

RICHARD H. STEWART, JR AMERICAN LEGION POST 543

MEMBERSHIP PROCESSING POLICY 016

The purpose of this policy is to codify the vetting and approving process for new and transferring membership into Richard H. Stewart Jr. American Legion Post 543. Membership in Post 543 is a privilege and is not to be taken lightly.

- Membership shall be governed per *Department of NC Constitution Article III Membership*.
- Members are expected to fully participate in furthering the mission and ideals of the Post per *NC Post 543 Constitution Article IV Section 2*.
- The Membership Committee shall have charge of all membership matters to include new joins, transfers, reinstatement and eligibility per *NC Post543 ByLaws Article V Committees-Section 2, para 7*.
- The Post shall determine whom it accepts for membership per *2025 Adjutant Officers Guide Section IV-Membership, page 11*.

Requests for membership in Post 543 may be accomplished in two ways: 1) by completing the application online or 2) by completing a paper copy of the application. If the request is for a transfer to Post 543 from another post, the applicant must also submit a Member Data Form (MDF) with their name, member number, and previous post number and state. Each membership application and MDF must be signed by the applicant and accompanied by a copy of the applicant's DD 214. (Active-Duty applicants should provide a copy of their Leave and Earnings Statement (LES) or military pay stub instead of a DD214.)

The required documents (i.e. completed application, MDF, DD214 or LES/pay stub, and dues payment) shall be submitted to the Membership Chair (2nd Vice Commander-Membership) and/or the Membership Committee for review. If the application package is incomplete, the Membership Chair/Committee will notify the applicant that additional information is needed to proceed with the request for membership. If the application package is complete, the applicant's information (i.e. name, branch of service, previous post if transfer, referred by, Honorable Discharge verified, and any other relevant info about applicant) will be presented at the next monthly EXCOM meeting. If the EXCOM rejects the application, the prospective member will be notified in writing, and their check and DD214 will be returned as requested. (If the applicant applied online and paid dues via GiveButter, the Post Finance Director will process reimbursement of the dues payment.) If the EXCOM approves the application, the Membership Chair will process the application via mylegion.org. After processing, a Post 543 membership card will be issued to the new or transferred member.

If the EXCOM meeting is more than 10 days away, the Post Commander will email the prospective member information (cited above) to the EXCOM members, requesting approval. The approval/rejection process will then proceed as defined above.

There are no honorary memberships in Post 543. However, the post does provide complementary memberships for WWII/Korean War veterans, those serving on Active-Duty in the US Military and Coast Guard and other members authorized by the Post Commander. The EXCOM will review and approve complementary memberships annually in July.

RICHARD H. STEWART, JR AMERICAN LEGION POST 543
MEMBERSHIP PROCESSING POLICY 016

Each new member and transfer shall receive the following as part of their welcome package:

1. Commander's welcome Letter
2. Copy of the Preamble and 4 Pillars
3. Post 543 Officer Roster with contact information
4. Post event calendar
5. Listing of all Post programs
6. County VSO Contact information (name & phone)
7. Post Committee Chairs contact information

APPROVAL AND REVIEW DETAILS

Approval and Amendment History	Details
Original Approval Authority	Post 543 Executive Committee (EXCOM)
Original Approval Date	18 May2026
Policy Administrator	2 nd Vice Commander, Membership
Amendment Cycle	Bi-Annual
Amendment Date	
Amendment Date	