

The American Legion
Department of New Jersey



Policy & Procedure
On
Post Responsibilities

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Author – Michael Wilson Department JAG

Approved By – Dept. of New Jersey Department Executive Committee

Post _____ # _____ County _____

Name of Commander _____ Adjutant _____

Last Review of Post Consolidated Report? _____

	Yes	No	Date
Post Officer Form Filed with Department	___	___	_____
Post Consolidated Form Filed with County	___	___	_____
Form 990N Filed with IRS	___	___	_____
Post Hold Monthly or Bi-Monthly Meetings	___	___	
Post Rep. Attend County Meetings	___	___	
Post Rep. Attend Dept. Convention	___	___	
Post Election of Officers	___	___	_____

This Policy and Procedure was authorized at Department Convention, June 11, 2021

Per the American Legion Department of New Jersey Constitution and Bylaws (2021)

Article VIII of the Constitution, Section 2, The County Committee shall be composed of at least one (1) delegate from each Post in the County and such additional delegates as the County Constitution shall provide.

Article III of the Bylaws, Section 1, The County Committee shall exercise supervisory powers over the Posts within its jurisdiction. It shall have the power to create rules and regulations and adopt such legislation as may be essential to the proper conduct of its affairs.

The County DEC will not distribute Post Membership cards until this form is completed

Form to be filed with County Adjutant one month prior to Department Convention