



GUIDELINES FOR POST AND SQUADRON CHARTER CANCELLATION OR MERGER REQUESTS MEMORANDUM

1. Required Forms

- Post Charter Cancel/Merge Form & Checklist
- SAL Squadron Charter Cancel Form (squadron only)

2. Important Information

- When a Post is cancelled or merged, the attached SAL Squadron (if applicable) will also be cancelled or merged. Squadrons must remain connected to an active Post and cannot operate independently.
- You can find the current charter-related forms online at the link below for more information:
www.legion.org/information-center/in-the-media/publications/organization-membership-awards
- To locate Department (state) American Legion headquarters offices contact information:
www.legion.org/about/organization/departments

3. Review Schedule

Requests for Post/Squadron charter cancellations or mergers will only be reviewed at the following national meetings:

- **Spring** (May)
- **National Convention** (August)
- **Fall** (October)

4. Procedural Notes

- Once a Post or Squadron name / number are officially cancelled, they cannot be reused for 365 days from the approved cancellation date set by the NEC.
- Cut-off Dates: Before each NEC meeting, a cut-off date will be communicated to departments, specifying when cancellation requests must be submitted to National Headquarters for consideration.
- Late Requests: Any cancellation or merger requests received after the cut-off date will be deferred until the next NEC meeting for review.
- Charter Cancellation Notifications: Following the conclusion of each NEC meeting, National Headquarters will provide departments (states) with the finalized list of approved Post and Squadron charter cancellations/mergers.