



GUIDELINES FOR POST AND SQUADRON CHARTER CANCELLATION OR MERGER REQUESTS MEMORANDUM

Required Forms

- **Post Charter Cancellation and/or Merger Form and Checklist**
- **SAL Squadron Charter Cancellation Form (squadrons only)**

Important Information

When a Post is cancelled or merged, any affiliated SAL Squadron will also be cancelled or merged. Squadrons must remain affiliated with an active Post and may not operate independently.

Current charter-related forms are available online at:

www.legion.org/information-center/in-the-media/publications/organization-membership-awards

(Scroll towards the bottom of the page to the "Charter Forms" section)

Department (state) American Legion headquarters contact information can be found at:

www.legion.org/about/organization/departments

Review Schedule

Requests for Post and/or Squadron charter cancellations or mergers are reviewed only at the following National Executive Committee (NEC) meetings:

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

Procedural Notes

Once a Post or Squadron name and number are officially cancelled, they may not be reused for 365 days from the NEC-approved cancellation date.

Cut-Off Dates: Prior to each NEC meeting, departments will be notified of the submission deadline for cancellation or merger requests to be considered by National Headquarters.

Late Requests: Requests received after the established cut-off date will be deferred to the next scheduled NEC meeting.

Notification of Action: Following each NEC meeting, National Headquarters will provide departments (states) with a finalized list of approved Post and Squadron charter cancellations and mergers.