



## NATIONAL HEADQUARTERS GUIDELINES FOR POST / SQUADRON CANCELLATIONS



For Posts / Squadrons to be considered for cancellation by The American Legion National Executive Committee: Departments must complete the below paperwork for each request to be considered:

- **POST CHARTER CANCELLATION FORM**
- **POST CHARTER CANCELLATION CHECK LIST**
- **“SQUADRON ONLY” CANCELLATION FORM** (*CHECK LIST NOT REQUIRED*)

**Note:** When a Post is cancelled, the SAL Squadron (*if applicable*) will be cancelled as well. A Squadron cannot stand alone and must be attached to a Post.

- The above forms are located in the Department Adjutant’s Administrative Manual, contact information for your department state headquarters office can be found by visiting [www.legion.org/departments](http://www.legion.org/departments). You may also request these forms via email to the National Charter’s Clerk a [ia@legion.org](mailto:ia@legion.org)
- When a Post is cancelled the SAL Squadron (*if applicable*), will be cancelled as well. A Squadron **cannot** stand-alone and must be attached to an active Post.
- Charters will only be considered for cancellation at the NEC meetings, which are held three (3) times a year in the **Spring** (*May*), **National Convention** (*August*) & **Fall** (*October*).
- The Post name and number, once cancelled, cannot be re-used for one calendar year.
- A charter cancellation cut-off date will be emailed to all Departments well in advance of each meeting with a specific date when all cancellation requests must be received to be considered for that specific meeting. *If any cancellation requests are received after the cut-off date it will be held until the next national meeting to be considered.*
- The Posts and Squadrons that are submitted will be given to a National Staff Liaison assigned to your Department for review.
- If the proper forms are not filled out completely and to the satisfaction of the Charter’s Clerk, all forms will be returned to the Department for completion.

**When a Post / Squadron is approved by the NEC for cancellation after each meeting, an email will be sent to each Department with a letter that will list each specific post and squadron cancelled or merged along with a list of any members listed at the time of cancellation.**