

THE MILITARY ORDER OF THE LOYAL LEGION OF THE UNITED STATES

National Job Descriptions (March 6, 2000)

COMMANDER-IN-CHIEF

It shall be the duty of the Commander-in-Chief to:

1. Preside at all meetings of the Commandery-in-Chief and of the Board of Officers;
2. Enforce a strict observance of the Constitution and By-Laws;
3. Appoint all Officers and Committees not otherwise provided for;
4. Approve all expenditures by the Treasurer-in-Chief except those for the normal routine expenses of the Commandery-in-Chief consulting with the Executive Committee when appropriate;
5. Perform such other duties as custom and parliamentary usage may require; and
6. Act as a member of all Committees.

SENIOR VICE COMMANDER-IN-CHIEF and JUNIOR VICE COMMANDER-IN-CHIEF

The Vice-Commanders-in-Chief shall, when called upon, assist the Commander-in-Chief and in his absence perform his duties, and shall succeed, in order of rank, to office or offices in the event of a vacancy in any of said offices for any reason whatsoever or in the event of the inability of the incumbent for any reason to perform the duties of said office or offices.

RECORDER-IN-CHIEF

It shall be the duty of the Recorder-in-Chief to:

1. Record the proceedings of the Commandery-in-Chief and of its Board of Officers of the Council;
2. Collect all moneys due the Commandery-in-Chief;
3. Keep the records of the Commandery-in-Chief including the following:

- a. The Constitution and By-Laws of the Order;
 - b. A copy of all official letters;
 - c. A ledger, to contain the accounts of the Commandery-in-Chief with the various Commanderies and the Treasurer-in-Chief;
 - d. The Seal of the Order and use it when appropriate;
 - e. A file containing copies of the approved applications of all persons invested as Companions of the Order. He shall assign National Numbers to these Companions, add them to their approved applications, and notify the Recorders of their Commanderies of these numbers. He shall keep a current roster of all Companions; and
 - f. A book in which shall be recorded the names and rank in the service of all persons who have been declared ineligible for membership in the Order, and also of those Companions who may have been expelled from Commandery, together with the reasons therefore;
4. Have the care and custody of the Insignia, Ribbons, and Rosettes, and shall issue, on proper requisitions, the Certificates, Insignia, Ribbons and Rosettes; and
 5. Act as a member of all Committees.

REGISTRAR-IN-CHIEF

It shall be the duty of the Registrar-in-Chief to pass upon and certify to the qualifications for membership in the applications submitted to him for approval by the Commanderies and return these applications expeditiously before the applicant is admitted to membership, noting his approval on the application and informing the Recorder-in-Chief of the name of the approved applicant. It is desirable that he be familiar with genealogical procedures. In the absence or disability of the Recorder-in-Chief, he shall act in his stead.

TREASURER-IN-CHIEF

It shall be the duty of the Treasurer-in-Chief to receive from the Recorder-in-Chief all moneys belonging to the Commandery-in-Chief, and receipt therefore. He shall give such security as the Commandery-in-Chief may direct. He shall pay all expenditures approved by the Commandery-in-Chief except for the routine expenses of the Commandery-in-Chief which he may pay without authorization. He shall keep accounts of his receipts and expenditures, making statements of them as required. He shall present a report of his transactions to the annual meeting of the Commandery-in-Chief.

He shall pay over and deliver to his successor in office all moneys, books and papers belonging to the Commandery-in-Chief.

CHANCELLOR-IN-CHIEF

The Chancellor-in-Chief shall be Deputy to the Treasurer-in-Chief and, in his absence or disability, shall act in his stead.

CHAPLAIN-IN-CHIEF

It shall be the duty of the Chaplain-in-Chief to open the several meetings of the Commandery-in-Chief with prayer, and perform such other duties as general custom requires of him.

JUDGE-ADVOCATE-IN-CHIEF

The Judge-Advocate-in-Chief shall have supervision over all legal matters pertaining to the Commandery-in-Chief.

SURGEON-IN-CHIEF

The Surgeon-in-Chief shall be a practicing or retired physician. He shall supervise the general health and well being of the Companions of the Order and report to the meetings of the Commandery-in-Chief.

COUNCIL-IN-CHIEF

The Council-in-Chief shall consist of not more than six Companions who shall act as members of the Board of Officers. Any three of the Councilors-in-Chief shall be designated annually by the Commander-in-Chief to form a Committee to audit and adjust the books of the Commandery-in-Chief and report to the annual meeting.

BOARD OF OFFICERS

The Board of Officers shall have general supervision and control over all affairs and property belonging to the Commandery-in-Chief. It shall have power to fill vacancies in any of the offices of the Commandery-in-Chief, until the time of the next election, except in the case of those offices which shall be filled as prescribed in Section 2 of this article. Attendance of five members of the Board of Officers shall constitute a quorum. The Board of Officers shall have general supervision and control over the affairs of the Order between meetings of the Commandery-in-Chief and all property belonging to the Commandery-in-Chief. The following officers, viz:

Commander-in-Chief
Senior Vice Commander-in-Chief
Junior Vice Commander-in-Chief

and three members of the Commandery-in-Chief appointed by the Commander-in-Chief, shall constitute an Executive Committee, a majority of which shall between meetings of the Board of Officers have full power and authority to act on its behalf, provided it complies with all policies adopted by the Commandery-in-Chief.

In addition to the Executive and Auditing Committees, there shall be a Nominating Committee, a Finance and Budget Committee, a Membership Committee, and other Committees which may be considered necessary or advisable from time to time, the members of which shall be appointed by the Commander-in-Chief.

REMOVAL - Any officer who shall neglect or improperly perform the duties incumbent upon him may be removed at any stated meeting by a vote of two-thirds of the members of the Commandery-in-Chief.

EXECUTION OF CONTRACTS - All contracts executed on behalf of the Commandery-in-Chief shall be signed by the Commander-in-Chief or a Vice Commander-in-Chief and the Recorder-in-Chief or the Registrar-in-Chief.

KFS