

# Sons of The American Legion Detachment of Maryland

Detachment Executive Committee  
Guidelines



Courtesy of:

**Detachment Commander**

~~Donald Hall, Jr~~ Dave Hulihan

~~2014-2015~~ 2016-2017

# Detachment Executive Committeemen

## Standard Procedures

### American Legion Department of Maryland

- Forward all Renewal/New membership cards and membership dues.
- Make check payable to “SAL Detachment of Maryland”.
- Forward ~~\$7.00~~ for each member’s dues. **\$10.00**
- The American Legion Department of Maryland  
War Memorial Building  
101 N. Gay Street  
Baltimore, MD 21202  
(410) 752-3104

### Sons of The American Legion Detachment of Maryland

- All correspondence, donations for Detachment events, programs and projects are forwarded to the Sons of The American Legion Detachment Adjutant.
- Sons of The American Legion  
Detachment of Maryland  
William E. Matoska, PNC  
Detachment Adjutant  
3115 Orchard Ave.  
Baltimore, MD 21234  
(443)710-9664  
[Bill.matoska@comcast.Net](mailto:Bill.matoska@comcast.Net)
- All donations are made payable to “Sons of the American Legion, Detachment of Maryland” and use the memo portion of the check to write the specific name of the donation or event you are donating to, example “Donation – **Maryland Special Olympics**”.
- For updated information Access the Detachment web site at <http://www.mdsal.org> to obtain information concerning Detachment including: membership, events and programs & projects, etc.
- Also Squadrons can also update their membership information by using the MySAL.org portal. You must obtain access by going to [www.legion.org](http://www.legion.org) to login to the portal.

## Web Sites:

[www.mdlegion.org](http://www.mdlegion.org) - The American Legion Department of Maryland web site

[www.mdsal.org](http://www.mdsal.org) – The Sons of The American Legion Detachment of Maryland site. Use the menu on the left side of the home page to access the following important areas:

- **Membership** – View membership goals, membership eligibility, and click the link at the bottom of the page to view membership totals by District, county and Squadron levels.
- **Publications & Forms** – Click this icon to access and download many of the useful documents necessary to manage your Squadron. An important document is “The Pride”. Past issues and the current issue of the Detachment of Maryland’s signature newsletter is available that documents the status and progress of the Detachment programs and projects and messages from each District Commander.

<http://www.legion.org/sons> - The Sons of The American Legion National web site

[www.emblem.legion.org](http://www.emblem.legion.org) - The American Legion Flag & Emblem site containing their catalogue of item to order Legion unique items.

## MySAL

- The American Legion National Headquarters has designed a FREE and secure internet site to assist Squadron Adjutants/officers in their day-to-day membership processing. This site serves as a direct portal from the local squadron to National Headquarters’ membership system.
- Features include reports, inquiry, view and edit of squadron membership.
- **MySAL** can be accessed at [www.mySAL.org](http://www.mySAL.org) where you will be asked to print and complete the Squadron Sign Up Form to start the process of creating a squadron account.

## District Membership Fees

- **Baltimore District:** Had no information available (as of 9/26/2014)
- **Northern Central District:** Does not charge an annual District Membership Fee
- **North Eastern Shore District:** Administrative year July 1 to June 30 District Membership Fees are \$.50 per member annually and should be sent to the District Finance Officer.
- **Mountain District:** Had no information available (as of 9/26/2014)
- **South Eastern Shore District:** Administrative year July 1 to June 30 District Membership Fees are \$25.00 per Squadron and \$.10 per member annually and should be sent to the District Finance Officer.
- **Southern Maryland District:** Administrative year July 1 to June 30 District Membership Fees are \$20 annually and should be sent to the District Finance Officer. Also note all dues may be paid in advance for future years. The memo portion of the check should be used to note the purpose of this transaction and years paying in advance.
- **Western Maryland District:** Administrative year July 1 to June 30 District Membership Fees are \$.15 per squadron member annually and should be sent to the District Finance Officer.

Note: The membership report used to determine membership totals is typically the last Friday report in May.

## Convention Forms

- If attending the S.A.L. Convention, the Convention Registration form must be completed and returned to the Detachment Adjutant as directed by the Detachment Adjutant within the time frame established.
- Delegate Registration form must be completed and sent to the Detachment Adjutant along with a check for the number of delegates your Squadron is authorized. (the number of delegates is based on your Squadron membership)
- Delegate fees are required even if no one is attending the Convention. Membership cards for the coming year will not be distributed until all delegate fees are paid.
- During the spring time frame the annual convention package which includes all forms, lodging arrangements and registration forms and the delegate registration forms are included in the convention package. All questions should be forwarded to the Detachment Adjutant.

## S.A.L. Consolidated Squadron Report (CSR)

- The Consolidated Squadron Report form blanks are distributed by National to the Detachment. The consolidated report form is included within the annual convention package that is mailed to every squadron within the detachment.
- The data gathered from these reports is combined with that of other Squadrons and compiled into a single report and submitted to National within 30 days of the national Convention.
- This collection of information is used by the American Legion which is subsequently sent to Congress and used as a lobbying tool on behalf of our veterans.
- It is very important to understand that not all squadrons will have information to report in all areas of the CSR. However it is very important that each squadron report any activities they support and work towards. It is key is to report all that the Squadron has accomplished during the current membership year.
- Consolidated Reports are due to the Detachment by the Friday of the last full week in May each year.

## Squadron Certification Form

- Each Squadron is required to complete the Squadron Certification Form annually and forward to the Detachment of Maryland
- The form contains specific Squadron information such as monthly meeting schedule, Commander, Adjutant and Advisor names and their contact information.
- The form is to be completed and forwarded to the Detachment of Maryland by the May timeframe documenting the incoming officers for the new administrative year. This allows time to create the Detachment and District Directories to be distributed during the S.A.L. Convention in June of each year.

- This Squadron information is also used by the Detachment and District to communicate with your Squadron either electronically or by mail on events, newsletters, administrative happenings, etc.

## **Squadron Handbook for the Sons of The American Legion**

- This handbook is considered the bible for all squadron officers. The document contains the S.A.L. Preamble, history, installation procedures and scripts, officer's duties, recommendations for conducting squadron meetings and much more.
- Each Squadron should be operating under the direction and advice of a current copy of Constitution and Bylaws, if your squadron does not have a copy there is a copy of the National Constitution and Bylaws for you to consider adopting in the handbook to assist.
- Every officer should have their own copy of the handbook.
- Copies are usually available at district and detachment meetings. Your DEC contact will get copies if needed. The handbook can be accessed at the American Legion National website at <http://www.legion.org/sons/filelib/SAL-Squadron-Handbook-2012-WEB.pdf>.

## DELEGATE STRENGTH INFORMATION

PURSUANT TO THE CONSTITUTION AND BY-LAWS OF THE DETACHMENT OF MARYLAND, ARTICLE 5, SECTION 2: YOU ARE HEREBY NOTIFIED OF THE ANNUAL CONVENTION OF THE DETACHMENT OF MARYLAND, TO BE HELD JUNE. THE LOCATION IS: TBD

A CONVENTION AGREEMENT HAS BEEN SIGNED WITH THE TBD HOTEL . ROOMS WILL BE AVAILABLE FOR \$00.00 PLUS 0% TAX PER NIGHT (SINGLE-DOUBLE). ROOMS ARE AVAILABLE ON REQUEST. ALL SQUADRONS AND/OR INDIVIDUALS ARE RESPONSIBLE FOR MAKING THEIR OWN RESERVATIONS DIRECTLY WITH THE HOTEL. THE HOTEL ADDRESS IS 123 NOWHERE RD. ANYWHERE, MARYLAND 21031. THEIR PHONE NUMBER IS 410-555-1212. CHECK-IN TIME IS 3:00PM. (NO EXCEPTIONS), CHECK-OUT TIME IS NOON. THE CUTOFF DATE TO GUARANTEE A ROOM IS MAY 25, 2012. PAYMENT BY CHECK MUST BE RECEIVED AT THE HOTEL BY NO LATER THAN MAY 25, 2012. THE ONLY ACCEPTABLE FORM OF PAYMENT WILL BE CASH OR CREDIT CARD AFTER MAY 25, 2012. USE GROUP CODE "SONS OF THE AMERICAN LEGION" WHEN MAKING RESERVATIONS OVER THE PHONE OR ONLINE.

DELEGATE, ALTERNATE AND GUEST REGISTRATION FEES ARE \$15.00 PER PERSON. ALL INDIVIDUALS MUST BE REGISTERED AS A DELEGATE, ALTERNATE, OR GUEST TO PARTICIPATE IN ANY EVENTS AND WEARING AN IDENTIFICATION BADGE TO GAIN ADMITTANCE TO THE CONVENTION HALL.

EACH SQUADRON SHALL BE ENTITLED TO DELEGATE STRENGTH BASED ON THEIR MEMBERSHIP AT THE END OF THE LAST BUSINESS IN MAY. EACH SQUADRON SHALL BE ENTITLED TO ONE (1) ALTERNATE DELEGATE FOR EACH DELEGATE REGISTERED. SQUADRONS MAY REGISTER AS MANY GUESTS AS THEY WISH. **ALL SQUADRONS MUST REGISTER WITH PAYMENT, ALL OF THEIR ELIGIBLE DELEGATES IN ACCORDANCE WITH THE MEMBERSHIP CUTOFF DATE.**

ALL DISTRICT COMMANDERS FOR 2011-2012, ALL PAST DETACHMENT COMMANDERS, PAST NATIONAL COMMANDERS AND ELECTED DETACHMENT OFFICERS THAT REGISTER IN ADVANCE WILL BE CONSIDERED DELEGATES AT LARGE.

ALL REGISTRATIONS MUST BE RECEIVED BY MAY 25, 2012 IN ORDER TO BE GUARANTEED A CONVENTION PACKAGE.

### DELEGATE STRENGTH

10 TO 12 MEMBERS	1 VOTE	363 TO 387 MEMBERS	16 VOTES
13 TO 37 MEMBERS	2 VOTES	388 TO 412 MEMBERS	17 VOTES
38 TO 62 MEMBERS	3 VOTES	413 TO 437 MEMBERS	18 VOTES
63 TO 87 MEMBERS	4 VOTES	438 TO 462 MEMBERS	19 VOTES
88 TO 112 MEMBERS	5 VOTES	463 TO 487 MEMBERS	20 VOTES
113 TO 137 MEMBERS	6 VOTES	488 TO 512 MEMBERS	21 VOTES
138 TO 162 MEMBERS	7 VOTES	513 TO 537 MEMBERS	22 VOTES
163 TO 187 MEMBERS	8 VOTES	538 TO 562 MEMBERS	23 VOTES
188 TO 212 MEMBERS	9 VOTES	563 TO 587 MEMBERS	24 VOTES
213 TO 237 MEMBERS	10 VOTES	588 TO 612 MEMBERS	25 VOTES
238 TO 262 MEMBERS	11 VOTES	613 TO 637 MEMBERS	26 VOTES
263 TO 287 MEMBERS	12 VOTES	638 TO 662 MEMBERS	27 VOTES
288 TO 312 MEMBERS	13 VOTES	663 TO 687 MEMBERS	28 VOTES
313 TO 337 MEMBERS	14 VOTES	688 TO 712 MEMBERS	29 VOTES
338 TO 362 MEMBERS	15 VOTES	713 TO 737 MEMBERS	30 VOTES

## ARTICLE VII DETACHMENT EXECUTIVE COMMITTEE

**Section 1.** The Detachment Executive Committee shall consist of all the elected Detachment Officers and one (1) Sons of The American Legion member from each District, plus **one (1)** from each District for every **400 members** or major portion thereof, plus the District Commander, which are to be chosen at the respective District Caucus to serve for a period of one (1) year. In addition, all Past Detachment Commanders and Past National Commanders will serve as permanent members of the Detachment Executive Committee. The Detachment Executive Committee shall meet at least once each quarter, the place and time to be determined by the Detachment Commander and confirmed by the Sons of The American Legion Commission, Department of Maryland, Inc.

### Detachment Executive Committeeman (DEC) Representative / Duties

- As a DEC you are accountable to both the District Commander and the Detachment Commander.
- DECman are required to provide accurate and complete information back to your squadrons of responsibility and also back to the District and Detachment for each squadron they are assigned.
- DECman is the point of contact between the District and the Detachment.
- DECman is assist in preparing and educating his squadron on the business of the District and Detachment.
- DECman should be visiting their respective squadrons after district and detachment meetings to help keep the squadron current on information within the detachment.
- DECman should have a comprehensive understanding of all the programs of the Sons of The American Legion
- DECman should understand how to complete all annual reporting forms, and registration material to the annual convention.
- DECman should understand how delegate strength is calculated
- DECman should carry an adequate supply of membership applications, handbooks, prayerbooks and administrative manuals.





Sons of The American Legion  
Membership Training and Development Committee  
Would like to thank the following member; and  
Districts for their contributions to this session.

**Gary Shupe, DEC Southern Maryland District**

The Northern Central District  
North Eastern Shore District  
South Eastern Shore District  
Southern Maryland District  
Western Maryland District

Remember this is your Organization your help and  
support makes it the best in the National.

Thank you,  
Bill Sparwasser  
Past National Commander