



Membership & Post Activity Post Minimum Requirements

1. *Must have 15 current year members.*
2. *Must have 6 officers by 6 different people with current year memberships.*
Commander, Vice Commander, Finance Officer, Historian, Chaplain & Sgt-At-Arms. (Adjutant can be appointed or elected)
3. *Must have Annual Meeting for election of officers not more than 45 days prior to Annual Convention.*
4. *Must update the Department with Post Officer Listing within 30 days of installation of officers.*
5. *Must do Installation of Officers. (see above #4)*
6. *Must meet a meeting quorum of 5% or 3 members whichever is greater.*
7. *Must possess & use the Officers Guide & Manual of Ceremonies to conduct meetings, business & ceremonies.*
8. *Must know, adhere to and possess the National Constitution & Bylaws & also the NC Constitution & Bylaws.*
9. *Must be Incorporated within the State of North Carolina.*
10. *Must have an annual financial audit.*
11. *Must file an annual IRS 990 and other tax documents.*
12. *Must have a current EIN. (see#11 to maintain non profit status)*
13. *Must sponsor 1 official American Legion Program annually.*
14. *Must not allow your facilities to be used by individual groups that engage in activities that are unlawful or detrimental to the community or The American Legion.*
15. *Must not engage in activities detrimental to the community or The American Legion.*

Failure to maintain minimum requirements can result in loss of Post charter & your Post heritage.

Membership & Post Activities

Hot Items

1. Posts must have 15 members. Any Post not maintaining a minimum of 15 Current members will be suspended & could lose their charter.
2. Posts must have the 6 required officers. They have to be different people with current memberships.
3. Have more than one meeting a year. If your only meeting is in May, (required by minimum requirements), how do you do the programs of the American Legion. How do you install officers?
4. All Post meetings must have a quorum of members. Can't do business without it.
5. Posts must attend District Meetings. Too many Posts are electing to not go. It's not an elective. Posts must send a representative to District Meetings.
6. District meetings must have a quorum of Posts in attendance to do business. That's why Posts must attend.
7. Open the Officers Guide & Manual of Ceremonies. READ IT. Know how to conduct a proper meeting. Know how the Executive Committee is supposed to operate. Know everyone's responsibilities and duties.
8. Add & use committees to do the business of your Post. It's more members involved and engaged.
9. Posts need to encourage current and future officers to attend Legion College. Learn the programs & procedures.
10. Get your EIN & tax status in order. Charters are coming under scrutiny for failure to maintain Non Profit Status.
11. Posts need a budget to operate and must have a financial audit. Money must be safeguarded & properly used.
12. Programs, programs, programs. So much to do and no people to do it = membership, membership, membership.
13. Legion family. Constant complaint is no one wants to participate. Include the Auxiliary & Sons. Get the Auxiliary & Sons.
14. Post Heritage. Every Post from Raleigh Post 1 to Mint Hill Post 555 has a reason, a purpose, a heritage for why & when they were created. Protect that heritage by functioning under the Constitution & Bylaws as a Post.