BYLAWS OF VERDE VALLEY POST NO. 25
OF THE AMERICAN LEGION DEPARTMENT OF ARIZONA
Revision 3 - October 26, 2026

ARTICLE I – OBJECTIVES

Section 1. The objectives of these Bylaws is to implement the Constitution of Verde Valley Post No. 25, the American Legion Department of Arizona, hereafter referred to as the 'Post'.

ARTICLE II – OFFICERS AND DUTIES

Section 1. All Officers

A. All Officers shall be familiar with their respective Post position as described in the latest revision of the American Legion Officer's Guide.

B. All Post Officers and Committee members are encouraged to complete the American Legion Basic Training course. This short online training gives perspective on the history of the American Legion and the Four Pillars: I-Veterans Affairs & Rehabilitation, II-National Security, III-Americanism, IV-Children & Youth.

Section 2. Commander

A. In order to be the Post Commander, the nominee must have served at least one year as an elected Officer or Executive Committee member.

B. The Post Commander, hereafter referred to as the 'Commander', have general supervision over the business and affairs of the Post. As such, the Commander shall be the chief executive officer of the Post.

C. The Commander shall preside at all meetings of the Post per Article X, Section 1.

D. The Commander shall appoint Post Committees per Article V and Attendees/Delegates for District and Department Conventions per Article IV.

E. The Commander shall make an annual report covering the business of the Post for the past year, and make recommendations for the ensuing year. The annual report shall be read at the regular Post meeting in April and a copy thereof immediately forwarded to the Department Adjutant.

F. The Commander shall appoint an Audit Committee as required by Article V, Section 8, consisting of three (3) members none of whom shall be the Commander, Finance Officer, Adjutant, or anyone handling Post funds.

G. The Commander shall have in possession a Post Credit Card for electronic transactions required to conduct business for the Post.

ARTICLE II – OFFICERS AND DUTIES (Continued)

Section 2. Commander

H. The Commander shall perform such other duties as directed by the Post membership.

I. The Commander position shall be changed periodically in order to facilitate a continuous cycle of Officer development, succession planning, and bring new perspectives and ideas to the Post. Commanders shall serve a maximum of three 1-year terms separately or consecutively. However, if no other member is nominated for Commander at the April General Meeting, then the term limit is waived for the existing Commander for that election.

Section 3. First Vice Commander

A. The First Vice Commander shall assume and discharge the duties of the Post Commander in his/her absence or disability, or when called upon by the Post Commander.

B. The First Vice Commander shall be the Chairperson of the Membership Committee.

Section 4. Second Vice Commander

A. The Second Vice Commander shall assume and discharge the duties of the Post Commander in the absence or disability of both the Commander and First Vice Commander or when called upon by the Post Commander.

B. The Second Vice Commander shall be the Chairperson of the Planning Committee.

Section 5. Adjutant

A. The Adjutant shall have charge of and keep a full and correct record of all meeting minutes, and keep such records as the American Legion Department of Arizona and the American Legion National Organization may require. These records shall be locked to control access. The Adjutant serves as the Office Manager of the Post.

B. The Adjutant shall be familiar with the guidance of the American Legion Posts Adjutants Manual.

C. All digital records maintained by the Adjutant shall be frequently backed up to a portable hard drive or to a cloud storage account.

D. The Adjutant shall report membership at each General Meeting.

E. Under direction of the Commander, the Adjutant shall handle all Post correspondence.

F. After seven (7) fiscal years, the Adjutant, under direction of the E-Committee, may discard all Post records not deemed necessary for long term storage.

ARTICLE II – OFFICERS AND DUTIES (Continued)

Section 6. Finance Officer

A. The Finance Officer shall have charge of all Post finances and associated records. He/she shall receive all funds of the Post and ensure that they are safely deposited into the Post bank account. Financial records shall be locked to control access.

B. All digital records maintained by the Finance Officer shall be frequently backed up to a

C. The Finance Officer shall pay bills approved by the E-Committee by signing all checks disbursing the monies of the Post. In addition, he/she shall have in possession a Post Credit Card for any electronic transactions required to conduct the financial business for the Post.

D. The Finance Officer shall report Post finances once per month to the Executive Committee and to the Post membership.

E. The Finance Officer shall ensure the Post financial surety bonds are maintained current for the amount required by the Constitution.

F. The Finance Officer shall prepare the annual finance report for audit and approve tax returns provided by the Post CPA.

G. After seven (7) fiscal years, the Finance Officer, under direction of the E-Committee, may discard all Post financial records not deemed necessary for long term storage.

Section 7. Sergeant-at-arms

A. The Sergeant-at-arms shall preserve order at all meetings, greet and escort visitors, and maintain the sign-in register at meetings.

B. The Sergeant-at-arms shall be responsible for the setup and tear down of Post colors, emblems, fixtures, and placards at meetings, as required.

C. The Sergeant-at-arms shall perform other such duties assigned to him/her from time to time by the E-Committee.

Section 8. Executive Committeeperson

A. Three Executive Committeepersons shall serve as at-large voting officers on the Executive Committee. An Executive Committeeperson brings a wealth of knowledge, experience, and skills from various backgrounds, which can enrich discussions, enhance decision-making processes, and ensure the board considers a wide range of viewpoints.

ARTICLE II – OFFICERS AND DUTIES (Continued)

Section 9. Chaplain

A. The Chaplain shall be charged with the spiritual welfare of Post members and offer a prayer invocation at Post meetings, events, and other activities.

B. The Chaplain shall be familiar with the guidance American Legion Chaplains Handbook.

C. When notified, the Chaplain will send cards in the name of the Post to ill, hospitalized, and Post Everlasting members of the Post, SAL, and Riders.

Section 10. Judge Advocate

A. The Judge Advocate shall advise the Post membership and the E-Committee on all matters based on his/her American Legion experience and interpretation of the Post Constitution and Post Bylaws.

B. The Judge Advocate shall be the guardian of the parliamentary procedure during Post meetings per Article X.

Section 11. Historian

A. After Post Officers for a new year are sworn in, the Historian shall be charged with documenting activities and significant events for the ensuing year. The documentation shall be in the form of a physical or digital Post history record or yearbook. Activities recorded include Officer Installations, community activities, fund raisers, Convention attendance, and dignitary visits.

B. At the end of the year, the Historian shall make the historical record available to the E-Committee for review and finally to all members of the Post.

Section 12. Veteran Service Officer

A. The Veteran Service Officer, hereafter referred to as the VSO shall supervise all matter pertaining to veteran and dependent rights and benefits granted by both Federal and Arizona law, and offer assistance in acquiring such benefits.

B. The VSO shall be familiar with the American Legion Post Service Officer Guide.

Section 13. Webmaster

A. The Webmaster shall be responsible for keeping the website content updated as information is provided and ensuring that the website domain name and internet service provider costs are paid on time.

Section 14. Newsletter Editor

A. The Newsletter Editor shall be responsible for preparing and issuing the Post newsletter on a monthly basis as information is provided.

ARTICLE III – EXECUTIVE COMMITTEE

Section 1. The E-Committee shall meet at the Post at least once per month or more often as deemed necessary by the Commander.

Section 2. The Commander shall preside at all E-Committee meetings. In the absence of the Commander, the First Vice Commander or Second Vice Commander, in that order, shall preside.

Section 3. E-Committee meetings are open to all Post members in good standing. A Post member other than an E-Committee member shall have no voice unless that member has been recognized by the presiding Officer. However, if a matter comes before the E-Committee that requires privacy or discretion, then Post members may be excluded. In such occurrences, the E-Committee shall report action taken at the next regular Post meeting.

Section 4. Minutes shall be kept at all E-Committee meetings by the Adjutant or other Officer in his/her absence. After typing and approval of the E-Committee minutes, they shall be read aloud or distributed at the next regular Post general meeting.

Section 5. If the office of Commander becomes vacant, then First Vice Commander becomes the Commander. If the office of the First Vice Commander becomes vacant, then the Second Vice Commander becomes the First Vice Commander.

Section 6. Other than the Commander or First Vice Commander all vacancies existing in the E-Committee, or in any office of the Post from any cause other than the expiration of the term, shall be filled by a majority vote of the remaining members of the committee. A person so elected shall hold office for the unexpired term of the officer whom he/she succeeds.

Section 7. The E-Committee shall approve all contracts for goods or services as may be required for administrative operations.

Section 8. The E-Committee shall have the authority to approve routine expenditures for operation of the Post (food, supplies, minor repairs, and maintenance, etc.)

Section 9. The E-Committee shall get approval by the membership before spending greater than the following amounts:

- One thousand dollars ($1000) for Veterans Fund disbursements
- Five hundred dollars ($500) for non-routine capital investments/improvements.

ARTICLE IV – CONVENTION AND CONFERENCE ATTENDEES/DELEGATES

A. Delegates and alternates to a Department Convention or Fall Conference shall be the Commander and those members appointed by the Commander with special consideration being given to Post Officers and other members desiring to attend.

B. Credentials (Registration) for any member to attend the Department Convention or Conference shall be paid by the Post prior to the deadline.

C. Officers attending the Department Convention or Fall Conference shall be entitled to lodging expense only.

ARTICLE V - COMMITTEES

Section 1. The Commander, immediately upon taking office each year, shall appoint the following standing and temporary committees, when required: Finance, Membership, Planning, House, Scholarship, Constitution and Bylaws, Audit, Boys State, Oratorical, Color Guard and any others deemed necessary. All Committees shall consist of a Chairman and volunteer members.

Section 2. The Finance Committee shall be responsible for the administration of financial policy, preparation of budget recommendations, and supervision of receiving, disbursing, and accounting of all Post funds.

Section 3. The Membership Committee under supervision of the First Vice Commander shall have charge of all matters pertaining to the membership of the Post, including procuring new members, eligibility of members, and reinstatement of lapsed members.

Section 4. The Planning Committee under supervision of the Second Vice Commander shall have charge of all matters pertaining to coordination of hall rental and social activities.

Section 5. The House Committee shall have charge of all matters pertaining to the Post building structural, environmental issues, equipment operability, and grounds upkeep.

Section 6. The Scholarship Committee shall have charge of all matters pertaining to the Post scholarship awards including applications, requirements, fundraising, and awards.

Section 7. The Constitution and Bylaws Committee under supervision of a Post Officer shall have charge of revising those documents to maintain compliance with National and Department requirements, incorporate best practices learned from other Arizona Posts, and make improvements based on Post 25 experience.

Section 8. The Audit Committee consisting of members per Article II, Section 2, Item F, shall conduct the annual audit of the Post Finance Officer’s books to be completed prior to new Officer installation and reported to the Post membership during the first regular meeting in June.

ARTICLE V – COMMITTEES (Continued)

Section 9. The Boys State Committee and the Oratorical Committee shall have charge of all matters pertaining to the recruitment of high school contestants, conducting the associated competition in the related subject areas, and coordinating winner/delegate attendance to the state level programs.

Section 10. The Color Guard Committee shall consist of three (3) or more members in good standing of the American Legion Post, Auxiliary Unit, and/or the Sons of the American Legion Squadron. When directed by the Post Commander, the Color Guard will participate in events such as veteran funerals, Memorial Day gatherings, Veteran's Day activities, parades, or other occasions when it is considered to be good public relations to participate.

ARTICLE VI – 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. A copy of the resolution shall be forwarded to the Department headquarters for its approval before any publicity is given or action other than mere passage by the Post is taken.

ARTICLE VII – MEETINGS

Section 1. The Post E-Committee and membership meetings shall be held at least once per month at 480 S. Calvary Way, Cottonwood, AZ, 86326. The meetings shall be at the time and date specified on the Post website calendar, https://alpost25az.org. The membership shall be notified by email least one (1) week prior to any change in the meeting date or time.

Section 2. The Post membership meetings shall be used to transact such business as may properly be brought up for action by members and/or the E-Committee. Such meetings may also include guest speakers or be converted into entertainment meetings, as deemed appropriate by the E-Committee.

Section 3. For a regular Post meeting to conduct business, twelve (12) members in good standing including Officers shall constitute a quorum.

Section 4. The Commander or a majority of the Executive Committee shall have power to call a special meeting of the Post at any time.

Section 5. Upon the written request of two (2) or more members of the Post membership, the Commander shall call a special meeting of the Post.

Section 6. Remote meeting attendance is allowed for all Post E-Committee Meetings and General Meetings in order to promote flexibility, accessibility, inclusivity, and achieving a quorum.

Section 7. There shall be no alcohol consumed at any General Meeting of this Post.

ARTICLE VIII – NOTICES

Section 1. To maintain contact with membership, every Post member shall furnish the Post Adjutant with his or her address for mailing purposes. The Post member should also provide an email address and phone number. All such contact information should be kept up to date by the member.

ARTICLE IX– ANNUAL ELECTIONS

Section 1. The Adjutant shall provide notice at least one (1) week prior to the nomination meeting in April, and again at least one (1) week prior to election meeting in May. Meeting notification shall be announced by email, newsletter, and/or the Post website calendar, https://alpost25az.org.

Section 2. All elective Officers shall be nominated from the floor at the General Meeting in April. The nominee must be present or in contact by an electronic device, and must accept the nomination. Only those nominated Officers shall be on the Ballot (no write-in votes will be allowed). However, a ballot is not required for any Officer position where there is only one nominee for that position.

Section 3. If the nominations do not result in a full slate of Officers for the Executive Committee, then any vacancies shall be filled per Article III, Section 6 after the new Officers are sworn in.

Section 4. The polling station shall be open at the Post from 7AM to 5PM on the day of the election. The table will be manned in shifts by two (2) Legionnaires not on the Ballot or two (2) members of the Auxiliary/SAL, or any combination thereof. Alcohol shall not be consumed while fulfilling this task.

Section 5. All members voting shall present a current Post membership card to receive a ballot.

ARTICLE X – RULES OF ORDER

Section 1. All proceedings of the Post shall be conducted in accordance Parliamentary Rules in accordance with Roberts' Rules of Order, revised.

ARTICLE XI – LIMITATION OF LIABILITIES

Section 1. This Post shall not incur any liability or obligation which shall cause liability or obligation to any other Post, members of the America Legion, other individuals, or other organizations.

ARTICLE XII – WEBSITE

Section 1. The Post shall maintain a website using the domain name of https://alpost25az.org. The website shall serve as an information platform for Post members, prospective members, and the general public.

Section 2. Expenses for maintaining the domain name and the internet service provider (ISP) shall be submitted to the E-Committee for payment authorization, or charged on the Post credit card.

ARTICLE XIII – STANDING ORDERS

Section 1. The Standing Orders shall provide administrative guidance and procedures for the Post Executive Committee and membership to consistently conduct day to day activities and ensure continuity when members responsible for implementing such Standing Orders change. In addition, Standing Orders will also be used to help maintain compliance with state and federal laws.

Section 2. The Post shall maintain a list of Standing Orders to include, Post Access and Security, Post Dues and Membership, Bar Rules, Kitchen Rules, House Rules of Conduct, Post Events, Facility Maintenance, Cyber Security, Bookkeeping and Finance, Post Adjutant Guidelines, Veterans Fund Guidelines, Bingo Guidelines, Games of Chance, and other subjects as deemed necessary by the E-Committee.

Section 3. Standing Orders can be changed and approved at any time by the Executive Committee, and such changes will be noted at the subsequent General Meeting.

Section 4. The Standing Orders are private and shall not be available through the Post website. However, a list of Standing Orders will be posted on the website for member awareness. In addition, members can view the Standing Orders by contacting the Post Adjutant.

Section 5. Within 30 days of the new Officer installation, the Standing Orders shall be reviewed for creation, revision, or cancellation.

ARTICLE XIV – AMENDMENTS

Section 1. These Bylaws are adopted subject to the provisions of the Bylaws of the National organization, and the Department of Arizona. Any amendment to the National Bylaws or Department Bylaws which is in conflict with any provisions hereof shall be regarded as automatically repealing or modifying the provisions of these Post Bylaws to the extent of such conflict. The Post shall review the National Bylaws following the close of the National Convention and update these Bylaws accordingly within 90 days.

Section 2. The amendment shall be submitted in writing and read at a regular meeting. After the first reading all Post members shall be notified at least one (1) week prior to the next regular meeting when such amendment is to be read again and voted upon. After the second reading of the proposed amendments, it may be adopted by a vote of two-thirds (2/3) of the members in attendance.

AMERICAN LEGION POST 25
THE AMERICAN LEGION
DEPARTMENT OF ARIZONA

AMENDMENT TO THE BYLAWS

The Bylaws for American Legion Post 25 have been revised to improve functioning of the Post.

We hereby certify that the amendment to the Bylaws was read at two meetings and adopted on with a quorum being present by a two-thirds vote of the general membership present.

Change Summary: Article XIII - Standing Orders can be changed and approved at any time by the Executive Committee, and such changes will be noted at the subsequent General Meeting.

First reading: September 21, 2026

Second reading and adoption: October 26, 2026

Submitted By: David Kauppinen Date 11-11-26
David Kauppinen, Chairperson

Member Approval Documented By: Winifrid Follett Date 11-11-2026
Winifrid Follett, Adjutant

Approved By: John C Scott Date 11/11/2026
John Scott, Commander

Transmitted to the Judge Advocate, Department of Arizona, Dr. Roberta Kimelton, jag@azlegion.org

on Date 11/13/2026 By: Winifrid Follett
Winifrid Follett, Adjutant

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