

# **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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## **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

## **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.

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## **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 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.