

# **POST 111 OPERATIONS AND ADMINISTRATIVE POLICIES**

## **OP01**

### **American Legion Post 111 Operations Policies**

Operations policies of American Legion Post 111 shall be written policies that operating officers of Post 111 may from time to time need to provide decision consistency in situations where a membership vote on a subject is not necessary, available, or the subject is not addressed in the By-Laws.

These policies shall be published and available to all members during business hours. They may be modified as situations evolve and shall be subject to broad and elastic interpretation.

The membership shall have the right at any meeting to suggest modifications or addition to these policies. Such suggestions and modifications shall be submitted in type written form at least one hour before the meeting. The membership shall have the final decision on adoption of member suggestions.

Adopted by the Membership  
5 April 2006

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## **OP02**

### **American Legion Post 111 Operations Policy Regarding Non-Smoking Facility**

It shall be the policy of this Post that the Post and the entire building be a non-smoking facility. Smoking is permitted on Post grounds outside the building.

This policy was adopted by American Legion Post 111 on 5 December 2007.

## **OP03**

### **American Legion Post 111 Operations Policy Regarding Exceptions to OP02 Non-Smoking Facility**

Legion, SAL, and AUX members and hall renters shall be allowed to smoke during meeting nights, poker games and special events. However, Legion meetings will remain non-smoking. Conditions were outlined as follows:

1. The room must be aired out during and/or after use.
2. Ash trays must be emptied and cleaned.
3. Smoking must be confined to the Sam Jackson Hall.
4. Air purifiers must be used.
5. Door between the Sam Jackson Hall and middle office area must be closed.
6. Violation of the above rules will be cause to revoke smoking privileges herein described.

This policy was adopted by American Legion Post 111 on 6 February 2008.

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## **OP04**

### **American Legion Post 111 Operations Policy Regarding American Legion Riders**

American Legion Riders (ALR) Chapter 111 is an authorized program of S. Gus Alexander, Jr. Memorial Post No. 111. ALR Chapter 111 will operate within its adopted By-Laws, herein attached, and will not operate outside of, or in conflict with, the most current Constitutions and By-Laws of S. Gus Alexander, Jr. Memorial Post No. 111, the Department of Texas, or The American Legion.

Adopted by the Membership  
1 September 2010

Attachment: By-Laws, American Legion Riders Chapter 111

**OP05**

**American Legion Post 111  
Operations Policy  
Regarding  
Payment of Registration Fees**

Post 111 will pay registration fees for delegates attending conventions, conferences and other such events held by District, Division, Department and National.

Adopted by the Membership  
6 June 2012

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**OP06**

**American Legion Post 111  
Operations Policy  
Regarding  
Commander's Discretionary Funds**

The commander is authorized a discretionary spending budget of \$400 per month, with no balance carry forward to the following month and that in the event a need for emergency funding arises that exceeds the \$400 limit, the vote by a majority of officers may authorize exceeding the spending limit to satisfy the emergency.

Adopted by the Membership  
6 June 2012

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**OP07**

**American Legion Post 111  
Operations Policy  
Regarding  
Authorized Debit Card Use**

Citizens National Bank of Texas debit/Visa cards tied to the American Legion Post 111 primary checking account are authorized to the following officers:  
Gary Smith, Commander and Gary Poplin, Adjutant.

Adopted by the Membership  
6 June 2012

## **AP01**

### **American Legion Post 111 Administrative Policies**

Administrative policies of American Legion Post 111 shall be written policies that operating officers of Post 111 may from time to time need to provide decision consistency in situations where a membership vote on a subject is not necessary, available, or the subject is not addressed in the By-Laws.

These policies shall be published and available to all members during business hours. They may be modified as situations evolve and shall be subject to broad and elastic interpretation.

The membership shall have the right at any meeting to suggest modifications or addition to these policies. Such suggestions and modifications shall be submitted in type written form at least one hour before the meeting. The membership shall have the final decision on adoption of member suggestions.

Adopted by the Membership  
3 August 2005

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## **AP02**

### **American Legion Post 111 Administrative Policy Regarding Unsolicited Fund Raisers**

It shall be the policy of this post to return and/or reject unsolicited fund raising projects, containers, tickets or other forms of fund raising devices. Our policy shall be to “keep our own house first”.

Should a project be presented that the operating officers feel warrants; such project may be presented to the membership for acceptance.

This policy was adopted by American Legion Post 111 on 13 August 2005.

## **AP03**

**American Legion Post 111  
Administrative Policy  
Regarding  
Cancelled Meetings and Events**

If the weather is bad or forecast bad, Post 111 will concur with the closing decision of NAS JRB Fort Worth.

This policy was adopted by American Legion Post 111 on 1 February 2006.

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## **AP04**

**American Legion Post 111  
Administrative Policy  
Regarding  
Check Authorization for Recurring Expenses**

The Post By-Laws are amended to allow the Finance Officer to sign checks for any routine bill or expense such as the mortgage, utility bills, and security system without the requirement for a second signature.

This policy was adopted by American Legion Post 111 on 4 June 2008.

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## **AP05**

**American Legion Post 111  
Administrative Policy  
Regarding  
Destruction of Financial Records**

It shall be the policy of American Legion Post 111 to destroy by shredding, or any method equally secure, any financial records that exceed more than 10 years of age. The Financial Officer shall ensure that this policy is carried out.

This policy was adopted by American Legion Post 111 on 3 February 2010.

## **AP06**

### **American Legion Post 111 Administrative Policy Regarding Cash Accounting Method**

It shall be the policy of American Legion Post 111 to use a Cash Accounting method for financial accounting and reporting. The Financial Officer shall ensure that this policy is carried out.

This policy was adopted by American Legion Post 111 on 1 February 2012.

## **AP07**

### **American Legion Post 111 Administrative Policy Regarding Payment of Delegate Registration Fees for 5th District Conventions**

Post 111 will pay registration fees for delegates elected to go to 5th District Conventions.

This policy was adopted by American Legion Post 111 on 2 October 2013.