

# THE AMERICAN LEGION DEPARTMENT OF MICHIGAN

212 N. Verlinden Ave., Ste A, Lansing, Michigan 48915



## POST CHARTER CANCELTION PROCEDURES

### Per the Department Constitution & Bylaws Article IV Section 4:

k. Any Post of the Department failing to meet the obligations imposed upon it by the National Constitution and By-Laws, or Department By-Laws, or ceasing to function for six months as an American Legion Post, or neglecting to pay the per capita tax due to the National, Department and District organizations, shall, upon the order of the Department Executive Committee, surrender its charter, together with all property of every description, including official insignia and records belonging to the Department; provided the Commander of the District wherein the Post in question is located shall have consulted with the last known Post Commander and Adjutant; has been assured that each Post member on the current roster has been notified by receiving a copy of each notice of the intention to file for charter cancellation; has made a thorough survey of the assets of the Post, both real and financial, and has notified Department Headquarters, in writing, not later than ten (10) days prior to the next official meeting of the Department Executive Committee, that the District Commander recommends the consideration of the cancellation of the questioned Post's charter. (Amended July 23, 1961; July 21, 1974, June 21, 2008)

**The District Commander is responsible to fully complete the following checklist before the Department of Michigan will allow a post to turn in its charter. Please provide a detailed statement answering each of the following:**

- \_\_\_ Contact last known commander or adjutant. Name/Date \_\_\_\_\_
- \_\_\_ How many members are in post? Have they all been contacted? \_\_\_\_\_
- \_\_\_ Has the post tried to revitalize?
- \_\_\_ Letters to all members of post been sent informing of cancelation
- \_\_\_ Provide member data forms or correspondence where members are transferring
- \_\_\_ Last 12 months bank statements/records for post or other entities
- \_\_\_ Other financial accounts such as CD's
- \_\_\_ Does the post own property? If so provide documentation/deeds/titles
- \_\_\_ Recent donations of money or property and to who?
- \_\_\_ Does the post have outstanding debt?
- \_\_\_ Post have rifles from the US Army? Have they been returned to the US Army?
- \_\_\_ Other property with Legion emblem and or historical records

\_\_\_\_\_  
District Commander

\_\_\_\_\_  
Date