs over \$3,000 via text or email of the majority of the Executive Committee.

ARTICLE VI DUTIES OF OFFICERS

Section 1. Duties of Post Commander. The Post Commander shall serve as chairman of the Executive Committee and shall preside at all meetings of the Executive Committee and the General Membership Meetings. He/she will immediately upon taking office appoint a House Officer, Rentals Chairman, Lounge Manager, Kitchen Manager, and Chairman of Standing Committees as deemed necessary to accomplish the mission and objectives of the Post. These Standing Committees are described in Article IX of these by-laws. The names of these committee chairmen shall be placed before the Post Executive Committee at the first meeting following their appointment for confirmation by a majority of the members present. He/she will also appoint two members to serve on the Finance Committee. The finance committee will consist of the Post Commander, Post Finance Officer, and the four members so appointed. The new Finance Officer, outgoing Finance Officer, and New Finance Committee along with the new Post Commander, shall conduct an annual review of all financial records during the month of June before the new fiscal year, starting July 1. The Commander, within thirty (30) days after taking office, shall call a joint meeting of the Executive Committee, Executive Committee of the Auxiliary Unit and the directors and officers of the Junior Auxiliary and the Sons of the American Legion for the purpose of developing the calendar of events for the coming year. He/she must make recommendations at that time with respect to cost of each event and source for funding. He/she will also appoint a chairman ninety (90) days prior to every event who will accept responsibility for the successful accomplishment of each Legion calendar of activity or event. Note: (Only those programs or events that can reasonably be expected to be accomplished within the resources of the Post should be undertaken.) He/she will, within thirty (30) days after taking office, shall call a meeting of the Executive Committee for the purpose of reviewing the budget with respect to any changes that must be considered as a result of proposed funding for calendar events. No other changes in the budget will be considered at that meeting. He/she shall make an annual report covering the business and accomplishments of the Post and forward the consolidated Post report with narrative to the Department Adjutant. He/she shall perform such other duties as directed by the Post and Post Executive Committee.

Section 2. Duties of the First Vice Commander. The First Vice Commander shall assume and discharge the duties of the Commander in the absence or disability of, or when called upon by the Commander, and shall perform such other duties as the Commander or the Executive Committee shall prescribe. He/she will serve as Chairman of the Membership Committee unless another officer shall be performing the duties of the membership chairman. Then this other officer shall be the Chairman of the Membership Committee.

Section 3. Duties of Second Vice Commander. The Second Vice Commander shall perform such duties as the Commander or the Executive Committee shall prescribe. He/she should pay particular interest to patriotic observances and developing Post activities and programs that should be presented at the General Membership Meetings.

Section 4. Duties of Third Vice Commander. The Third Vice Commander shall perform such duties as the Commander or the Executive Committee shall prescribe. He/she shall serve as Chairman of Youth Activities or such other committee(s) as the Commander may appoint.

Section 5. Duties of Fourth Vice Commander. The Fourth Vice Commander shall serve as liaison officer to the local civic and business community. He/she will perform such other duties as the Commander or the Executive Committee shall prescribe.

Section 6. Duties of Post Adjutant. The Adjutant will serve as Administrative Assistant to the Commander and as Post Secretary. He/she will receive and distribute all mail and handle the Post's correspondence as directed by the Commander or the Executive Committee. He/she will forward or cause or ensure the forwarding of all reports and other materials or information to the Department as required. He/she will be custodian of such files and official papers and documents and records as assure to the Post. He/she will serve as recorder for all Executive Committee and General Membership Meetings and ensure a copy of these minutes be filed at Post 57. He/she will have such other duties and responsibilities as may be directed by the Commander or the Executive Committee or as outlined in the Policy and Procedures Manual.

Section 7. Duties of the Finance Officer. The Finance Officer will serve as Business and Financial Advisor to the Executive Committee. He/she will be responsible to the Executive Committee in the performance of his/her duties. He/she will have custody of the financial records, including checkbooks and other documents that reflect the status of the bank accounts and records of all receipts and expenditures of Post funds. For safekeeping and availability at Post meetings, all financial records and associated paperwork will remain on premises and will not be removed from the Post. He/she will deliver to the Certified Public Accountant once monthly all bank statements, cancelled checks, and other such records and reports as necessary for that consultant to properly examine the financial transactions of the Post. A copy of the Certified Public Accountant's report will be included in the monthly report to the Executive Committee. He/she will prepare budget estimates and other budget data for presentation to the Executive Committee and the General Membership Meeting for a first reading in April. He/she will present the budget in its final form for approval in May. The Finance Officer, the Commander, and two other members chosen by the Finance Officer and the Commander and approved by the Executive committee will be signatories on the bank accounts and all checks will require at least two (2) signatures. In reference to The American Legion SAL account and The American Legion Riders account, the Post Commander and the Post Finance Officer will sign with the Commander or Director and the Finance Officer of each program. The Finance Officer will monitor all activities involving receipt or expenditure of Post funds, including retail sales of food and beverages or other items in any area of the Post, raffles (including purchasing, distribution, sales, and overall accountability of tickets), ticket sales to Post functions, monitor lounge inventories and make recommendations to the Executive Committee for changes deemed necessary. He/she will serve as chairman of the Finance Committee and solicit the advice and assistance of its members in the performance of his/her duties. The Finance Officer will perform such other duties as assigned by the Executive Committee or as outlined in the Policy and Procedures Manual.

Section 8. Duties of the Judge Advocate. The Judge Advocate shall supply professional advice in conduct of Post business or procure proper legal counsel when such is required. He/she shall be the interpreter of the Constitution and By-laws of the Post and will, at any time called upon by the Commander, Officers, or members of the Post rule on the legality of any actions or decisions insofar as they affect the good of The American Legion and the Post. He/she shall preside at the trial of any Post member charged with such offenses as may require suspension or expulsion from The American Legion; he/she shall be Chairman of the Legal Committee and a member of the Post Executive Committee.

Section 9. Duties of the Historian. The Historian shall be charged with the individual records and incidents of the Post and Post members and shall perform such other duties as may properly pertain to the office as may be determined by the Post Commander or the Executive Committee.

Section 10. Duties of the Chaplain. The Chaplain shall be charged with the spiritual welfare of the Post members and shall offer divine, but non-sectarian, service in the event of dedications, funerals, public functions, etc., and adhere to such ceremonial rituals as are recommended by the National or Department Headquarters from time to time.

Section 11. Duties of the Service Officer. The Service Officer shall maintain liaison with the designated county, state, and federal service officer in the community and be prepared to assist veterans, or their dependents, by appropriate referral to one of these professionals for assistance in preparing and processing claims for benefits to which they might be entitled. He/she may serve as Chairman of the Veteran's Affairs and Rehabilitation Committee and perform such other duties as directed by the Commander or the Executive Committee.

Section 12. Duties of the Sergeant-At-Arms. The Sergeant-At-Arms shall preserve order at all meetings and shall perform other duties as may be from time to time assigned to him/her by the Post Commander and Executive Committee. He/she shall be charged with the responsibility of properly setting up the Post Meeting Room for regular and special meetings and the care, maintenance and proper display of Post Colors, Arms, and all other ceremonial equipment or regalia.

ARTICLE VII

POST GENERAL MEMBERSHIP MEETINGS

Section 1. The General Membership Meeting of the Post shall be held at Columbia County American Legion Post 57, Inc. Post Home on the third Tuesday of each month starting at 6:30 PM unless the starting time shall have been changed in advance of said meeting.

Section 2. Upon a written petition of ten (10) or more members, the Commander shall call a special meeting of the Post. The date for such a meeting must be announced within ten (10) days and must be held within twenty (20) days of receipt of said petition and must be advertised on two (2) bulletin boards for seven (7) consecutive days. Only the item(s) in the petition may be discussed at the special meeting. The Adjutant will notify each Executive Committee member.

Section 3. Two and one half percent (2.5%) of last year's ending membership, at least two (2) of which shall be elected officers of the Post, shall constitute a quorum at any General Membership Meeting of the Post for the purpose of conducting Post business.

Section 4. The General Membership Meeting of the Post shall be conducted under and pursuant to Roberts' Rules of Order, except as herein otherwise provided.

ARTICLE VIII POST EXECUTIVE COMMITTEE MEETINGS

Section 1. The Executive Committee of the Post shall meet on the second Tuesday of each month starting at 6:30 PM unless the starting time shall have been changed in advance of said meeting.

Section 2. The Commander shall have the power to call special meetings of the Executive Committee at any time.

Section 3. Upon written request of three (3) members of the Executive Committee, a special meeting of the Executive Committee shall be held.

Section 4. A majority of the seats filled shall constitute a quorum of the Executive Committee for the purpose of conducting Executive Committee business.

Section 5. The Executive Committee Meeting of the Post shall be conducted under and pursuant to Roberts' Rules of Order, except as herein otherwise provided.

ARTICLE IX APPOINTMENTS OF STANDING COMMITTEES

Section 1. The Post Commander will immediately upon taking office appoint a House Officer, Rentals Chairman, Lounge Manager, Kitchen Manager, and Chairman of Other Standing Committees as deemed necessary to accomplish the mission and the objectives of the Post. The names of these committee chairmen shall be placed before the Post Executive Committee, at the first meeting following their appointment, for confirmation by a majority of the members present.

Section 2. Standing Committees of Post 57 are: Americanism, Baseball, Boys' State, Bingo, Children and Youth, Constitution and Bylaws, Disaster Preparedness, Finance, House, Kitchen, Law and Order, Lounge, Membership, Oratorical, Post Activities, Public Relations, Rentals, ROTC, SAL Advisor. Legion Riders Advisor and Veterans Affairs and Rehabilitation. By action of the Post Executive Committee these standing committees may be added to or deleted as deemed necessary to accomplish the mission and objectives of the Post.

Section 3. Finance Committee. The Post Commander will appoint two members to serve on the Finance Committee. Two members will be appointed by the Finance Officer who will serve as chairman of the Finance Committee. The Finance Committee will consist of the Post Commander, Post Finance Officer, and the four members so appointed.

ARTICLE X

DELEGATES AND ALTERNATES TO DEPARTMENT CONVENTION AND DISTRICT CONFERENCES

Section 1. Delegates and alternates to Department Convention and District Conferences shall be elected by ballot by Post 57 at a General Membership Meeting as is provided in the Constitution of Post 57, the Constitution of the Department of Florida and as provided in Article III of these By-laws.

ARTICLE XI RESOLUTIONS

Section 1. All resolutions of state or national scope presented to this Post by a member or reported to this Post by a committee shall merely embody the opinion of this Post on the subject and a copy of same shall be forwarded to the Department Headquarters for its approval before any publicity is given or action other than passage by the Post is taken.

ARTICLE XII NOTICES

Section 1. Every member shall furnish the Post adjutant with his/her address for mailing purposes. It shall be the responsibility of each member to keep his/her address current. The Post Adjutant shall provide any new addresses received to the membership chairman and the newsletter chairman.

Section 2. The Post Adjutant shall cause notice of the annual General Membership Meeting and election of Post Officers to be given at least two weeks prior thereto to the post membership by means of the Post Newsletter.

ARTICLE XIII RULES OF ORDER

Section 1. All proceedings of this Post shall be conducted in accordance with the American Legion Post Officers Guide, Roberts' Rules of Order, and the American Legion Department of Florida Constitution.

ARTICLE XIV LIMITATIONS OF LIABILITIES

Section 1. This Post shall not incur, nor cause to be incurred, any liability or obligation whatsoever which shall subject to liability any other Post, subdivision, group of men, members of The American Legion, or other individuals, corporations, or organizations.

ARTICLE XV AMENDMENTS

Section 1. These By-laws may be amended at a Post General Membership Meeting by a vote of two-thirds of the members attending such meeting. Provided, that the proposed amendment shall have been submitted in writing and read at the preceding General Membership Meeting of this Post. Provided further, that written notice shall have been given to all members at least seven (7) days in advance of the date when such amendment is to be voted upon, notifying said members that at such meeting a proposal to amend the Constitution or By-laws is to be voted upon.

Section 2. Notice in a Post Newsletter, regularly distributed to the membership, shall be deemed adequate.

ARTICLE XVI BYLAWS UPDATING

Section 1. These By-laws shall be reviewed, revised, or rewritten at the same time as the Constitution. not to exceed five (5) calendar years.

ARTICLE XVII ADOPTION

Section 1. These By-laws shall become effective upon adoption by the Post and final approval of the Department of Florida.

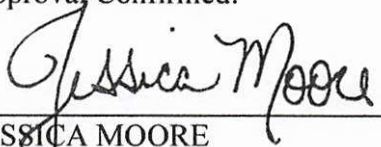
APPROVED

Pursuant to the applicable provisions of the Department Constitution, the attached Constitution and By-Laws of Columbia County American Legion Post 57, The American Legion, Department of Florida have been reviewed and approved this 20th day of April, 2026.

//Signed – R. Curtis McNeil//

R. CURTIS McNEIL
Assistant Judge Advocate
The American Legion, Department of Florida

Approval Confirmed:



JESSICA MOORE
Department Commander

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