



Bartlett Post 547 American Legion

(Bartlett Post 547 is a fictional Post used in this document.
All stated names used in this document are also fictional)

Prepared By: PDC Michael W. Moses
September 2017, Updated September 2021

WELCOME

Thank you for becoming a part of the exciting and rewarding world of The American Legion and Bartlett Post 547. We have gathered together in this packet a few things that you should know about the American Legion in general and many items that are specific to this Post. We hope that you enjoy your membership in this wonderful organization.

Bartlett Post 547 -- A Little History

Bartlett Post 547 received its initial Charter that included a list of Charter Members on June 21, 1919. After the National American Legion organization was officially recognized by the Federal Government on September 16, 1919, our Post was issued its permanent Charter on August 4, 1921. Bartlett Post 547 is one of the original Charter Posts in America and is the second oldest Post in the State of Kentucky.

The Post was initially located in the basement of the old fire house on Main Street in Bartlett. Post 547 was later relocated to its present address on Main Street in Bartlett, Kentucky. Our original building was a wood frame structure that was located in what is now our rear parking lot. In 1985, our present building was constructed, greatly expanding our club room capabilities while also providing a formal hall, meetings spaces, and a kitchen.

Bartlett Post 547 Organization

Post 547 has four Post-level organizations that we view as Our American Legion Family:

The American Legion -- This is the primary organization of the Post consisting of military Veterans who have served at least one day on active duty during a time of war or conflict, as determined by The American Legion.

The American Legion owns the Post property and building and is responsible for all building maintenance, utilities, and upkeep. The American Legion also operates the Club Room (which happens to have a bar), which is equivalent to a regular business incorporating the same demands and regulations, such as licensing, liquor controls, and charitable gaming. The Club Room operation is a major source of revenue for the Post to pay its bills and support charity functions. The National American Legion organization (and by default all State American Legion organizations) does not formally recognize a Club Room as part of The American Legion, and as such, it is totally the responsibility of each Post.

The Legion Auxiliary -- The Auxiliary is not formally a part of the American Legion. It is separately recognized by Congress and has its own Federal identification number. The Auxiliary is open to female descendants and spouses of those military members who are authorized membership in The American Legion, including a female with military service.

The primary purpose of the Auxiliary is to support the goals and mission of the American Legion. Additionally, the Auxiliary has its own functions, goals, and charities.

Sons of The American Legion -- Founded in 1932, The Sons of The American Legion (SAL) exists to honor the service and sacrifice of Legionnaires. All male descendants, adopted sons and stepsons of members of The American Legion, and such male descendants of Veterans who died in Service during World War I, World War II, the Korean War, the Vietnam War, Lebanon, Grenada, Panama, the Persian Gulf War, and the War on Terrorism, during the demiting periods set forth in Article IV, Section 1, of the National Constitution of The American Legion, or who died subsequent to their honorable discharge from such service, shall be eligible for membership in the Sons of The American Legion. The SAL is a subordinate program of the American Legion.

American Legion Riders -- The American Legion Riders (ALR) are a subordinate program of The American Legion. The main pre-requisite to join the ALR is that you have to be a member in either The American Legion, The Legion Auxiliary, or The SAL. Membership is not restricted to any particular make of motorcycle; however, the engine must be at least 200cc. As a member of the American Legion Riders, you may belong to any American Legion Post, Auxiliary Unit, or SAL Squadron.

American Legion Riders chapters are well known for their charitable work, which has raised hundreds of thousands of dollars for local children's hospitals, schools, Veterans homes, severely wounded service members and scholarships. Since 2006, Riders nationwide have participated in the American Legion Legacy Run, to annually raise money for the Legacy Scholarship Fund, established to provide scholarships to children of U.S. military personnel killed since Sept. 11, 2001. Local Chapters of The American Legion Riders continually serve to support their sponsoring Posts and perform many charitable endeavors for their local communities.

Each Post organization has its own Charter. They are mounted on the back wall of the Post Club Room. All organizations work together for the betterment of the Post. The combined four organizations are called the Bartlett Post 547 Family.

ABOUT THE AMERICAN LEGION!

The American Legion was chartered and incorporated by Congress in 1919 as a patriotic Veterans organization devoted to mutual helpfulness. It is the nation's largest Veteran's service organization, committed to mentoring and sponsorship of youth programs in our communities, advocating patriotism and honor, promoting a strong national security, and continued devotion to our fellow service members and Veterans. The American Legion's National headquarters is located in Indianapolis, Indiana. For more than 90 years, The American Legion has acted as the nation's leading advocate for proper health care, economic opportunity, and legal benefits for U.S. military Veterans.

STRUCTURE OF THE AMERICAN LEGION

National

National is the topmost level of the American Legion. The National level is based in Indianapolis, Indiana. This is where, with coordination with each State Department, our leadership develops and promotes the goals, missions, and strategies of our organization. Each year there is a National Convention (usually during August) where the new National Officers are elected by their State representatives. Each State has a certain number of votes based on the number and strength of their Units. The National leaders of the American Legion consist of the National Commander, Six (6) National Constitutional Officers, Five (5) National Vice Commanders, and the National Executive Committee. The Department of Kentucky has one National Executive Committeeman plus one Alternate National Executive Committeeman, both elected during our June Department Convention. The National Convention is held each August in cities throughout the United States. Our 2017/18 National Commander is: Denise Rohan, the first female National Commander.

Department

This is the State level; but it is referred to as Department level. The Department level is the leadership for all the American Legions in each State. Each year there is a State Convention where the new State Officers are elected by the Posts. Each Post has a certain number of votes based upon their membership strength (that is why membership in a Post is so very important – to have a voice in State elections). Our current Department Commander for the 2018-2019 Legion year is Michael W. Moses, Sr.

District

Our Department Legion leadership is further comprised of Districts in the State. There are eleven Districts and Bartlett Post 547 is part of District 11. District meetings are held three or four times a year in their local area and are open to all to attend. Consider attending the District meetings to get to know our leaders and it is fun!!! Sometimes they have a dance following, and almost always a free lunch. Dates are announced at the Post meetings, on our Post webpage, in the Newsletter, and on the Kentucky State Legion webpage: www.kylegion.org. Our current District Eleven Commander for the 2018-2019 Legion year is George Patton. George is from our Bartlett Post 547. Teddy Roosevelt from Bartlett Post 547 fills one of the three District Vice Commander positions in District 11.

Post

The Post is the “grass roots” of The American Legion and where important work takes place. Bartlett Post 547 is the largest Post in the Eastern Kentucky region with 587 members ending as of June 2018. We have an active Post with many events throughout the year. Our current Post Commander for the 2018-2019 Legion Year is Henry Ford. This is Henry’s third year in this position.

Each Post has additional elected officers to carry out the Post’s mission as defined by the Post membership during monthly membership meetings. Post officers usually include a First and Second Vice Commander, an Adjutant (think Secretary), a Finance Officer, a Judge Advocate, a Chaplain, a Service Officer, and a SGT-At-Arms. Additionally, a Post may elect an Executive Committee (which other Post officers may be a part of) and appoint chairpersons to head committees.

The American Legion and the Department of Veterans Affairs

The American Legion was instrumental in the creation of the Veterans Administration (VA) in 1930, and an ardent supporter of its elevation to cabinet status when it became the Department of Veterans Affairs in 1989. The relationship between VA and The American Legion continues to evolve today.

The American Legion also etched a permanent place in history in 1944. That year, Legionnaires drafted and ushered into law the Servicemen’s Readjustment Act – better known as the GI Bill. Since then, millions of veterans have received free or discounted higher education benefits. So effective was the GI Bill, it is often credited for spurring more than 50 years of economic prosperity across our nation.

THE FOUR PILLARS

The basic goals and mission of The American Legion can best be summed up through the organization’s Four Pillars of responsibility. They are:

I. Veterans Affairs & Rehabilitation

- VA Claims Backlog
- Access to VA Health Care
- Network of Service Officers
- VA Vet Centers
- Health-care Funding Formula
- Veterans with Special Needs
- Volunteering
- Final Respects
- Heroes to Hometowns
- Careers for Veterans
- Homelessness
- GI Bill Benefits

II. National Security

- Support for the Troops
- Size of the Armed Forces
- Quality of Life
- Homeland Security
- POW/MIAs
- Operation Comfort Warriors

III. Americanism

- Flag Protection
- Illegal Immigration
- Voter Registration and Participation
- Boy Scouts of America
- The Pledge of Allegiance
- Establishment-Clause Lawsuits
- Legacy Run
- Boys Nation
- American Legion Baseball

IV. Children & Youth

- Catastrophic Illness
- Intellectual Disabilities
- Immunization
- Family Integrity
- Media Violence
- Drug Abuse
- Child Sexual Exploitation
- Family Support Network
- Temporary Financial Assistance
- Samsung Scholarship
- Child Welfare Foundation

Programs of The American Legion

American Legion Baseball

American Legion Baseball is a national institution, having thrived through a world war, several national tragedies, and times of great prosperity as well as great despair. The League still stands atop the traditional values upon which it was founded nearly 85 years ago. Since 1925, American Legion Baseball has taught hundreds of thousands of young Americans the importance of sportsmanship, good health and active citizenship. The program is also a promoter of equality, making teammates out of wealthy bankers' and industrial workers' sons, and erasing any social divide between them. Most importantly, American Legion Baseball has been, and continues to be, a stepping stone to manhood for millions of young men who have gone on to raise families or play the sport at the highest level.

Boys State/Nation

Each year, the Kentucky American Legion sponsors the Boys State Program. (The Legion Auxiliary sponsors a similar Girls State program.) These one-week programs teach young High School Juniors about our Government by establishing a complete government entity. This program is free to our students and offers a great educational event and looks terrific on college applications. Two representatives from each of the 49 Boys States represent their state at Boys Nation in Washington, where the young leaders receive an education on the structure and function of federal government.



Child Welfare Foundation

In 1952, Dr. Garland D. Murphy Jr. gave to The American Legion a large contribution that would benefit children. The American Legion and Dr. Murphy entered into a trust agreement that established the Child Welfare Foundation, approved by the National Executive Committee on Oct. 15, 1953. Though created by the Legion, the Child Welfare Foundation, Inc., is a separate 501(c)3 corporation.



About Heroes to Hometowns

"Heroes to Hometowns" is a transition program for severely injured service members returning home from OEF/OIF. "Heroes to Hometowns" establishes a support network and coordinates resources for those service members. Last year The American Legion's Heroes to Hometowns Program assisted over 1,100 veterans. The Program also support local Veterans Job Fairs to help our Veterans find meaningful employment. Bartlett Post 547 did hold such a Job Fair in June Of 2015, attracting 46 local companies that helped 121 local Veterans.

Legion Racing

The 76 Freedom Car's primary sponsors are The American Legion and The David Law Firm. American Legion National Headquarters provides no monetary support but gives Team Johnson Motorsports exclusive marketing rights to raise funds for the 76 Freedom Car. The car's success depends on donations, sales from racing merchandise and apparel, associate sponsors and The David Law Firm. The David Law Firm has a long history of assisting veterans who have been diagnosed with mesothelioma or lung cancer obtain the compensation to which they may be entitled

Legislative Action

The American Legion prepares Legislative papers, gives testimony, and represents our Nation's Veteran issues to Congress and the President of the United States. Each year during February, the National office holds a Winter Conference in Washington, DC. During this Conference, National committees meet to discuss several national programs and issues. Additionally, participants at the Conference are welcomed to The Capital to meet with their respective Congressmen and Senators to highlight Veterans advocacy.

Flag Advocacy

The American Legion educates the Nation on proper Flag Etiquette and promotes American flag issues. Many Posts throughout Kentucky visit local schools on a reoccurring basis to promote flag advocacy and to donate flags to classrooms. Several Posts throughout the State also preform flag retirement ceremonies for the local community.

Citizenship

The American Legion is involved in heavily immigration and National Security issues. The National office and each Department have active committees that address these issues on a reoccurring basis.

Oratorical Scholarship

The American Legion sponsors an Oratorical Scholarship for high school students throughout the country. The American Legion Oratorical Contest exists to develop deeper knowledge and appreciation for the U.S. Constitution among high school students. The 70-year-old program presents participants with an academic speaking challenge that teaches important leadership qualities, the history of our nation's laws, the ability to think and speak clearly, and an understanding of the duties, responsibilities, rights and privileges of American citizenship. The program has featured numerous politicians and prominent contestants over the years, including former president candidate Alan Keyes and CNN anchor Lou Dobbs.

Junior Shooting Sports

The American Legion Junior Shooting Sports Program is a gun safety education and marksmanship program that encompasses the basic elements of safety, education, enjoyment and competition. Shooters use the .177 caliber air rifle. Both males and females can participate, through Legion sponsorship. Disabled youth are encouraged to join, as competitive shooting is a sport that creates an equal playing field for all competitors. Contact your local Legion post, Sons of The American Legion squadron or Auxiliary unit for information about affiliating as a club or individual.

Scouting

The American Legion's support for Boy Scouts of America began at the Legion's first national convention in 1919. Today, American Legion posts sponsor more than 2,500 Scouting units across the country. This is natural for Legionnaires, who bring their service-learned skills and experiences as Veterans to help build character and positive traits in our country's youth. Few other post activities generate more goodwill from the community. The American Legion annually honors the Eagle Scout of the Year at the National Convention. The winner of the competition receives a \$10,000 scholarship, and the three runners-up are each awarded \$2,500 scholarships.

American Legion Educational Opportunities

American Legion members desiring to increase their knowledge of the American Legion and its programs have two avenues for formal education from Legion Headquarters:

Legion College -- The American Legion National College is a resident program conducted at National Headquarters in Indianapolis, IN. This week-long course enhances knowledge and appreciation of The American Legion, and teaches the core values and contributions of the organization, its Auxiliary, Sons of The American Legion and many subordinate programs. The National Legion College prepares young Legionnaires for leadership positions in posts, districts, counties, and departments through education, development, and motivation. The curriculum challenges student leaders to think critically and creatively about issues confronting the Legion.

Legion Basic Training (formally called Legion Extension Institute) -- This self-paced education venue is available through the Internet to all Legion members. The course uses a combination of text, pictures, and videos to provide an extensive oversight of all American Legion programs, a detailed explanation of the Four Pillars, and a complete history of how the American Legion was started. The course is available on-line and is free to all Legionnaires. (URL: www.legion.org for more information on the above listed programs)

Open Posts Versus Closed Posts

Most American Legion Posts are referred to as "closed Posts". Closed Posts are open only to American Legion, Legion Auxiliary, or Sons of the Legion members and their guests. Open Posts are open to the Public. The major difference is that closed Posts operate as private clubs and open Posts operate as any other business. Usually, a Post will become open to attract more business and revenue.

There are a few American Legion Posts in Kentucky that are open to the public. Bartlett Post 547 IS A CLOSED POST.

Charitable Gaming

Because the American Legion is a not-for-profit entity, Bartlett Post 547 is allowed to do charitable gaming involving pull-tabs, raffles, auctions, Monte Carlo nights, and other allowed gambling activities. Charitable gaming is strictly controlled by the State, but it does give members a chance to win actual money. Some charitable gaming is on special occasions only, but pull-tabs are available all the time at the Post Club Room. For more details on Kentucky Charitable Gaming, visit their Internet website at <http://dcg.ky.gov/>.

Benefits of Membership

Besides belonging to the oldest Veterans organization in the United States and participating in the many American Legion programs that benefit our Veterans, their families, and the community, there are benefits for membership that include discounts at many businesses nationwide and free accidental life insurance through the Legion Insurance Trust (LIT). Additionally, there are several benefits that are reserved exclusively for Bartlett Post 547 members:

- A 25% reduction in Hall rental costs
- The ability to write personal checks at the Post for up to \$50.00
- Reduced pricing or free use of the Hall for memorials and personal benefits
- The ability to learn about leadership through participation as a Legion officer
- The ability to become more involved in your community through our many outreach, youth, Veteran, and donation programs
- The opportunity to help our Veterans and those less fortunate.

Legion Insurance Trust (LIT)

The Legion Insurance Trust (LIT) offers accident death insurance to every American Legion Family Member who is at least 18 years old at no cost, as long as you are a paid member. It is easy to sign up for this free benefit online at www.TheLIT.com/LegionCare2, by telephone by calling 1-800-235-6943, or by mailing in the postcard that is available at the Post.

What Is A Volunteer?

A volunteer is someone who gives time, energy and talents to others, expecting nothing in return. Volunteers must have an open mind, be willing to embrace wisdom learned from others and also let the experience of volunteering lead to personal inner growth. Volunteers realize the importance of time and kindness.

- **A** volunteer is someone who gives time, energy and talents
- **A** volunteer is someone who is willing to learn
- **A** volunteer is someone who has the freedom to choose
- **A** volunteer is someone who makes a difference

There are many opportunities for members to volunteer their time or expertise for the good of the Post or the community. However, we understand that most of our members have jobs and families. Accordingly, family and work should always be your first priority; volunteering comes somewhere after that. Our members are the core of any project that the Post participates in, such as Post dances, special celebrations, parades, and holding officer positions. The level of volunteerism is a personal decision that will differ from one member to another.

Post Honor Guard

Bartlett Post 547 proudly sponsors the Post Honor Guard. The Honor Guard performs military Honors at about 150 Veteran funerals each year throughout the area, including southern Ohio and Indiana. There are no special qualifications to belong to this unit and anyone can be a member. Uniforms and training are provided. The Honor Guard meets at the Post and usually travels to the cemeteries in two vehicles.

The Honor Guard provides an annual dinner for members and their spouses in December to show appreciation for everyone's participation and continued fellowship for the unit. In August of each year, the Honor Guard throws a free picnic for everyone at one of the area parks.

The Honor Guard is always in need of volunteers. Contact any Honor Guard member or Post officer for more information.

Monthly Membership Meetings

All of the Bartlett Post 547 organizations meet monthly in the Post Hall:

- Legion Fourth Sunday at 2:00 pm
- Auxiliary Second Tuesday at 6:30 pm
- SAL Third Tuesday at 7:00 pm
- Riders First Tuesday at 7:00 pm

Bartlett Post 547 American Legion Membership Meetings

The Three P'S

At the beginning of every meeting, the Commander calls the meeting to order. The Chaplain leads us in a **P**rayers; the **P**ledge of allegiance is recited; then the **P**reamble to the Constitution of the American Legion is recited.

American Legion 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 the Great 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 goodwill 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.

Membership Meeting General Rules

1. Keep cell phones turned off during the meetings. \$1.00 fine if it rings.
2. Do not cross the lines of colors (this means if you approach our officers at the front table, do not lean in across the table but go to the side of the officers. You never reach across the line of the Flags.
3. The Chair of the meeting is the Post Commander. He controls the meeting, adheres to an established agenda, recognizes others wishing to speak, and brings motions to a discussion and vote.
4. The Post Judge Advocate resolves all procedural issues at Post meetings, including adherence to the National, Department, and Post Constitutions and By-Laws and Robert's Rules of Order.
5. If you have a question in the meeting, raise your hand and wait for recognition.
6. Try to attend Department Conferences and District Meetings. Conferences and District meetings are important to learn all the ins and outs of the American Legion. (If you can't attend don't fret, it is not mandatory, but you will miss a good time).
7. When you have a question about the American Legion and **we are not** in a meeting format, we prefer you discuss with an Officer outside of the Club Room area. You can always call the officers at home or email them and ask your question. A listing of home numbers and/or emails for our officers are included in this manual.
8. You can purchase an American Legion Officer's Guide that provides details on the American Legion organization, ceremonies, and National By-Laws from the American Legion's Emblem Sales for a low cost of \$4.00. Additional guides and handbooks are also available.
9. You can purchase a copy of Robert's Rules of Order through Legion Emblem Sales or at any book store. This universal guide for meetings and organization of almost every institution in the United States provides details of how meetings are conducted, voting procedures, and how motions are made. This book is especially important for officers at every level.

Department Conferences and Annual Convention

The Department holds a fall, winter, and spring conference each year to conduct American Legion business and to allow the Department and District officers/committees to meet. The conference is held on a Friday and Saturday, with the membership business meeting occurring on Saturday. The conferences are at hotels so members can stay the evening if they so desire. Individual Posts may set up hospitality rooms that provide free beverages and food, as well as charitable gaming.

The Department holds an annual Convention each June. This Convention is also at a hotel on a Friday and Saturday, however many participants arrive on Thursday afternoon. Hospitality rooms are in full swing during this weekend (more of them and more food). Business meetings are held on Friday and Saturday during the day. Annual Department elections are held on Saturday.

All elements of the American Legion meet at the conferences and convention (Legionnaires, Auxiliary, Sons of the Legion, and Legion Riders).

The schedule of upcoming Department Conferences and Annual Conventions is posted on the Department Internet website at www.kylegion.org under the "Conferences" tab.

POST LEGION OFFICER POSITIONS

Our Post elections are held each Spring at not less than 30 days nor more than 90 days prior to the date set for the Department Convention. Anyone can run for any office, and you are encouraged to do so. We have listed below the major duties associated with our elected positions to help you with your decision. However, please keep in mind that there are no special educational requirements, time being a member, or elected position progression for any of these positions. Foremost you should have a strong desire to do what is best for Bartlett Post 547 and The American Legion, a commitment to dedicate the time necessary to accomplish position duties, and possess the integrity to put the Post and its membership above any personal interests. Of special importance is the commitment to actually perform a position's duties. Post members should look back over the past few years and vote for candidates that have put the time in to successfully perform their duties and those members that have been active in Post functions.

Per National Headquarters requirements, all members desiring to hold a Post elected office shall have their DD Form 214 or other authorized discharge document on file with the Post Adjutant prior to announcing their candidacy for an office. Per Post By-Laws, this requirement is also extended to any Post appointed position.

Post American Legion officers will take over their new positions at the meeting following the annual Department Convention. In the event that there is a formal inauguration banquet, the change-over of officers will occur at that event.

Post Auxiliary and SAL officers will usually take over their new duties in accordance with the time set for Post Legion officers, immediately after they are sworn in. This is usually done either at their next regularly-scheduled meetings or during a formal inauguration banquet.

Commander – Your job is to lead the Post and its officers. You do not “run” the Post single-handed, but you do put forth an agenda and set goals for the year, working within the direction of Post, Department and National By-Laws. The Commander oversees the operation and management of the Post, supervises the duties of other officers, and sets the overall direction and operation of the Post. You work closely with all Post officers and assist them when necessary. You participate in all Post committees and actively seek collaboration between the Post, the Auxiliary, the Sons of the Legion, and the Legion Riders. As the saying goes, “The Buck Stops Here”. It is up to the Commander to ensure that the Post is a viable charitable Veterans organization and to ensure that everyone gets along. You are the first one called when something goes wrong or a decision needs to be made. You are the back-up person for the Finance Officer and will fulfill their duties when they are away or absent. You will be the Charitable Gaming CEO and become familiar with Gaming regulations and requirements. You will spend considerable time at the Post if you are doing your job correctly. Yes, this is a demanding position that can consume you if you are overly passionate about the American Legion and not careful to balance personal and work interests. However, the position is very rewarding and satisfying.

First Vice Commander – You act for the Commander if the Commander is unavailable, including filling the Commander's position if the Commander cannot complete their term of office. The primary duty of the First Vice Commander is that of membership. You will be designated as the Post's Membership Chairperson. Your duties include activities to increase the Post's membership, working closely with the Post Adjutant, working with District and Department membership officers, monitoring Post 200 members, contacting inactive members, and activities geared specifically towards keeping and activating the Post's current membership. The First Vice Commander should also be actively involved in almost every Post activity and be the Commander's "right hand person" when needed.

Second Vice Commander – The primary duties of the Second Vice Commander center around the social activities of the Post. The Second Vice Commander is also closely involved with all activities that raise funds for the Post. You are responsible for the Post's social calendar for the year, promoting programs that attract attendance and keep members active while working closely with the membership on entertainment issues, and recognizing monthly activities as illustrated in the Officer's Guide. The Second Vice Commander establishes a yearly calendar of Post events involving the social aspects and fund raising opportunities of the Post immediately after taking office and will coordinate these activities with the Post Executive Committee. You report monthly to the Post membership on all activities and attend event committee meetings to offer support. Fund raising at Post events is part of your duties.

Finance Officer – You are the keeper of all Post money and oversee all Post finance accounts, and are specifically in charge of the Post General and Gaming accounts. You are responsible for developing a Post budget and the payment of all Post general obligations (building, taxes, donations, etc.) when proper authorization has been given for payment. You will also administer the separate Post Club Room account and oversee the financial obligations and revenue of the Club Room operation. The Post has an accountant that is responsible for official records, taxes, etc. You will work closely with the accountant and the Commander. You will be the Charitable Gaming CFO and oversee all Post Gaming functions. You do not need an accounting degree to perform the duties of this position. However, you do need simple math skills, the ability to maintain simple accounting forms, and the ability to report Post finances to the membership during meetings.

Service Officer – You are responsible for assisting veterans and their dependents in the rights and benefits granted to them by law. These duties are varied and too numerous to detail, but you will work with other Veterans activities and Department offices in assisting the veterans in this area. You will not be acting alone and you will have the assistance of other Post officers. The Department provides free training usually twice a year and you are encouraged to attend these events to learn more about your position. The Department also has a full-time Service Officer to assist Posts and Veterans with disability claims and Veteran rights issues. The Department Service Officer is listed with their contact information on the Department website at www.kylegion.org.

Chaplain – The Chaplain need not necessarily be a clergyman, but must be a person capable of moral and intellectual leadership and one who gives dignity and respect to the office. The Chaplain will conduct observances at Post meetings, patriotic occasions, funeral services and dedication ceremonies. The Chaplain will make time to visit ill members when possible and provide for floral deliveries to members when appropriate.

Adjutant – The Adjutant holds the same relative position in the Post as the secretary of any other organized body. The Adjutant is the personnel officer who keeps membership records, minutes of meetings, and processes the administrative paperwork to effect membership renewals, transfers, and applications. The Adjutant keeps the official Post membership roster and coordinates throughout the year with the Department to ensure that all members are reported accurately. The Adjutant will meet periodically with the Post Finance Officer to process membership records and payments and is the POC for member inquiries pertaining to membership. The Adjutant will also work closely with the Post Membership Chairperson (usually the First Vice Commander) to process membership renewals, transfers from Post 200, and to seek new members. The Post Adjutant shall maintain a DD Form 214, or proof of eligibility to The American Legion for all Post elected and appointed officers. The Adjutant must have adequate writing and speaking skills to record meeting minutes and report on issues during meetings.

The position requires substantial time throughout the year, especially during the beginning of the Legion year when most memberships are renewed. There is an annual Adjutant class presented by the Department that all Adjutants should attend. The Adjutant holds one of the key positions of this Post and their duties should not be taken lightly.

Judge Advocate – Your primary duty is to supply professional advice in the conduct of the Post business or to procure proper counsel. The Judge Advocate will provide guidance during meetings when official or accepted procedures are not followed and when asked to make determinations pertaining to these documents and accepted rules of meeting order. You will become familiar with the Constitution and By-Laws of the National and Department American Legion organizations, the Post By-Laws and associated guidance, and Robert's Rules of Order.

Sergeant-At-Arms – Primary duties include assisting in arrangements of meetings, acting as guard at meetings, and welcoming new members into the Post. You are also the custodian of the Post colors and the flag etiquette person. You need to arrive at meetings 30 minutes early to set up the room and will need to put meeting items away after meetings.

The Sergeant-At-Arms checks membership eligibility at official meetings when required by the Commander.

Historian – You have the responsibility of preserving and compiling the records of this Post, its major accomplishments, and events. You should attend Post events and take pictures for Post records and publications.

Executive Committee – The overall government, management, and operation of the Post is entrusted to the Executive Committee. The Committee is responsible for hiring and firing salaried and contract employees, establishing standard operating procedures for Post operations and employees, approving all non-discretionary routine and emergency expenditures, overseeing all actions of the Post, and generally responsible for the affairs of the Post. However, these functions are in no way intended to take away or limit the powers of the membership through regular Post meetings. All discretionary matters that are addressed to the Committee are also addressed to the Post membership for ratification. The Committee meets twice a month on the first and third Thursdays and again immediately prior to the regularly-scheduled membership meeting. Special meetings may be called by the Commander when necessary. Executive Committee members must always have the best interests of the Post and the American Legion in mind. Committee members must also have a high degree of integrity, as many of their issues involve personal or sensitive issues. The Committee is comprised of five members with staggered elections on alternating years.

Bartlett Post 547 Legion Officers for 2018 -- 2019

Commander: Henry Ford

First Vice Commander: Curtis Chevrolet

Second Vice Commander: John Getty

Finance Officer: John P. Morgan

Adjutant: Madeline Albright

Chaplain: Wendell Holmes

Service Officer: Randall Fisherman

Judge Advocate: Art Chrysler

Historian: Dick Petty

Sgt At Arms: Dick Rhodes

Ex. Committee; 2-Year: Matthew Banks (Expires 2023)
Robert Half (Expires 2022)
Joseph Balentine (Expires 2021)
Gary Cooper (Expires 2020)

Ex. Committee; 1-Year: Wayne Johnson

Bartlett Post 547 Internet Website: www.bartlettpost547.org
Bartlett Post 547 Face Book: Bartlettky-Legion
Post Telephone Number: (502) 555-1244

POST COMMANDER: HENRY FORD
HOME: (502) 444-4455
henryford@yahoo.com
(Henry is available anytime -- please feel free to contact him if you have any questions)

Post Government and Control of Post Assets

We encourage all members to download a copy of the Bartlett Post 547 By-Laws from our Internet web pages at www.bartlett547.org. These By-Laws provide insight to how the Post is operated and governed. By-Laws are updated by the membership any time there is a need for changes to our formal policies.

The Post also has a Post Operations Manual that provides detailed instructions and information on managing Post operations and facilities. This publication is quite large and is kept in the Lounge office. Ask any of our Lounge employees to borrow a copy to review.

The Department website has guide for our American Legion Riders that can be downloaded from the Department Internet page at www.kylegion.org. This guide has the details of how to start a Riders Chapter, Department Rider structure and Chapter oversight provisions, and the Department of Kentucky American Legion Riders By-Laws.

First and foremost, this is YOUR Post, that is, the Post belongs to the membership. The membership runs the Post in all discretionary matters. Furthermore, all money in Post accounts belongs to the membership. As such, our records are available for review by any Post member. The Legion Executive Committee is charged with making routine business decisions and dealing with personnel issues; however, everything else is addressed at our meetings. Post funds are strictly controlled--All funds are accounted for at all times. Please contact the Commander anytime if you have any questions or concerns concerning Post 547 funds or if you would like to have additional details on how Post funds are earned or spent.

Call to Action

Please pass along any suggestions, comments, or complaints you have about Post management or operations to your Post officers. Active, concerned members are what makes a great Post. It is up to you to become involved with your Post and an active member. Don't be shy! See how much fun you can have while supporting your fellow Veterans and your community.

A Word of Caution

We encourage everyone to become involved in Post operations and member issues. However, it benefits the Post if your comments are voiced at our member meetings and not in the Post Club Room. By bringing issues up at meetings, we find that others may share your concerns. It also allows the assembled membership to be involved in resolutions and decisions. Talking in the Club Room after having a few beverages (especially anything negative) hurts morale and sometimes member feelings, and usually does more harm than good.



THE AMERICAN LEGION POST 547, 233 Memorial Highway, Bartlett, KY WANTS YOU!

The American Legion is dedicated to providing assistance to local needy Veterans, scholarships for children and other worthwhile local community programs and projects. Our Post is over 400 American Legion members strong with over 160 Ladies Auxiliary members. The American Legion Bartlett Post 547, Bartlett, Kentucky and its Legion family has helped Eastern Kentucky area schools with the "Coats for Kids" program, purchasing needed supplies, donating American Flags, archery equipment, and many other worthwhile programs and projects. Come join us as we help our veterans and community! Here's how to join!

American Legion – MEMBERSHIP ELIGIBILITY in the American Legion is based on honorable service with the U. S. Armed Forces between:

- The period of April 6, 1917, through November 11, 1918; or (ii) any time after December 7, 1941; or
- A government associated with the United States Government during a period or time referred to in subsection (A) of this section;
- And was a citizen of the United States when the individual entered that service;
- And was honorably discharged or separated from that service or continues to serve honorably during or after that period or time; provided, however, that such service shall have been terminated by honorable discharge or honorable separation, or continued honorably during or after any of said periods; and
- Provided, further, that no person shall be entitled to membership who, being in such service during any of said periods, refused on conscientious, political or other grounds to subject themselves to military discipline or unqualified service.

Because eligibility dates remain open, all members of the U.S. Armed Forces are eligible to join The American Legion at this time. Members must have served at least one day of active military duty during one of the dates above and discharged under honorable conditions, or still serving honorably.

Legion Auxiliary – Membership in The American Legion Auxiliary shall be limited to the:

- Grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of members of The American Legion; and
- Grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who served in either of the following periods: April 6, 1917, to November 11, 1918 and any time after December 7, 1941 who, being a citizen of the United States at the time of their entry therein served on active duty in the Armed Forces of any of the governments associated with the United States during either eligibility periods and died in the line of duty or after honorable discharge;
- Grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during either of the following periods: April 6, 1917, to November 11, 1918; and any time after December 7, 1941 who served on active duty in the Armed Forces of the United States during either eligibility periods and died in the line of duty or after honorable discharge; and
- To those women who of their own right are eligible for membership in The American Legion.

Sons of the Legion - SAL members include males of all ages whose parents or grandparents served in the U.S. military and were eligible for American Legion membership.