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DISTRICT TWELVE
SONS OF THE AMERICAN LEGION
DETACHMENT OF PENNSYLVANIA

CONSTITUTION
ARTICLE I
(NAME AND OFFICES)

- SECTION 1. The name of the organization shall be: DISTRICT TWELVE, SONS OF THE AMERICAN LEGION (SAL), DETACHMENT OF PENNSYLVANIA.
- SECTION 2. The objects of District Twelve SAL are as set forth in the Constitution of the Sons of The American Legion, Detachment of PA. Nothing in this Constitution shall be in conflict with any provision of the National and/or Detachment Constitutions.
- SECTION 3. The principal office of District 12 SAL shall be at the headquarters of the Squadron of which the District SAL Commander is a member. Other offices for the transaction of business may be located at such places as the SAL District committee (delegates) may from time to time determine.

ARTICLE II
(GENERAL PROVISIONS)

- SECTION 1. The nature of this organization, its eligibility requirements, membership qualifications and provision for the expulsion of members shall be as specified in ARTICLES III & V, INCLUSIVE OF THE DETACHMENT CONSTITUTION and ARTICLE IV OF THE DETACHMENT BY-LAWS.

ARTICLE III
(SAL DISTRICT OFFICERS)

- SECTION 1. The offices of the Twelfth District SAL shall be as follows:
- A. DISTRICT COMMANDER
 - B. DISTRICT VICE COMMANDER
 - C. DISTRICT ADJUTANT
 - D. DISTRICT FINANCE OFFICER
 - E. DISTRICT CHAPLAIN
 - F. DISTRICT SGT. AT ARMS
 - G. DISTRICT DEPUTY COMMANDERS (Executive Committee)
- SECTION 2. The SAL District Commander shall be elected for a term of two (2) years by a caucus of CONVENTION DELEGATES AS provided by the Detachment of Pennsylvania Constitution.
- SECTION 3. The SAL District Vice Commander and the SAL District Finance Officer shall be elected for a term of two (2) years. Nominations shall be in May and Elections in June of the regular meetings of the SAL District Committee (delegates) of the even years.

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SECTION 4. All other officers of the District SAL shall be appointed by the SAL District Commander and shall serve for a term of one (1) year or less as determined by the SAL District Commander.

SECTION 5. All SAL District Officers, except the SAL District Vice Commander and SAL District Finance Officer shall assume office upon the conclusion of the Detachment Convention or upon being appointed by the SAL District Commander.

SECTION 6. The SAL District Vice Commander and SAL District Finance Officer shall assume office on the first day of August of the even years and shall be given their oath of office during the September SAL District Committee (delegates) meeting of that year.

ARTICLE IV
(DISTRICT COMMITTEE)

SECTION 1. The management and direction of the affairs of District 12 SAL shall, except as herein otherwise provided, be vested in the SAL District 12 Committee (delegates).

SECTION 2. The SAL District 12 Committee (delegates) shall consist of:

- A. Voting Members.
 - 1. SAL District Commander
 - 2. SAL District Vice Commander
 - 3. SAL District Finance Officer
 - 4. SAL District delegates and/or alternates.
 - 5. All appointed SAL District Officers.

SECTION 3. The SAL District 12 Adjutant shall serve as secretary of the SAL District 12 Committee (delegates).

ARTICLE V
(DELEGATES/ALTERNATES)

SECTION 1. Delegates and/or alternates in the SAL District 12 Committee shall be limited to members in good standing in their respective Squadron who are duly elected as delegates and/or alternates, who shall serve until their successors are reported to the SAL District Commander.

SECTION 2. Delegates and/or alternates representing SAL District 12 Convention organization at the annual Detachment Convention shall be limited to those duly accredited delegates and/or alternates elected by their respected Squadron to Detachment Convention in accordance with Article VI, Section 2 of the Detachment Constitution.

SECTION 3. Past SAL Detachment Commanders, now or formerly residents of District 12, and past SAL District Commanders, who are still members of District 12, shall have the privilege of the floor, but shall have no vote.

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- SECTION 4. The number of delegates and/or alternates from each Squadron to the SAL District 12 Committee shall be limited to one (1) delegate and alternate per each 15 members or fraction of 15 members, and one (1) for each additional 15 members or fraction thereof determined in the last Detachment Convention, until and to the close of the last regular SAL District 12 Committee meeting in June of the following year.
- SECTION 5. The number of Delegates and/or alternates from each Squadron to the SAL District 12 Convention Organization to the Detachment Convention shall be in accordance with Article VI, Section 2 of the Detachment Constitution and shall serve from 30 days prior to and to the conclusion of the Detachment Convention.
- SECTION 6. Upon proper application, the SAL District 12 Committee may at its discretion, admit additional Delegates and/or alternates Squadrons qualifying for additional representation due to increased membership during the present year.
- SECTION 7. The SAL District 12 Commander shall be a delegate-at-large to all SAL District 12 business conducted from 30 days prior to the annual Detachment Convention and to the end of said convention.

ARTICLE VI
(MEETINGS)

- SECTION 1. Regular meetings of District 12 SAL shall be held on the first Sunday of each month at 2:00pm. No regular meetings will be held during the months of July, August and January. The Delegates to the SAL District 12 meeting may change the date of any meeting by a majority vote of said delegates present. All meetings will be held at the various posts or meeting places of posts in District 12.
- SECTION 2. Special meetings of the District Committee (delegates) may be called by The District Commander upon written request of one quarter (1/4) of the Squadrons of District 12 and by a majority vote of delegates present at a previous meeting of the District. The SAL District Commander shall designate the time and place of such special meetings.
- SECTION 3. At all SAL District 12 meetings, each delegate and/or alternate is entitled to cast one (1) vote on each question at issue. A quorum for the transaction of business at all meetings shall consist of the membership present, providing that at least one quarter (1/4) (rounded off to the nearest whole number) of the Squadrons in District 12 are present. All questions shall be decided by a majority vote of the votes cast.
- SECTION 4. At a regular meeting of the SAL District 12 Delegates, NO CANDIDATE FOR DETACHMENT OFFICES SHALL BE ENDORSED.
- SECTION 5. The SAL District Commander, at his discretion, will call a meeting of all Squadron Commanders or their designee for the purpose of re-organizing the SAL District structure. At this time, the SAL District Commander will take names for the office of SAL Deputy Commanders and Committee Chairmanships.

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ARTICLE VII
(PER CAPITA DUES)

- SECTION 1. The 12th District SAL shall be authorized to access per capita dues on its membership.
- SECTION 2. The per capita assessment of the District 12 SAL shall be set by the SAL District 12 Committee (delegates) at a regular meeting as needed. If the rate of assessment is to be increased or decreased, the change will not take place until the next Legion year.
- SECTION 3. The total amount of assessment per Squadron of the District shall be .25 Cents per member and shall be based upon the official membership figures of each Squadron into Detachment headquarters as of 30 days prior to the annual Detachment convention.
- SECTION 4. Deadline for payment of such dues shall be no later than the September meeting of District 12 SAL each year.
- SECTION 5. A Squadron shall be considered delinquent if said dues are not paid by the October meeting of District 12 SAL each year.
- SECTION 6. Squadrons considered delinquent shall lose the right to vote at any District 12 SAL meetings until their assessment is paid.

ARTICLE VIII
(DETACHMENT CONVENTION)

- SECTION 1. Delegates and/or alternates to the Detachment Convention shall be in accordance with Article VI, Section 2 of the Detachment Constitution.
- SECTION 2. Only those delegates and/or alternates and the SAL District Commander as mentioned in Section 1 above shall be allowed to vote at the pre-convention caucus of the 12th District SAL and the Convention caucuses.
- SECTION 3. In the event a vacancy exists in the SAL District Commandership before the expiration of the full term of the SAL District Commander; the SAL District Vice Commander will fill the vacancy for the remainder of the term.
- SECTION 4. A quorum at the District 12 SAL pre-convention caucus shall consist of one quarter (1/4) of the Squadrons in District 12. Each Squadron present at the pre-convention caucus shall be allowed to cast the number of votes to which it is entitled. A majority of the votes cast shall be necessary to elect a SAL District Commander.
- SECTION 5. In the event that a District Commander fails, to function or does not perform the duties prescribed for him to the satisfaction of his Detachment Commander and the Detachment Executive Committee, or fails to attend two successive Detachment Executive Committee meetings without giving reasons for his absence therefrom, the Detachment Commander, with the consent of the Detachment Executive Committee, may declare the office vacant.

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ARTICLE IX
(NATIONAL DELEGATES)

SECTION 1. Delegates and/or alternates to the national convention shall be nominated and elected in accordance with Article VIII, Section 1 of the Detachment Constitution.

ARTICLE X
(AMENDMENTS)

SECTION 1. Amendments to this constitution may be proposed by any Squadron of the 12th District or by a special committee appointed by the SAL District Commander. Such amendments must be presented in writing and must be forwarded to the SAL District Adjutant who shall give notice to all Squadrons in the 12th District at least 30 days prior to the date of the District 12 SAL meeting at which said proposed amendment(s) are to be considered.

SECTION 2. Such amendments shall be considered adopted upon a two-thirds (2/3) vote of the votes cast at the meeting at which such action is taken.

ARTICLE XI
(ROBERTS RULES OF ORDER)

SECTION 1. In all cases not specifically covered by this Constitution, Roberts Rules of Order shall govern.

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DISTRICT TWELVE
SONS OF THE AMERICAN LEGION
DETACHMENT of PENNSYLVANIA

BY-LAWS

ARTICLE I
(NAME AND OBJECT)

- SECTION 1. NAME: The District existing under these By-Laws shall be known as DISTRICT TWELVE, SONS OF THE AMERICAN LEGION (SAL), DETACHMENT OF PENNSYLVANIA.
- SECTION 2. OBJECTS: The objects of this District SAL are set forth in the District SAL Constitution.
- SECTION 3. Nothing in these By-Laws shall contravene any provisions in the National and/or Detachment Constitution and By-Laws.

ARTICLE II
(DUTIES OF OFFICERS)

- SECTION 1. SAL DISTRICT COMMANDER:
- A. The District SAL Commander shall be the Chief Executive of the District. He shall see that the provisions of the SAL National, Detachment and District Constitutions and all laws, regulations and policies established thereunder, shall be observed.
 - B. He shall appoint all District SAL Officers as provided for under ARTICLE III, SECTION 4 of the SAL District Constitution. In cooperation with these appointees, and other officers of the SAL District, he shall be responsible for the enforcement of discipline and the maintenance of good conduct on the part of the Squadrons and their members. He shall recommend, annually, to the Detachment Commander, various qualified members of the District to serve on Detachment and/or National Committees.
 - C. He shall be the presiding officer of all District Twelve SAL Committee meetings and of all stated SAL District gatherings at which he shall be present. However, he shall have authority to appoint a SAL Deputy District Commander or any other SAL District Officer to represent him at Legion or public ceremonies and meetings.
 - D. The SAL District Commander or his appointee shall represent the Twelfth District SAL in its relation with federal, state, municipal or other government bodies.
 - E. The SAL District Commander shall have the authority to approve all orders directing the disbursement of District Funds not in excess of fifty dollars (\$50.00). Any item or expense in the excess of fifty dollars (\$50.00) must have the approval of the SAL District Meeting. He shall, along with the SAL District Adjutant, make a monthly report at each meeting of the District SAL.

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- F. He shall receive from comrades, posts, organizations or private citizens, complaints regarding the conduct of members of Squadrons or Squadron officers, SAL District officers or matters affecting the welfare of the District and the Sons of The American Legion.
- G. The District SAL Commander shall appoint from time to time such other committees as he may deem necessary and/or may be directed by the Detachment Convention. The Detachment Executive Committee or by the District SAL meetings. He shall appoint other committees he deems necessary to carry out the projects and programs of the Sons of The American Legion. He shall perform such other duties as may be directed by the SAL District meeting.
- H. He shall install the officers of the Squadrons of his District or authorize his deputies or another SAL District officer to perform such duties. He shall visit each post at least twice each year, to explain the principles and objectives of the Sons of The American Legion. He shall make or be responsible for the inspection of each Squadron in his District. He shall transmit such Inspection Reports to the Detachment Commander by the designated date. Such reports shall be on official forms supplied by Detachment Headquarters and all questions must be answered.
- I. The SAL District Commander, shall, at all times, be responsible for the stimulation of Sons of The American Legion growth.
- J. He shall receive and investigate all applications for Squadron charters and recommend the granting or refusal of same to the Detachment Commander. The SAL District Commander may recommend the revocation of existing Squadron charters as provided for in ARTICLE IX, SECTION 1 of the Detachment Constitution.
- K. The SAL District Commander may be removed from office as provided in ARTICLE VIII, SECTION 5 of the SAL District 12 Constitution. In the event of a vacancy in the office of SAL District Commander, such office shall be filled as provided in ARTICLE VIII SECTION 3 of the SAL District Twelve Constitution.

SECTION 2. SAL DISTRICT VICE COMMANDER:

- A. The SAL District Vice Commander shall assist the SAL District Commander at all meetings and functions, and shall represent the SAL District Commander in his absence.

SECTION 3. SAL DISTRICT DEPUTY COMMANDERS:

- A. It shall be the duty of all SAL District Deputies to assist the SAL District Commander in administering the various Squadrons within the District. They shall accept and perform such other duties as may be assigned to them by the SAL District Commander.

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SECTION 4. SAL DISTRICT ADJUTANT:

- A. The SAL District Adjutant shall conduct the correspondence and keep files and records of the District SAL. Such records shall include the names and address of all SAL District officers. He shall also record the SAL District membership by Squadron monthly or as such membership is verified to him by the Detachment Adjutant.
- B. He shall record the minutes of each District SAL Meeting and shall send notices of special meetings. He shall furnish to the SAL District Finance Officer monthly membership totals.
- C. He shall perform such other duties as may be assigned to him by the SAL District Commander and/or SAL District Committee (delegates).
- D. He shall be paid from district funds, a monthly salary. The amount will be determined by the Executive Committee on a year to year basis.

SECTION 5. SAL DISTRICT FINANCE OFFICER:

- A. The SAL District Finance Officer shall be charged with the collection and custody of the funds of the SAL District, which shall include all fund raising projects of a District SAL nature. He shall pay all bills only when ordered and when approved by the SAL District Committee (delegates). He shall make a monthly report of the finances at the regular meeting of District 12 SAL. He shall sign all checks pertaining to the District SAL. He shall submit his books and records to the District SAL Auditing Committee when required.
- B. The SAL District Finance Officer shall record and report receipt of per capita dues from the Squadrons within the District. He shall, upon request by the SAL District Committee, give a report of the delinquent Squadrons in the District. The SAL District Finance Officer, shall at the regular September meeting of each year, read out the delinquent Squadrons and the total amount owed the District SAL. He shall report to the SAL District Commander those Squadrons still considered delinquent as of the regular October meeting of each year.
- C. He shall be paid from district funds, a monthly salary. The amount will be determined by the Executive Committee on a year to year basis.

SECTION 6. SAL DISTRICT SERGEANT-AT-ARMS

- A. The SAL District Sergeant-At-Arms shall receive and arrange all requests for the SAL District meetings from the Squadrons. He shall assist the SAL District Commander in maintaining order at all meetings. He shall perform such other duties as assigned by the SAL District Commander.

SECTION 7. SAL DISTRICT CHAPLAIN:

- A. The SAL District Chaplain shall officiate at all SAL District meetings and shall perform such other duties, ordinarily incident to the office of Chaplain, as shall be assigned to him by the SAL District Commander.

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SECTION 8. DISMISSAL OF OFFICERS:

- A. Any SAL District Officer missing 3 consecutive meetings without just and/or proper cause shall be dismissed/vacated from his office.

ARTICLE III
(COMMITTEES)

- SECTION 1. The SAL District Commander shall appoint committees to conform annually with the Detachment Committees and shall appoint chairmen of the various committees as he may also appoint such other chairmen to other committees as he shall deem necessary or as directed by the SAL District Committee (delegates).

ARTICLE IV
(MEMBERSHIP DUES)

- SECTION 1. Each Squadron shall annually pay to the SAL Detachment Finance Officer such dues as may be assessed by the Detachment and the National Organization.

- SECTION 2. The SAL District Committee (delegates) shall for the purpose of meeting District SAL expenses assess each Squadron in the 12th District a sum to be determined by the Committee (delegates). The payment of such assessments shall be in accordance with Article VII of the SAL District 12 Constitution. Payment of such dues shall be payable to the SAL District Finance Officer. The SAL District Committee (delegates) shall raise money by other means as they deem necessary.

- SECTION 3. A Squadron shall be considered delinquent if said dues are not paid by the regular October meeting of each year. Any Squadron considered delinquent after the regular October meeting shall be disciplined to the extent that they shall have no vote in the SAL District 12 Committee (delegates) matters until such time such delinquencies have been corrected.

ARTICLE V
(FINANCES)

- SECTION 1. All funds of this SAL District shall be deposited in a bank by the Finance Officer. Withdrawals shall only be made upon draft or check signed by 2 of the following Officers: the SAL District Finance Officer, SAL District Adjutant, or the American Legion 12th District SAL Chairman.

- SECTION 2. All SAL District and Legion Officials handling SAL District monies shall be properly bonded with a good and solvent bonding and surety Company, as surety, to cover double the average amount of monies handled in a single year.

- SECTION 3. The fiscal year for the District 12 SAL shall be August 1st to July 31st

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ARTICLE VI
(AMENDMENTS)

- SECTION 1. Amendments to these BY-LAWS may be proposed by any Squadron at any time provided that such amendments are proposed in writing and submitted to the SAL District Adjutant, who shall give notice thereof to all Squadrons in District 12 at least 30 days prior to the date of the SAL District meeting at which the proposed amendments are to be considered. The SAL District Commander may appoint a special committee to review the By-Laws.
- SECTION 2. An Amendment shall be adopted only after being read at 3 consecutive monthly meetings and being voted upon at the 3rd meeting. A 2/3 majority is needed.

ARTICLE VII
(SQUADRON CHARTERS)

- SECTION 1. A Squadron Charter may be revoked, cancelled or suspended only as provided under "Uniform Code of Procedures for Revocations, Cancellations and Suspension of Squadron Charters" as appended to the Detachment Constitution and By-Laws.

ARTICLE VIII
(RESOLUTIONS)

- SECTION 1. Any resolution originating within the Twelfth District SAL affecting or dealing with matters of Detachment or National Scope must proceed through channels as may be prescribed in the Detachment or National Constitution and By-Laws.
- SECTION 2. Any resolution affecting the internal affairs of the Twelfth District SAL shall not be binding upon the District SAL or any Squadron thereof unless and until voted upon and decided at an SAL District Meeting.

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