

CONTENTS

- 1. National Headquarters Post and/or Squadron Charter Cancellation Guidelines**
- 2. Department Post Charter Cancellation Checklist**
- 3. Post Charter Cancellation Form**
- 4. S.A.L. Charter Cancellation Form**

National Headquarters Guidelines for Cancelling a Post and/or Squadron

1. For a Post to be considered for cancellation by the NEC The Department must complete the following forms:
 - A. Request for Post Charter Cancellation
 - B. Post Charter Cancellation Check List

These forms can be found in the Department Adjutant's Administrative Manual or by contacting National's Charter Clerk.

2. Attach any minutes/resolutions the Post may have submitted to the Department.
3. When a Post is cancelled the SAL, if applicable, will be cancelled as well. A Squadron **cannot** stand alone, it must have a Post attached.
4. Charters will only be considered for cancellation at the NEC meetings, which are held in the Spring, August (National Convention), and Fall.
5. The Post number, once cancelled, cannot be re-used for one year.
6. All proper paperwork needs to be submitted to the Charters Clerk. A cut off date will be e-mailed to all the Departments when cancellations need to be submitted to National.
7. The Post(s) that are submitted will be given to the Liaison assigned to your Department for review.
8. If the proper forms are not filled out completely and to the satisfaction of the Charters Clerk at National the forms will be returned to the Department for completion.
9. When a Post and/or Squadron are approved for cancellation a letter is sent to the Department along with a list of members that are still showing in the Post/Squadron.

Department: _____



Post # _____ Date _____

Department Post Development/Revitalization Team Post Charter Cancellation Check List

(One Check List per post to be completed/submitted)

Area and District Post Development/Revitalization Teams are requested to take the following steps prior to forwarding a request to the DEC for a Post Charter cancellation. Please submit the completed form to:

Steps/Actions: (not in any particular or chronological order)

Note: Please provide information regarding the questions, actions, or comments in the space provided. If additional space is necessary please attach the required information to this form.

1. Determine the veteran population in the community and surrounding area of the Post.

2. Contact the remaining members and Post Officers to determine if the Post is receptive of new membership and leadership mentoring.

3. Contact Department Headquarters for a list of active and expired Headquarters Post members in the zip code of the proposed Post Charter cancellation. Use these names for contacts for membership.

4. Does the Post hold scheduled monthly meetings? If not, when was the last meeting held and what was the purpose of the meeting?

5. Determine if the Posts' Membership is aware of the request for charter cancellation.

6. Determine programs and services the Post might provide for the community and the veterans of the community.

7. Is there a school, county seat, prison, or veteran's center in the area? If yes, what programs and services has the Post provided for them? If none, was there a time when the Post did provide activities and services? Please explain:

8. Is the communities population growing or declining? How so?

9. Has the Post been made aware of the help they can receive from the Post Development/Revitalization Team?

10. Has the Post Development/Revitalization Team contacted veterans in the area and the expired and active Headquarters Post membership for their input and assistance in developing or revitalizing the Post?

11. Do they have a Post home or meeting place?

Team/Individual Recommendation:

The Post Development/Revitalization Team is recommending the following action based upon their research and the communities input. (A) Revitalize the existing post. (B) Charter a new post for the area or community. (C) Merge the existing membership with a newly chartered post. (D) Recommend cancellation of the post charter with no action to follow. (E) Merge the membership into an area post or the Headquarters Post, after the NEC has accepted the Departments request for Post cancellation.

Please note the teams decision or plan of action by circling the letter that applies and note this letter below. Comments should be provided.

**Post Development/Revitalization Team member responsible for doing the evaluation:
Department Team (); Area Team (); District Team ()**

Contact Name:	
Address:	
City, State, Zip	
Telephone Number:	

List Team Members & Phone numbers: PLEASE PRINT.

We certify that the actions above have been completed:

ATTEST:

Department Commander

Department Adjutant

Request for Post Charter Cancellation

(Pursuant to NEC Resolution No. 27 adopted by the National Executive Committee in regular meeting assembled in Indianapolis, Indiana, on May 4-5, 1983, this approved form must be completed by Departments and submitted to the National Executive Committee when requesting Post Charter cancellation. Action will be taken on the request for Post Charter cancellation at the next regular scheduled meeting of the National Executive Committee.)

By action of the Department Executive Committee of The American Legion, Department of _____, request is hereby submitted to cancel the Post Charter of the below listed American Legion Post.

Post Name and Number _____

Post Location _____

Highest Membership Ever Recorded _____

Total Post Membership Each of Last Five Years:

YEAR	MEMBERSHIP
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Temporary Post Charter issued (date) _____

Permanent Post Charter issued _____

Date of Incorporation issued _____

Reason Post Charter Cancellation is Requested:

This is to certify that the above action was taken by our Department Executive Committee.

(Department Adjutant) _____

(Department) _____

NOTE: Please include the completed Post Charter Cancellation check list along with this form.

DUPLICATE FORM AS NECESSARY

Request for Squadron Only Charter Cancellation

(Pursuant to NEC Resolution No. 27 adopted by the National Executive Committee in regular meeting assembled in Indianapolis, Indiana, on May 4-5, 1983, this approved form must be completed by Departments and submitted to the National Executive Committee when requesting Squadron Charter cancellation. Action will be taken on the request for Squadron Charter cancellation at the next regular scheduled meeting of the National Executive Committee.)

By action of the Department Executive Committee of The American Legion, Department of _____, request is hereby submitted to cancel the Squadron Charter of the below listed Sons of The American Legion Squadron.

Squadron Name and Number _____

Squadron Location _____

Highest Membership Ever Recorded _____

Total Squadron Membership Each of Last Five Years:

YEAR	MEMBERSHIP
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Permanent Squadron Charter issued (date) _____

Reason Squadron Charter Cancellation is Requested:

This is to certify that the above action was taken by our Department Executive Committee.

(Department Adjutant) _____

(Department) _____

NOTE: Final approval will be determined by the state Department Headquarters, please submit to your Department for final authorization and Department endorsement. *The Squadron Charter Cancellation check list is not required with this form.*

DUPLICATE FORM AS NECESSARY