BY-LAWS OF THE
SEVENTEENTH DISTRICT
Department of Missouri, Inc.
The American Legion

## ARTICLE I – Executive Committee

**SECTION 1 –** Between meetings, the governance and management of the District shall be entrusted to the District Executive Committee, and proceedings of said committee shall be presented at the next District Meeting for approval by the members.

## ARTICLE II – Duties of Officers

**SECTION 1 - Duties of the Commander.** It shall be the duty of the Commander to preside at District Meetings, to act as an organizer in the District, to install officers of the Posts when called upon and to act as a liaison officer between Posts in this District and the Department of Missouri, Inc. The Commander must be a member of a Post in the 17th District. The Commander shall appoint all Appointed Officers and Committee Chairpersons necessary to carry out the programs of The American Legion. The Commander shall attend all Department Executive Committee Meetings, Department of Missouri, Inc., Conferences and Conventions.

**SECTION 2. Duties of the Senior Vice Commander.** It shall be the duty of the Senior Vice Commander to be prepared to perform the duties of the Commander when called upon and shall succeed the Commander in case of death, resignation or removal. The Senior Vice **Commander** shall be the District membership Chairperson and serve on the Department of Missouri, Inc., Membership Commission.

**SECTION 3. Duties of the Vice Commander at Large.** It shall be the duty of the Vice Commander at Large to assure the several Committee Chairs carry out the programs of The American Legion. The Vice Commander at Large shall be responsible for assuring the Committee Chairs submit candidates for Boys State, Cadet Patrol and other American Legion programs in a timely manner so as to assure acceptance of such candidates by the Department of Missouri, Inc.

**SECTION 4. Duties of the Regional Vice Commanders.** Should the Commander appoint Vice Commanders to oversee certain regions or groups of Posts with the 17th District such Vice Commanders shall visit each Post within his or her assigned region or group at least once each year. The Regional Vice Commanders shall ascertain the Posts under their supervision are holding at least one meeting per calendar quarter and that their membership has sufficient numbers to continue the charter of such Post.

**SECTION 5. Duties of the Adjutant/Finance Officer.** It shall be the duty of the Adjutant/Finance Officer to keep a correct record of all proceedings of District Meetings and District Executive Committee Meetings. The Adjutant/Finance Officer shall receive all money belonging to the District and account for the same. The Adjutant/Finance Officer shall pay all bills ordered by the District Membership or District Executive Committee. The Adjutant/Finance Officer shall keep account of receipts and expenditures and give or send reports of same to the District meetings or on demand of the Commander or the District Executive Committee. The Adjutant/Finance Officer shall turn over to his or her successor all money, vouchers, books and papers belonging to the District. The Adjutant/Finance Officer shall chair a committee to prepare an annual District budget.

**SECTION 6. Duties of the Historian.** It shall be the duty of the Historian to compile historical records of the District and other such duties as the Commander may direct.

**SECTION 7. Duties of the Chaplain.** It shall be the duty of the Chaplain to offer a prayer at the opening and closing of District Meetings, and such other duties as may be prescribed by the Commander including, but not limited to Memorial Services and Dedications.

**SECTION 8. Duties of the District Service Officer.** It shall be the responsibility of the District Service Officer to advise and assist Post Service Officers as required. The District Service Officer shall be familiar with laws and practices under which veterans benefits are obtained and advise Post Service Officers of such as required from time to time.

**SECTION 9. Duties of the Judge Advocate.** The Judge Advocate is the District Parliamentarian. The Judge Advocate shall be familiar with *Robert's Rules of Order, Newly Revised* edition and constitutional form of rules under which the District operates. The Judge Advocate shall advise the District Commander of all matters of parliamentary procedures.

**SECTION 10. Duties of the Sergeant-at-Arms.** It shall be the duty of the Sergeant-at-Arms to retain possession of the District Banner and to post it and the Colors of the United States at each District meeting. The Sergeant-at-Arms shall serve as the official greeter on behalf of the Commander at District Meetings and shall inform the Commander of all distinguished visitors present at District Meetings. The Sergeant-at-Arms and/or Assistant Sergeants-at-Arms, appointed by the Commander, is responsible for seeing that each member attending a District Meeting has copies of the meeting agenda and other pertinent documents.

## ARTICLE III – District Meetings

**SECTION 1.** Four (4) quarterly meetings of the District must be held each year in March, June, September and December, weather permitting.

**SECTION 2.** The time and place of the District Meeting shall be determined by the District Commander, subject to approval by the District Executive Committee.

**SECTION 3.** A quorum shall exist when five (5) Posts in good standing are represented.

## ARTICLE IV – Executive Committee

**SECTION 1.** The Officers of the District and Post Commanders shall constitute the District Executive Committee. A quorum shall exist when seven (7) members of the District Executive Committee, to include one (1) elected District Officer, is present. Committee Chairpersons may attend any meeting of the District Executive Committee with voice, but no vote.

**SECTION 2.**

**a.** Any District Officer, Committee Chairperson or Committee Member not functioning in accordance with his or her duties as outlined in the District Constitution and By-Laws may be removed from office by the District Executive Committee and the vacancies shall be filled by the District Commander with the approval of the District Executive Committee.

**b.** A vacancy shall exist when an elected District Officer is absent for three (3) consecutive District Meetings without such absence having been excused by a majority vote of the District Executive Committee. The District Commander shall nominate a candidate to fill a vacancy thus created. The nomination shall be approved by a majority vote of the District Executive Committee, and a person so appointed shall hold office for the unexpired term of the officer whom he or she succeeds.

## ARTICLE V – Amendments

**SECTION 1.** These By-Laws may be amended at any District Meeting by the affirmative vote of two-thirds of the total authorized representatives present, provided that the proposed amendment is read into the minutes of the previous District Meeting.

**SECTION 2.** Any ruling of the Department of Missouri, Inc. or National Headquarters of The American Legion, which shall effect or conflict with any provision herein shall be deemed an amendment and become effective and a part of these By-Laws, without action by the District.

**SECTION 3.** A requirement for any American Legion member to become Commander of District 17 will be to have served as a Senior Vice Commander of District 17. In the event there is no one with any experience as a Senior Vice Commander, then anyone that has experience as a full-term Adjutant or Vice Commander of District 17, may service with a two-thirds vote of the members present at a District Meeting.

**SECTION 4.** The annual National and Department of Missouri membership dues shall become due and payable on August 1 of each year and shall be collected by each Post from its members and transmitted forthwith to National or the Department of Missouri Adjutant. In no event shall the period transpiring between the receipt of such annual membership dues by the Post and remittance thereof to National or the Department of Missouri exceed 30 days.

**SECTION 5.** The following elected and appointed Seventeenth District officers are required to complete the American Legion Basic Training Course within 90 days of their election or appointment: Commander, Senior Vice Commander, Vice Commander at Large, and Regional Commanders. Failure to successfully complete the American Legion Basic Training Course, in the timeframe allotted, shall result in the officer being removed from their current position/office. All other elected and/or appointed Seventeenth District officers are encouraged, but not required, to complete the American Legion Basic Training Course.

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These By-Laws adopted and approved by action of the Seventeenth District, Department of Missouri, Inc., The American Legion, at the regular meeting on June 14, 2026 and supersedes previous By-Laws of said District.

Barbara Riggle
Commander

Mark Reed
Adjutant/Finance Officer

Revised: June 14, 2026