



**Morris County American Legion
The American Legion
Department of New Jersey**

CONSTITUTION

PREAMBLE

For God and Country we associate ourselves together for the following purposes: “To uphold and defend the Constitution of the United States; 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 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.”

ARTICLE I

Name

Section 1: The name of this organization shall be “Morris County American Legion, Department of New Jersey.” The name may be otherwise abbreviated as “MCAL” in unofficial communication.

Section 2: The Headquarters of Morris County American Legion, Department of New Jersey is located at 99 North Main Street, Wharton, New Jersey 07885. The agent upon whom process may be served is the Commander of William J Hocking Post #91, The American Legion, 99 North Main Street, Wharton, New Jersey 07885.

ARTICLE II

Nature

Section 1: The AMERICAN LEGION is a civilian organization; membership therein does not affect nor increase liability for military or police service. Rank does not exist in the Legion; no member shall be addressed by their military title in any convention or meeting of the Legion.

Section 2: The AMERICAN LEGION shall be absolutely nonpolitical and shall not be used for the dissemination of partisan principles of for the promotion of the candidacy of any person seeking public office or preferment.

Section 3: The powers and authority of the Morris County American Legion shall be such as may be given it under the National Constitution and By-Laws, the Department of New Jersey American Legion Constitution and By-Laws, and the powers vested in non-profit organizations by the State of New Jersey, and such powers as are necessary to carry out its objectives.

Section 4: Upon dissolution of this organization all assets will be distributed to a non-profit organization serving Morris County (501c3 or 501c19), or a portion thereof equally distributed to active American Legion Posts in Morris County, or to the American Legion Department of New Jersey a 501(c)19 organization. No distribution of Morris County American Legion assets shall be to officers or volunteers of the Morris County American Legion.

Section 5: The Morris County American Legion shall adopt a Vision, Mission, Values and Motto for the Morris County American Legion. Once adopted the Vision, Mission, Values and Motto shall be published in all official publications of the Morris County American Legion.

ARTICLE III

Objective

The objectives for which the Morris County American Legion was formed are: To promote and control county activities of the American Legion and advise subordinate organizations in Morris County; to buy, sell, mortgage and hold real and personal property for the use and benefit of the Morris County American Legion.

ARTICLE IV

Eligibility/Membership

Section 1: In accordance with the National Constitution and Bylaws.

Section 2: There shall be no form or class of membership except an active membership, and dues shall be paid annually or for life.

Section 3: No person may be a member of more than one (1) Post at any time.

Section 4: Under no circumstance will discrimination against any person on the basis of race, color, sex, religion, gender, or sexual orientation be tolerated.

Section 5: No person, who has been expelled by a Post, shall be admitted to membership in another Post without the consent of the expelling Post, except that where such consent has been asked for and denied by such Post, they may appeal to the Executive Committee of the Department of the expelling Post for permission to be admitted to membership in another Post, and shall be ineligible for membership until such permission is granted by the Department through The Morris County American Legion.

ARTICLE V

Executive Committee

Section 1: There shall be an Executive Committee which shall consist of all County Officers and Post Commanders.

Section 2: The Executive Committee shall have such powers as are delegated to it by the Morris County American Legion and such other powers as are provided by law.

Section 3: All members in good standing of Posts in Morris County who served as Past Department Commanders, Past Department Vice Commanders, and Past Morris County Commanders shall be members for life with vote.

Section 4: The County Adjutant and County Finance Officer are members of the Executive Committee without vote, unless criteria under Article V, Section 3 applies, which if applicable the County Adjutant or County Finance Officer would have one vote per Article V, Section 3.

ARTICLE VI

Officers

Section 1: The officers of this Morris County American Legion shall consist of the elected and appointed officers.

1a: Elected Officers shall be: The Commander, Vice Commanders, and Finance Officer.

1b: Appointed Officers shall be the Adjutant, Chaplain, Service Officer, Historian, Judge Advocate, and Master-At-Arms.

Section 2: Said officers shall assume their duties at the close of the Department Convention.

ARTICLE VII

County Convention

Section 1: The County Convention shall be held on the second Saturday in May each year for the purpose of conducting general business, to present guests, awards and scholarships.

Section 2: The installation of newly elected officers and any other business that may properly come before the convention.

Section 3: Delegates- Each Post in Morris County shall be represented by one (1) delegate, who shall be the Post Commander, and one (1) additional delegate for every fifty (50) paid up members or major fraction thereof, provided however, that no Post shall have less than two (2) delegates. The number of delegates from each Post shall be based upon paid up membership for the preceding calendar year. Delegates shall be selected according to the By-laws of the Post represented by such delegates. The number of delegates of new Posts shall be based upon the paid up membership of the Post of Posts shown on the first issue of the Department Monthly Membership Bulletin showing thereon following the granting of the Post Charter.

Section 4: All Morris County Past Commanders of the Morris County American Legion shall automatically become Delegates-At-Large of the Morris County American Legion with vote upon the conclusion of their term as Commander. **Provision:** Said Past Commander must be a paid up member of a Morris County Post in good standing and shall remain a Delegate-At-Large. Their vote will be in addition to the normal delegate strength of their respective Post, providing registration fees are paid.

Section 5: The County Convention may be held on an alternate date and via alternate means, e.g. a virtual meeting if circumstances preclude meeting in person or on the set date provided for in Section 1. Such a change must be approved by the County Executive Committee at least one month prior to the regularly scheduled County Convention. Written notification must be provided to Posts at least ten days prior to the meeting.

ARTICLE VIII

American Legion Auxiliary

Section 1: The American Legion recognizes an auxiliary organization within Morris County known as The Morris County American Legion Auxiliary, Inc.

Section 2: The Auxiliary shall be governed in each Department of the American Legion by such rules and regulations as may be prescribed by the National Executive Committee and there after approved by such Department of the American Legion.

Section 3: The American Legion has no jurisdiction over an Auxiliary as they are separately chartered and have their own Constitution and By-Laws.

ARTICLE IX

Amendments

Section 1: This Constitution is adopted subject to the provisions of the National Constitution and By-Laws of the American Legion, and the Constitution and By-Laws of the Department of New Jersey of the American Legion. Any amendment to said National or Department Constitution which is in conflict with any provision hereof, or the By-Laws to carry out this Constitution, shall be regarded as automatically amending the provisions of the Constitution and By-Laws adopted under it, in conformity with such Department of National amendment.

Section 2: This Constitution may be amended at any regular meeting of the Morris County American Legion by a two-thirds (2/3) vote of the total authorized representation thereat, provided that the proposed amendment shall have been submitted in writing and read at the next preceding regular meeting of the Morris County American Legion, and provided further a copy of the proposed amendment shall be sent to each Post in Morris County, with, or prior to sending of the notice of the meeting at which proposed amendment is to be submitted.

ARTICLE X

Parliamentary Authority

The Morris Country American Legion shall be governed by its Constitution and By-Laws, provided they do not conflict with the Department of New Jersey or National Constitution and By-Laws of the American Legion. Points not covered by this Constitution and By-Laws shall be governed by the “Current Edition of Robert’s Rules of Order.”



By-Laws

ARTICLE I

Organization

The Morris County American Legion of the American Legion Department of New Jersey shall be organized into duly chartered Posts two (2) or more.

ARTICLE II

Meetings

Section 1: There will be eight (8) scheduled meetings to be held on the third (3rd) Friday of each month beginning in August and ending in April (skipping December). These are to be scheduled at the beginning of the year by the County Commander.

Section 2: There shall be a meeting held on the third (3rd) Friday of July usually at the Post of the incoming County Commander for the purpose of reorganization. The draft organization books and Vice Commander assignments will also be given.

Section 3: QUORUM: A quorum shall exist in any meeting that has at least 25% of the Posts of Morris County American Legion represented.

Section 4: SPECIAL MEETING: The Commander may call a special meeting and shall state the purpose of such meeting in the notice to the Posts. Upon the written request of three (3) Post Commanders, the County Commander shall call a special meeting provided the purpose of said meeting is disclosed in the request, and the reason must be set forth in the notice sent to the Posts. Notice of special meeting shall be mailed to each Post of the County at least 10 DAYS prior to the meeting, and state the purpose of said meeting.

Section 5: The County meetings may be held on an alternate date and via alternate means, e.g. a virtual meeting if circumstances preclude meeting in person or on the set date provided for in Section 1. Such a change must be approved by the County Executive Committee at least one month prior to the regularly scheduled County meeting. Written notification must be provided to Posts at least 10 days prior to the meeting.

ARTICLE III

Nominations/Elections

Section 1: All those running for an elective position must have a letter of endorsement from their respective Post which includes specific verification of honorable service to the Nominating Committee Chairperson before the February Meeting.

Section 2: Elections shall be held at the County Convention unless otherwise directed by the Morris County American Legion.

Section 3: Nominations may be made for elective officers on the floor of the meeting after the Nominating Committee report. Nominations are opened to the floor and as such time before balloting for office begins. Candidates nominated on the floor must be able to present verification of honorable service at the time of the floor nomination. A candidate who is nominated on the floor and cannot provide verification of honorable service will not be eligible for candidacy at that time. The nomination shall be made by delegates from no less than two (2) Posts.

Section 4: In the event of death, resignation or incapacitation of any officer, the vacancy shall be filled by the next officer with the exception of Commander.

Section 5: In the event of a vacancy in the office of Commander the Vice-Commanders will themselves select a candidate from those currently in Vice Commander status and will bring their selection to the floor for final approval.

Section 6: In order to participate in the election of County Officers a Post shall have paid its full per-capita tax of the current fiscal year within which the election is held and payment received at least two (2) weeks prior to the election. Posts are permitted to vote “en bloc” provided that they state so for the record.

Section 7: Any Delegate in good standing with their Post shall be allowed to vote if they are in attendance at the time of the election. In their absence their respective Alternate may vote in their place.

Section 8: Post in Morris County shall be represented by one (1) delegate, who shall be the Post Commander, and one (1) additional delegate for every fifty (50) paid up members or major fraction thereof, provided however, that no Post shall have less than two (2) delegates. The Delegates from each Post shall be based upon their paid membership from the preceding years paid up membership.

Section 9: In the event of a contested election, voting shall be by ballot. Ballot issuance will be facilitated by the Nominating Committee. In the event of contested elections, the Nominating Committee shall select a Ballot Committee, to include a presiding judge and two observers to collect and count the ballots. Upon conclusion of the count the Ballot Committee shall present the results to the Nominating Committee Chair who in turn will certify and present the results. However, in the event there is only one (1) person nominated for an officer, they shall be declared elected to that office by the Presiding Officer. Ballots used in a contested election in no way shall be numbered or identifiable.

Section 10: Any Officer, Executive Committee Member, or Standing Committee Member of the Morris County American Legion may be removed by the Morris County American Legion by a two-thirds (2/3) vote.

Section 11: Any unfilled elected position, other than that of the County Commander, may be filled by appointment by the County Commander at the July reorganization meeting. This appointment must be supported by a two-thirds (2/3) vote of those attending the reorganization meeting.

ARTICLE IV

Term of Office

Section 1: All officers shall assume the duties of their respective officer upon their installation and shall serve until their successor is installed or their term of office otherwise terminates. The

date of installation shall be the second Saturday in May. Officially, all officers take over their positions at the close of the Department Convention (upon conclusion of the parade). However, it has been the policy of the Morris County American Legion that all officers effectively take over their positions as soon as they are installed at the County Convention.

Section 2: All officers shall serve a one (1) year term and shall serve until their term of office otherwise terminates.

Section 3: All Committee members, except for the Department Executive Committeeman, shall serve a one (1) year term until their successor is confirmed or their term of office otherwise terminates.

Section 3: The Department Executive Committeeman shall serve a three (3) year term and shall serve until their successor is installed or their term of office otherwise terminates.

ARTICLE V

Committees and Department Executive Committeeman

Section 1: COMMITTEES: As determined by the County Commander or by motion from Morris County Posts the Commander shall establish a Committee on Committees or a Resolutions Committee. The Commander shall appoint such other Committees, as the Commander shall see fit to carry out the functions of the Morris County American Legion (refer to Appendix B).

Section 2: DEPARTMENT EXECUTIVE COMMITTEEMAN: A representative known as the Department Executive Committeeman (DEC), to the Department Executive Committee, shall be elected for a term of three (3) years. The DEC acts as a liaison between the Morris County American Legion and the Department Organization. The County Commander shall act as alternate for the DEC. The Duties of the DEC are not limited to, but include the following:

- a) Attends all Department meetings and represents Morris County at the Department Level.
- b) Attends all County meetings to inform the delegates on issues involving the Department Organization.
- c) Acts as a liaison between Morris County and all other county organizations.
- d) Makes recommendations to the County on all Department Committee appointments, except Committee Chairperson and Vice Chairmen. The DEC handles all recommendations for Department Committee Chair and Vice Chair.
- e) Handles introductions and protocol issues involving visitors from outside Morris County.
- f) Acts as the floor Chairperson at the Department Convention.
- g) Is responsible for dealing with all questions and problems between Morris County and the Department Organization.
- h) Shall fill the role as Organization Officer as required.

ARTICLE VI

Post Administration

Section 1: GOVERNMENT AND ADMINISTRATION: The government and administration of the American Legion Posts in Morris County shall be in accordance with the Constitution and By-Laws adopted by such Posts, provided, however that nothing contained therein shall conflict with the National, Department or County Constitution and By-Laws.

Section 2: CHARGES: Should a Post violate the Constitution or By-Laws of the Morris County American Legion, or the Nation or Department of New Jersey, or become inactive, or fail to fulfill the obligations imposed by the granting of a charter in The American Legion, charges may be preferred by not less than five (5) members of The American Legion, in writing to the Morris County American Legion. Such charges shall be heard by the Morris County American Legion and the findings, after a fair hearing, shall be referred to the Department Executive Committee for final action.

Section 3: RESOLUTIONS: All Posts within the County shall submit to the Morris County American Legion any and all Resolutions approved by the Post if said Resolutions may affect territory beyond its own Community jurisdiction.

Section 4: QUALIFICATIONS OF MEMBERS: Each Post shall be the judge of qualifications of its members and shall have authority to expel or suspend any member for conduct prejudicial to the interest of The American Legion, subject to their right of appeal in writing within thirty (30) days to the Morris County American Legion. The findings of the Morris County American Legion after a fair trial and hearing shall be referred to the Department Executive Committee for final action.

Section 5: CONFLICT OF INTEREST: No trustee, officer or member shall vote on an issue that could personally benefit that trustee, officer or member or a related family member of that trustee, officer or member. This provision includes entering into a contract on behalf of the Post where a conflict of interest could exist, unless, voted on and approved by the remaining trustees and officers and determined to be in the best interests of the organization.

ARTICLE VII

Post Duties

Section 1: DELEGATES: Each Post shall keep the County Adjutant informed at all times of the name and addresses of the Post Commander, Post Adjutant and Post Delegates. Failure to keep the County Adjutant so informed shall relieve the County Adjutant of any responsibility of giving proper notice to such officers and delegates.

Section 2: DUES: Dues shall be payable to the Morris County American Legion on or before January 31st and delinquent after March 31st. New Posts dues shall be payable on or before thirty (30) days after date of Department Membership Bulletin determining delegate strength and delinquent ninety (90) days after such date.

Section 3: DELINQUENT: Any Post delinquent in the payment of dues (per capita tax) assessed against it shall be barred from participating in the business of the Morris County American Legion until such dues (per capita tax) are paid.

Section 4: DUES (PER CAPITA TAX): Dues (per capita tax) shall be assessed at the rate deemed necessary to run the Morris County American Legion and county programs. This rate can be adjusted at any Morris County American Legion meeting by a simple majority. New Posts shall be assessed proportionately based on Department Membership Bulletin determining delegate strength.

Section 5: Posts shall submit the Consolidated Post Report to the Department of New Jersey in accordance with published guidance from the Department of New Jersey regarding said report. Alternatively, a Post may submit the Consolidated Post Report using the digital version of the

Consolidated Post Report provided by National Headquarters. Failure to submit a Consolidate Post Report will jeopardize the good standing of a Post.

Section 6: Post Officer Reports shall be submitted within 30 days of the Post-Election of Officers. Posts will submit one copy of the report to the Morris County American Legion and one copy to the Department of New Jersey Adjutant. Failure to submit a Post Officer Report will jeopardize the good standing of a Post.

Section 7: Posts will ensure that the Department of New Jersey and the Morris County American Legion have a copy of the latest version of the Post Constitution and By-Laws. Posts will submit within 30 days of adoption a Post Constitution and By-Laws that has been amended. Failure to submit a Post Constitution and By-Laws will jeopardize the good standing of a Post.

ARTICLE VIII

Conventions

Section 1: CONVENTIONS: Conventions may be arranged for business and social purposes of The American Legion, the election and installing of County Officers, and to carry out such other business as may pertain to the Convention.

Section 2: ORDER OF BUSINESS: The regular business of the Morris County American Legion may be transacted at the Convention upon the vote of two-thirds (2/3) of the delegates present.

Section 3: DURATION: The duration of the County Convention will be left to the discretion of the Convention Committee or until all pertinent business has been conducted.

Section 4: REGISTRATION: A list of Delegates and/or their Alternates shall be forwarded to the registrar of the County Convention Committee with one dollar (\$1.00) registration in order that the (Posts) may be entitled to vote for the candidates of their choice and on any other question that may come before the Convention.

Section 5: BALLOTING: Balloting for Candidates of an Elected Office will be by a closed ballot unless there is only one candidate running then they will be declared the winner.

Section 6: CONVENTION PROCEDURE & MEETINGS: The annual County Convention will be held on the Second (2nd) Saturday in May. Registration will begin at 8:30am with Convention beginning promptly at 9 am. The purpose of business is the Nomination, Election and Installation of new officers and Department Committeeman. Introduction of winners of County Contests and introduction of Distinguished Guests will also be done at the County Convention prior to the County Officer elections.

Section 7: The County Conventions may be held on an alternate date and via alternate means, e.g. a virtual meeting if circumstances preclude meeting in person or on the set date provided for in Section 6. Such a change must be approved by the County Executive Committee at least one month prior to the regularly scheduled County Convention. Written notification must be provided to Posts at least 15 days prior to the meeting.

ARTICLE IX

Amendments

Section 1: AMENDMENT: These By-Laws may be amended at any regular meeting of the Morris County American Legion by two-thirds (2/3) vote of the total authorized representation there

at, provided that the proposed amendment shall have been submitted in writing and read at the next preceding regular meeting of the Morris County American Legion, and provided further that a copy of the proposed amendment shall be sent to each Post in Morris County, with, or prior to the sending of the notice of the meeting at which the proposed amendment is to be submitted. Points not covered by this Constitution & By-Laws shall be governed by “the current edition of Robert’s Rules of Order.”

Section 2: These Bylaws shall be amended automatically to conform to the National and Department Constitution & Bylaws of The American Legion.

Section 3: These Bylaws shall never be suspended for any reason.

APPENDIX A **Duties of Officers**

ALL OFFICERS: Assist the Commander in the operation of all Morris County American Legion activities. Maintaining orderly and proper operation of the Morris County American Legion is the primary responsibility. Attend meetings and Legion functions in which the Morris County American Legion is involved or committed. Familiarize themselves with the American Legions objectives at the Post, County, Department and National levels. Assist, advise and direct their Post counterpart in their duties at the Post level.

County Officers

Section 1: COUNTY COMMANDER The County Commander's duties shall include, but are not limited to the following:

- (a) Selects all Appointed County Officers.
- (b) Selects all County Committee Chairpersons, Vice Chairmen, and committee members (if they desire). These appointments must be approved at the County organizational meeting.
- (c) Schedules and conducts eight (8) County Meetings, beginning in August and ending in April (skipping December).
- (d) Conducts the County Convention in May at the close of their year.
- (e) Acts as convention floor Chairperson at their outgoing Department Convention.
- (f) Attends all Department meetings and whatever special Department or National events they are able to attend. The County Commander is the DEC's alternate.
- (g) Makes official visits to each Post in Morris County.
- (h) Plans, organizes and executes the POW/MIA Vigil at the All Veterans Memorial, New Jersey on the 3rd Friday of September.
- (i) Attends Locustwood Ceremonies (usually in early June). Provides a color guard to carry the Morris County colors.
- (j) Attends High Point Ceremonies (usually in late June). Provides a color guard to carry the Morris County colors.
- (k) Arranges an official visit by the Ladies Auxiliary to one of the Morris County Meetings. Upon an invitation from the Ladies Auxiliary, makes an official visit to one of the Ladies Auxiliary Meetings.
- (l) Arranges for an official visit by the Department Commander and their staff at the March County Meeting. A letter should be sent to Department Headquarters as soon after the Department Convention as possible, requesting the Department Commander make their official visit to Morris County in March of the following year. A membership contest is run to determine which Post will host that meeting.
- (m) Represents Morris County at the invitation of as many of the surrounding counties as possible.
- (n) Assigns the Vice Commanders to their posts and insure that they make their visitations.
- (o) Establishes a special Morris County Commander's Project(s)

- (p) Serves as a member of the Morris County American Legion Executive Committee. Bears legal and financial responsibility for the county organization.
- (q) Puts together the official County Organization Book. This book lists all the county officers, committees, auxiliary officers, and department officers. It also should contain the list of post officers from each post in the county, plus any other useful information (county meetings, department meetings, list of county commanders, etc.). The organization book should be ready for the first county meeting.
- (r) Responsible for providing invitations for the Morris County Party at the Department Convention. They must be ready before the convention so they can be handed out to Department officers, other counties, the Auxiliary, etc.
- (s) Appoints Special Committees (on an ad hoc basis) to address certain matters that do not fall under standing committees. These Special Committees will consist of a minimum of three members with a defined duration of their appointment, a single issue/task to address, and upon completion of their charter, report to the County Commander the results of their work to included recommendations to be brought before the Morris County American Legion as required.

Section 2: DEPARTMENT EXECUTIVE COMMITTEEMAN (See Article VI, Section 3) A

representative known as the Department Executive Committeeman (DEC), to the Department Executive Committee, shall be elected for a term of three (3) years. The DEC acts as a liaison between the Morris County American Legion and the Department Organization. The County Commander shall act as alternate for the DEC. The Duties of the DEC are not limited to, but include the following:

- a) Attends all Department meetings and represents Morris County at the Department Level.
- b) Attends all County meetings to inform the delegates on issues involving the Department Organization.
- c) Acts as a liaison between Morris County and all other county organizations.
- d) Makes recommendations to the County on all Department Committee appointments, except Committee Chairperson and Vice Chairmen. The DEC handles all recommendations for Department Committee Chair and Vice Chair.
- e) Handles introductions and protocol issues involving visitors from outside Morris County.
- f) Acts as the floor Chairperson at the Department Convention.
- g) Is responsible for dealing with all questions and problems between Morris County and the Department Organization.
- h) Shall fill the role as Organization Officer as required.

Section 3: VICE COMMANDER Vice Commanders are the voice of the Morris County American Legion at the Post level.

- a) Through the Vice Commander reports the Morris County American Legion becomes aware of a Post's activities, issues or challenges.
- b) The Vice Commanders must be able to offer assistance to the Post on Legion programs, policies, objectives and traditions.

- c) Vice Commanders must visit Posts assigned to them at least once during their term of office. These visits are to be made at the regular business meetings of the Post. The Post Commander is the host and superior while they are presiding at the meeting. As a member of the Executive Committee a Vice Commanders is an honored and welcome guest.
- d) The Post members will expect to find a Vice Commander well informed and able to answer questions on Legion activities.
- e) Vice Commanders are expected to attend all County meetings and as many Department meetings as possible.

Section 4: FINANCE OFFICER Keep an accurate record of all money, collected, spent or donated and make a report to the Morris County American Legion at each County meeting. Present the financial records for audit at least once each year at the close of their term or upon request of the Morris County American Legion. The following is some but not limited to the following job description:

- (a) The Finance Officer should prepare signature cards for all accounts, listing the County Commander, the Finance Officer, and the Adjutant as being able to sign on the accounts.
- (b) Arrange for the Budget Committee to meet as soon as possible after the County Convention. They should lay out a realistic budget based on the income and the expenses of the previous year and the projected expenses for the coming year. The budget should be ready for the September meeting.
- (c) Provide the Audit Committee with all the material they need to begin audit work on the previous year's financial records at the January meeting.
- (d) Responsible for the submission of all required financial reports to the State of New Jersey and the Internal Revenue Service in order to maintain good standing with said agencies.

Section 5: CHAPLAIN The County Chaplain is charged with the spiritual well-being of all members of the American Legion

- a) Be prepared to offer prayer as prescribed in the manual
- b) Recite names of deceased comrades at meetings
- c) Attend and officiate at funerals and religious functions to which the Morris County American Legion is committed.
- d) The County Chaplain is responsible for conducting the 10pm ritual at all County meetings.

Section 6: MASTER-AT-ARMS Understands and advises the Morris County American Legion on the protocols of the American Legion.

- a) Cares for the County colors. See that they are properly displayed at meeting or other functions to which the Morris County American Legion is committed.
- b) Organizes the POW/MIA ceremony at county meetings and as required.
- c) Instruct Post counterparts in the proper display of colors.
- d) Reinforces protocol for dignitaries and guests at all County meetings.

- e) Ensures the County meeting is properly organized for the conduct of official business.

Section 7: ADJUTANT Keep an accurate record of minutes of all Morris County American Legion meetings.

- a) Present all notices, bills and correspondence as directed by Morris County American Legion members or Commander.
- b) Send notices to members as directed.
- c) Attend to other administrative requirements of the Morris County American Legion as directed.
- d) Fills out a County Officer's Report Form and send them into Department.

Section 8: ORGANIZATION OFFICER Works with the Commander of the table of organization for the County. Attend to and implement any new Post activity. This position is filled by the DEC for Morris County.

Section 9: SERVICE OFFICER Attend to all Service and Rehabilitation requirements under the direction of the Department Service Officer. Instruct counterparts in Post.

Section 10: HISTORIAN The primary task of the Historian is to document by pictures and written material the events of the County Commander's term of office. The material can include news, articles, event programs, and other documentation.

Section 11: JUDGE ADVOCATE The primary duty of the Judge Advocate is to provide professional advice in the conduct of Morris County American Legion business by interpreting the Constitution and By-Laws.

APPENDIX B **Duties of Committees**

Section 1: ALCOHOLIC BEVERAGE CONTROL (ABC)/GAMING This committee is charged with the responsibility for monitoring all existing and proposed state and local regulations involving Alcoholic Beverage Control and Gaming. This committee shall advise all posts regarding any ABC/Gaming Issues.

Section 2: AMERICANISM It shall be the duty of this committee to prepare and follow through to execution an education program whereby the general public and youth of Morris County are apprised of the endeavor of the American Legion to promote patriotism and respect for law and order. Citizenship classes, flag instructions, and speakers on patriotic programs should be arranged. This committee shall act in an advisory capacity for all inter Post activities. This committee shall receive submissions and judging of all Department Americanism awards. The committee is responsible for the forwarding of County winners to the Department Americanism Chair for consideration.

Section 3: AMERICAN LEGION BASEBALL This committee is charged with the promotion of American Legion Baseball and to coordinate the program throughout the County.

Section 4: AUDIT This committee shall have the responsibility for the audit of the Morris County American Legion Financial Records at least one a year and audit to be completed by the end of May of the given year. The Audit Committee shall meet with the Finance Officer and the Finance Officer will have all the financial records available for the audit. The Audit Committee shall report at the Annual Meeting.

Section 5: BUDGET This Committee shall prepare a budget of income and expenditures, based on the previous years' expenditures, for the approval of the Morris County American Legion at the September County meeting.

Section 6: BOYS STATE This committee is charged with the promotion of American Legion Boys State Program and to coordinate the program throughout every High School in the county.

Section 7: BOY SCOUTS This committee will promote the Boy Scout movement and help the Posts in Morris County sponsor a unit of Boy Scouts, Cub Scouts, and/or Senior Scouts.

Section 8: CHILDREN AND YOUTH This committee will study and advise as to the best method of cooperating with the Department and National Children and Youth Programs regarding health and well being of all children. This committee will sponsor conferences and invite representatives from all Posts in the County to attend.

Section 9: CONSTITUTION AND BY-LAWS This committee is charged with the responsibility of studying proposed changes in the Morris County American Legion Constitution and By-Laws and recommending proper action to the Morris County American Legion.

Section 10: COMMANDER’S PROJECT This committee is responsible for planning, organizing and executing a project to raise funds for a charitable project(s) chosen by the County Commander. The County Vice Commanders shall serve as members of this Committee.

Section 11: CONVENTION COMMITTEE This committee is responsible for planning and executing the County Convention. The Chairperson shall be appointed by the County Commander and all Vice Commanders shall serve on this committee.

Section 12: ECONOMICS AND EMPLOYMENT This committee is to take actions that affect the economic wellbeing of veterans, including issues relating to veterans' education, employment, home loans, vocational rehabilitation, homelessness, and small business within Morris County.

Section 13: AMERICAN LEGION LEADERSHIP COLLEGE This committee should coordinate the attendance of as many Post members to the New Jersey American Legion College as possible. As provided for by the Morris County American Legion this committee shall plan education and leadership training events at the County level.

Section 14: LEGISLATION Chairperson shall attend the Department Legislation Meetings when called, and report back to the Morris County American Legion.

Section 15: MEMBERSHIP This committee is charged with the responsibility of supervising and encouraging all Posts to secure prompt enrollment of all members. It shall plan to execute membership drives and round-ups as required. It shall recommend to the Awards and Contests Committee, for consideration, types of membership citations and awards. Chairperson shall provide, when required, official membership throughout the County. County Vice Commanders shall be members of this Committee.

Section 16: NATIONAL SECURITY/POW-MIA This committee shall be charged with the formulation of a general defense policy, the establishment of a general defense program, and with the coordination and general supervision of all defense activities in the County. This committee is also responsible for keeping before the American People, the plight of all POWs and MIAs from all wars. They shall plan events and foster the remembrance of those who are still unaccounted for from all conflicts of the United States of America.

Section 17: NOMINATING This Committee is responsible for assuring that here is a complete slate of elective officers for the coming year. They shall also insure that the candidates have the proper credentials. There shall be a Chairperson and two committee members so there are not ties in the selection process.

Section 18: ORATORICAL This committee will promote and coordinate the Oratorical Contest Program at the County and Post levels.

Section 20: PUBLIC RELATIONS & PUBLICITY This committee shall provide the news media with press releases of all County Legion activities. This committee will maintain County Social Media platforms, County website and produce any County Newsletters.

Section 21: RELIGIOUS EMPHASIS This committee in cooperation with the Department religious program is to ensure the spiritual well being of Morris County Posts and members through the delivery of programs, information and coordination of activities that promote the spiritual health of its members.

Section 22: RESOLUTIONS This committee shall meet when called upon for the purpose of studying and acting upon all resolutions submitted for consideration. It shall recommend to the county committee the action thereon that they deem advisable.

Section 23: REHABILITATION (GENERAL SERVICES) This committee shall be responsible for providing financial and manpower support for all Veteran's Rehabilitation projects of the County Committees. It shall be the function of this committee to provide, within authorized limits, the general social welfare of veterans who are patients in veterans care facilities located within Morris County or Northern New Jersey.

Section 24: EDUCATION AND SCHOLARSHIP This committee oversees the Morris County Scholarship contest. It creates the application form, distributes the form to the Posts, verifies the applications and draws the winner.

Section 25: SICK CALL This committee monitors whether any Committee members are ill and notifies the Commander and the Chaplain with pertinent information.

Section 26: SONS OF THE AMERICAN LEGION This is a program of the American Legion and shall duly conform to the regulations set forth by National, Department of New Jersey and Post Constitutional Bylaws.

Section 27: AMERICAN LEGION RIDERS This is a program of the American Legion and shall duly conform to the regulations set forth by National, Department of New Jersey and Post Constitutional Bylaws.

Section 28: TESTIMONIAL DINNER This committee plans and executes a testimonial dinner for the County Commander. The dinner shall be at the discretion of the honored County Commander and the availability of the Department Officer's schedule. County Vice Commanders shall be members of this Committee.