



The American Legion

Department of Arkansas

702 Victory Street – P.O. Box 3280
Little Rock, Arkansas 72203

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To: Post Commanders
From: Michael Westergren, Department Commander
Subject: Election of Post Officers

The Department Convention for 2018 will be held June 22-June 24, 2018.

The American Legion By-Laws, Article VI, Section 2A, states: Post Officers shall be elected and installed annually before the Department Convention. It shall be the duty of the Post Adjutant to certify to Department Headquarters, on the forms provided for that purpose, the names and eligibility of the newly elected officers immediately after their election.

In the event a Post does not elect, install and certify to Department Headquarters, Post Officers, as provided in this Section, the District Commander shall appoint necessary officers for such Post.

As our Department Convention starts on June 22, 2018, it is necessary that you have your election of officers, installation and certification to the Department before June 1, 2018.

Attached you will find a sample of the form necessary for certification. (THESE HAVE TO BE FILLED OUT, FRONT AND BACK, EVEN IF YOU HAVE THE SAME OFFICERS AS LAST YEAR). **You will receive the form in a separate mailing.** Please make sure the forms have been received at Department Headquarters as soon as possible after your election(s). Thank you for your help.

POST CERTIFICATION OF OFFICERS 2018-2019

Elected/appointed at a meeting of Post # _____, District _____ convened at _____, Arkansas; on _____, 2018.

Commander: _____ Phone # (____) _____

Address _____

1st Vice Commander: _____ Phone # (____) _____

Address _____

2nd Vice Commander: _____ Phone#() _____

Address _____

Adjutant: _____ Phone # (____) _____

Address _____

Finance Officer: _____ Phone # (____) _____

Address _____

Service Officer: _____ Phone# (____) _____

Address _____

Chaplain: _____ Phone # (____) _____

Address _____

Sgt-at-Arms: _____ Phone # (____) _____

Address _____

Historian: _____ Phone # (____) _____

Address _____

Judge Advocate: _____ Phone # (____) _____

Address _____

Child Welfare: _____ Phone # (____) _____

Address _____

Foundation Board Mmbr: _____ Phone # (____) _____

Address _____

Post Meetings: _____

Date

Place

Signed: _____

Post Adjutant

Post Commander.

PLEASE COMPLETE BOTH SIDES

CERTIFICATION OF INDIVIDUAL SERVICE RECORDS
(PLEASE PRINT OR TYPE INFORMATION)

TITLE	NAME	BRANCH OF SERVICE	FROM/TO
COMMANDER:	_____		
1 st VICE COMMANDER:	_____		
2 nd VICE COMMANDER	_____		
ADJUTANT:	_____		
FINANCE OFFICER:	_____		
SERVICE OFFICER:	_____		
CHAPLAIN:	_____		
HISTORIAN:	_____		
SGT-AT-ARMS:	_____		
CHILD WELFARE:	_____		
_____	_____		
_____	_____		

Section 2-A. Post officers shall be elected and installed annually before the Department Convention. It shall be the duty of the Post Adjutant to certify to Department Headquarters, on forms provided for that purpose, the names and **ELIGIBILITY** of the newly elected officers immediately after their election.

Section 3. It shall be the duty of all Post officers elective and appointive, to submit to Department Headquarters within fifteen days of election or appointment, certified copies of documents establishing eligibility to membership in The American Legion in accordance with the qualifications prescribed by the Department Constitution. If such evidence of eligibility be not submitted within the above required time, the office of the person failing to submit such proof shall be declared vacant by the Department Commander and shall be filled in the same manner as a vacancy in such office otherwise occurring. **(This section added by amendment on August 17, 1932, and was amended on September 4, 1935.) That all Post Adjutants be required and instructed to transmit to Department Headquarters the names of officers at once, upon election and their meeting dates and all other pertinent facts pertaining to the post.**

SIGNED: Post Adjutant Post # Location: City/Town Date