

How to Charter A Sons of The American Legion Squadron

1. The Post Commander (with the approval of the members) should appoint a committee of not less than three members to organize a Squadron within the Post. The Committee should survey the Post membership to ascertain the number of sons, grandsons, stepsons or adopted sons eligible for membership in the Sons of The American Legion. (There is no age limit on the Sons program.).
2. The Committee should obtain all available information from the Department Headquarters. If there is enough interest, the Committee, should ask the Post to name a Legion representative* and at least two interested SAL eligible persons to head up the Squadron.
3. The Post is required to schedule a meeting with the Department Adjutant, or his designated representative, to explain the SAL program to the Post members and prospective SAL members before a Charter application may be submitted.
4. The Charter Application should be completed within a reasonable period, and sent in to Department Headquarters, with ten dollars (\$10.00) for each member. Be sure all four copies of the application are completed and properly signed. The Charter Application will be forwarded by The Department Headquarters to National Headquarters for preparation of the Charter. This process takes about a month. Upon receipt of the approved Charter at Department Headquarters, the Charter Members membership cards will be made out and both the Charter and membership cards will be sent to the Post Adjutant.
5. The SAL should meet in the Post home, and all meetings must be conducted by the guidelines in the SAL handbook; for items not covered in the handbook refer to the Legion Post Officers Guide and Manuel of Ceremonies.
6. During the first SAL Squadron meeting the Post Representative* should assist the two SAL eligible persons identified in item 2 above in selecting a temporary staff of officers who will serve for a three month period, after which a regular election can be scheduled. A program covering at least six months, and the establishment of a regular meeting day and time should also be determined during this meeting.
7. The initiation of the members and installation of the Squadron officers should be conducted by the Post officers, or by an American Legion Ceremonial Group. The ranking Legion officer in your area may be invited to take part in the program.
8. The Post should notify the Squadron of all upcoming events and invite their participation in various functions such as parades, memorial services, Memorial and Veterans Day activities and Post functions. All efforts should be made to encourage Squadron members to attend and actively participate in all District and Detachment SAL functions.
9. Posts should remember that their members, and members of the SAL, are volunteers and never should be dictated to.

*The Post Representative in commonly referred to as the SAL Liaison or SAL Advisor whose duties include attending all SAL meetings mainly as an observer to insure the SAL Constitution and Bylaws, and Roberts Rules of Order are followed during all meetings. This person is required to prepare a report for each Post meeting regarding the Squadron's activities, finances, requests, etc which should become a permanent part of the Post's minutes. Likewise, if the Post has any requests of its Squadron such requests should be included in the Post's minutes and the request relayed to the Squadron by the SAL Liaison/Advisor.