



## Membership & Post Activity

May 2018  
Happy Memorial Day

**It's a busy time.** Elections, Tax filing, Consolidated Post Report, & all those Forms to fill out.

Lets start with the essentials; **Post Minimum Requirements.** Every Post must work these area's first and grow from the basics.

- The officers of the Post shall be as described in the North Carolina Constitution, Article 5, Section 8; **Commander, Vice-Commander(s), Finance Officer, Sergeant-At-Arms, Historian, & Chaplin;** a minimum of 6 officers. No Adjutant? The Adjutant is appointed and can share one of these elected positions, but elected positions cannot be combined.
- Post holds an **annual meeting** as required in North Carolina Constitution, Article 5, Section 6; "not more than forty-five (45) days prior to the Department Convention" for the **election of Post Officers.**
- Post Officer Listing with contact information shall be provided to Department Headquarters within thirty (30) days of **proper installation of Post officers.**
- Post Attendance at meetings shall meet the required **quorum** of 5% or 3 members, whichever is greater, for the purpose of conducting the business of the Post. Your Post cannot make a financial decision, hold elections or do business without a quorum of members to vote.
- Post shall possess and use the prescribed **American Legion Officers Guide and Manual of Ceremonies.**
- Post shall have and adhere to the Post Constitution and By-Laws and/or know that it must adhere to the **Department and National Constitution and By-Laws.**
- Post shall be **incorporated** within the State of North Carolina. The Department will prepare all the paperwork for you. Sign and \$60.00 is all it takes.

- Post shall have an annual **financial audit.** This audit does not need to be by a CPA. It can be a Post committee of three members with financial/bookkeeping experience to review your books. The Finance Officer and Post Commander cannot be on the committee.

- Post shall file annual **US IRS Form 990** and/or other necessary tax reports. Posts must maintain non-profit status to keep their charter.

- Post shall sponsor a minimum of **one meaningful American Legion program annually;** (Americanism, National Security, Children & Youth, Veterans Affairs). The Four Pillars of the American Legion.

- Post shall not engage in **activities that are detrimental** to their community and/or The American Legion.

- Post Shall not allow facilities to be used by individuals or groups that engage in activities that are detrimental to the community and/or The American Legion.

The goal of establishing our Post Minimum Requirements is to help the Posts and Commanders. We have expectations from the US Congress all the way down to our local communities and to each other. What we do reflects on every member of the American Legion. Most of our Posts have these requirements met and do more. But some Posts just need to do 1 or 2 items.

### **How can you excel if you don't know the rules!**

#### **Membership Awards.**

All membership awards must be submitted to the Department **NLT May 11th, 2018.**

Commanders Membership Awards  
National Recruiter  
Silver Brigade  
Gold Brigade  
100% Post Award (100% Club)  
100% District Commander Award  
100% Division Commander Award

Membership Manual has them all. Get your documents updated and submitted.

#### **Hot Reminders**

- ♦ The Dept's web site at [www.nclegion.org](http://www.nclegion.org) has a new look. Your Post info is from the National database. It is imperative that Posts complete the National Notification Form the Department mailed to you. And don't forget to update it if you change officers, Post email or phone numbers.
- ♦ Speaking of Phone Numbers. Every Post must have a Point of Contact with a working **PHONE NUMBER.** How can you answer community questions? How do we refer new people to you if no

one can contact you?

**WHO IS YOUR POST HIDING FROM?**

**You cannot buy, sell, trade or enter into a contract for your Post property without Department approval.**

- ◆ Failure to maintain the rules, requirements & regulations of your American Legion Charter could result in charter cancellation & loss of non profit status. IRS is waiting!

**Consolidated Post Report.**

It's how we report to National so they can report to Congress. Each Post must fill it out with an update on their activities. You can file by:

- \*Online through mylegion.org
- \*Fill in the blank electronic form
- \*Fill in the blank paper form

**VSF/USSNC Funds.**

If your Post hasn't done so already, make an effort to submit your contribution to the fund. \$0.50 per person of your Post goal per fund. Be sure to designate the fund.

**Membership Team.**

Create a Post Membership Team to work your recruiting, renewals & retention. It's always better to have multiple hands and ideas working a project. Call, email or visit. It takes multiple people.

**1981 Recruiting.**

It's never too late to expand your membership roster by recruiting those Post 1981 members in your area.

- Check your 1981 roster every 30 days to find new additions.
- Need help. Let us know. We have the capability to do email for any Post, District, Division in the Department. You get to do the mailings and the phone calls.

**100% Club.** (Department Report 4/13/18)

1	5	St. Pauls
2	6	Chapel Hill
3	9	Charlotte
4	14	Salisbury
5	15	Washington
6	19	Tarboro
7	32	Fayetteville
8	35	Red Springs
9	36	Kernersville
10	59	Dunn
11	60	Henderson
12	63	Burlington
13	66	Mooresville
14	68	Leland
15	82	Shelby
16	84	Elizabeth City
17	99	Beaufort
18	106	Salisbury
19	110	Nashville
20	113	Harmony
21	116	Fuquay Varina
22	117	Maxton

23	122	Burnsville
24	124	Apex
25	127	Warsaw
26	144	Belmont
27	146	Landis
28	181	Laurinburg
29	187	Wake Forest
30	205	Pembroke
31	209	Granite Falls
32	210	Yanceyville
33	230	Spring Lake
34	278	Middlesex
35	283	Pittsboro
36	287	Newell
37	292	Goldston
38	293	Nashville
39	296	Vass
40	313	Aurora
41	317	Marshall
42	321	Huntersville
43	328	Kenly
44	362	Hertford
45	392	Hudson
46	427	Haw River
47	436	Angier
48	502	Garland
49	521	East Arcadia
50	529	Knightdale
51	536	Snow Hill
52	539	New Bern
53	540	Cary
54	543	St. James
55	545	Wilmington
56	546	LaGrange
57	550	Shalotte
58	1981	Department

**Need Membership or Post Activity Help?** Let your District Commander know if you need assistance with membership, revitalization, use of MyLegion, officer training, or information about American Legion Programs. This will contribute to successful membership programs.

**Membership Forms & Reports**

All located in on the Department website at [www.nclegion.org](http://www.nclegion.org)

**Contact.** Membership Committee Chairman Bob Barker can be reached at [rgbhawaii7@gmail.com](mailto:rgbhawaii7@gmail.com) or 336-420-5877

***There are a lot of good Posts operating but is your Post a Great Post? Be Great!***

**Important Dates**

Department Convention, North Raleigh Hilton  
Legion College, Village Inn, Clemmons  
100th National Convention, Minneapolis, MN  
Department Conference, North Raleigh Hilton

Jun 27-30, 2018  
Jul 27-28, 2018  
Aug 24-30, 2018  
Oct 18-20, 2018