

Send to: The American Legion, PO Box 179, Jefferson City, MO 65102 - 0179

Name of Post \_\_\_\_\_ Post number \_\_\_\_\_

District \_\_\_\_\_ Located in the City of \_\_\_\_\_ County \_\_\_\_\_

IMPORTANT -- Your Post **Will Not** receive the new membership cards until you return this completed form to Department Headquarters. IT IS THE RESPONSIBILITY OF THE ADJUTANT OR PREVIOUS ADJUTANT (2022) TO COMPLETE AND MAIL THIS FORM. Forward immediately following the election.

IMPORTANT -- Department mail list of POST OFFICIALS and DIRECTORY are prepared from information on this certification.

Print or Type Name, Complete Mailing Address, Phone Number and Email if applicable	Date of Military Enlistment	Date of Military Discharge	Military Rank and Branch	American Legion Membership #
Commander Address  Phone: (    ) Email:				
Adjutant Address  Phone: (    ) Email:				
Finance Officer Address  Phone: (    ) Email:				
Membership Chrmn. Address  Phone: (    ) Email:				

List additional officers on back side

Membership supplies & mailings will go to Post Adjutant unless specify otherwise below.

Send Post Mail To:

\_\_\_\_\_ Indicate Officer of Post Commander/Adjutant/Finance Officer etc.

\_\_\_\_\_ Street Or P.O. Box

\_\_\_\_\_ City State Zip

*Early submission of Officers List ( 9/01/2022 ) will ensure your Post listing in the 2022-2023 Department Directory.*

**Additional Officers:**

Print or Type Name, Complete Mailing Address, Phone Number and Email if applicable	Date of Enlistment	Date of Discharge	Rank and Branch	American Legion Membership #
Vice Commander Address				
Vice Commander Address				
Service Officer Address				
Historian Address				
Chaplain Address				
Judge Advocate Address				
Sergeant-at-Arms Address				

Post Meeting Dates \_\_\_\_\_ Time \_\_\_\_\_ Post Phone (\_\_\_\_) \_\_\_\_\_  
 Not to be Post Officers Home Phone #

Physical Address of Post \_\_\_\_\_  
 Street City Zip

Post Meeting Place If Not At Post \_\_\_\_\_

Annual Dues \$ \_\_\_\_\_ Are Officials Bonded? \_\_\_\_\_ Is Post Incorporated \_\_\_\_\_

**DEPARTMENT BY-LAWS:**

**ARTICLE IX, SEC. 2** Each Post in the Department shall have a Commander, one or more Vice Commanders, an Adjutant, a Finance Officer, a Chaplain, a Historian, a Sergeant-at-Arms, and such other officers as may be provided by the Constitution and By-laws of the Post.

**ARTICLE IX, SEC. 3** The election of Post Officers for the ensuing year shall be held at least thirty days (6/15/22) but not more than sixty days (5/15/22), prior to the the Department Convention (7/15/22) Officers elected shall be installed after the Department Convention, but not later than 10/15/22, after the adjournment of the Annual Department Convention.

**POST OFFICER BONDING:**

**ARTICLE XV, SEC 4** Department By-Laws provides that all Post officials handling American Legion monies shall be properly bonded with a good and solvent bonding and surety company, or by other duly qualified bond, as surety. Bonds should be approved annually by the Post. Many local insurance brokers/agents provide such coverage.

Pursuant to the Department Constitution and By-Laws, I hereby certify that the following Officers have been duly elected to serve the Post as indicated below and that I have examined the service record of each and find them eligible to belong to The American Legion.

Certified by \_\_\_\_\_

Post Adjutant/Officer

Date