

Willard E. "Rocky" Glidewell Post 341
The American Legion, Department of Arkansas
Bella Vista, Arkansas

BY - LAWS

ARTICLE I

Section 1. The Post existing under these By-Laws is to be known as Willard E. "Rocky" Glidewell Post 341, The American Legion, Department of Arkansas.

Section 2. The objectives of this Post are as set forth in the Constitution.

ARTICLE II

MANAGEMENT

Section 1, The government, and management of the Post is entrusted to an Executive Committee of 13 members, to be known as the "Executive Committee."

Section 2. The Executive Committee shall consist of 3 members in addition to the officers of the Post and together shall be elected annually at the May meeting and take office at the meeting next following that of the election. All elections of officers and executive committeemen shall be by ballot and the candidate or candidates receiving a majority of votes shall be elected to the respective office for which they are candidates. If elected to more than one office a member must choose immediately in which office to serve.

Section 3. All vacancies existing in the Executive Committee, or in any office of the Post from any cause other than the expiration of the term, shall be filled by a majority vote of the remaining members of the committee, and a person so appointed shall hold office for the unexpired term of the member of the committee or officer who succeeded. A vacancy shall exist when an officer is absent from The Post for three or more consecutive unexcused absences or takes such actions that undermines the Executive Committee chain of command and team efforts.

ARTICLE III

POST EXECUTIVE COMMITTEE

Section 1. The Post Executive Committee shall meet for organization and such other business as may come before it at the call of the Post commander within 10 days after the



installation of the new officers. Thereafter the Post Executive Committee shall meet at the call of the commander at least every month and as often as the commander may deem necessary. The commander shall call a meeting of the Post Executive Committee upon the joint written request of three or more members of said Post Executive Committee, 7 members of the committee shall constitute a quorum thereof.

Section 2. The Post Executive Committee shall hire such employees as may be necessary; shall authorize and approve all expenditures over and above the commanders authority or such amounts not previously approved in the post budget; shall hear the reports of Post committee chairs; and generally shall have charge of and responsible for the management of the affairs of this Post.

Section 3 The Executive Committee shall elect three members of the Committee, at least one month prior to the annual elections. The purpose of this committee shall be to present a full list of qualified candidates for consideration before the Membership on election day. This does not preclude the membership from nominating candidates of their choice for each office.

Section 4. The Commander shall have an authorization limit of \$500.00 on expenditures without The Executive Committee approval.

ARTICLE IV

DUTIES OF OFFICERS

Section 1. Duties of Post Commander. It shall be the duty of the Post commander to preside at all meetings of the Post and to have general supervision over the business and affairs of the Post, and such officer shall be the chief executive officer of the Post. The commander shall approve all orders directing the disbursement of funds and shall make an annual report covering the business of the Post for the year, and recommendations for the ensuing year, which shall be read at the annual meeting and a copy thereof immediately forwarded to the Department adjutant. The commander shall perform such other duties as directed by the Post.

Section 2. Duties of the First Vice-commander. The first vice-commander shall assume and discharge the duties of the office of commander in the absence or disability of, or when called upon by the Post commander. Membership is the primary concern of the first vice commander. More specific duties are defined in section one of the officer's guide.

Section 3. Duties of the Second Vice Commander. The second vice commander is responsible for building an "I like my post because..." atmosphere in which Legionaries have fun while doing the work of the Legion. More specific duties are defined in section one of the officer's guide.

Section 4. Duties of Post Adjutant. The adjutant shall have charge of and keep a full and correct record of all proceedings of all meetings, keep such records as the Department and National Organizations may require, render reports of membership annually or when called upon at a meeting, and under direction of the commander handle all correspondence of the Post.

Section 5. Duties of the Finance Officer. The finance officer of the Post shall have charge of all finances and see that they are safely deposited in some local bank or banks and shall report once a month to the Executive Committee the condition of the finances of the Post, with such recommendations as may deem expedient or necessary for raising funds with which to carry on the activities of the Post. The finance officer or appointed assistant shall sign all checks disbursing the monies of the Post.

Section 6. Duties of Post Historian. The Post historian shall be charged with the individual records and incidents of the Post and Post members and shall perform such other duties as may properly pertain to the office as may be determined by the Post or the Executive Committee.

Section 7. Duties of Post Chaplain. The Post chaplain shall be charged with the spiritual welfare on the Post comrades and will offer divine but nonsectarian service in the event of dedications, funerals, public functions, etc., adhere to such ceremonial rituals as are recommended by the National or Department headquarters from time to time.

Section 8. Duties of Sergeant-at-Arms. The sergeant-at-arms shall preserve order at meetings and shall perform such other duties as may be from time to time assigned by the Post Executive Committee.

Section 9. Duties of the Judge Advocate. The judge advocate shall provide professional advice in the conduct of post business or procure proper counsel. The judge advocate is the guardian of the constitutional form of Post government.

Section 10. Duties of the Post Service Officer. The Post service officer is responsible for bringing to the attention of all veterans and their dependents the rights and benefits granted them by law; Laws which the American Legion helped craft. More specific details are provided in section one of the officers' guide.

ARTICLE V DELEGATES

Section 1. Delegates and alternates to a Department convention shall be elected by ballot by the Post at a regular meeting of the Post to be held at least 20 days prior to the day of such convention. A delegate candidate to be eligible must have attended at least 50% of all members meeting for the previous year

ARTICLE VI

APPOINTMENTS

Section 1. The Post commander, immediately upon taking office each year, shall appoint the following standing committees: Americanism, Ceremonials, Children and Youth, Economic, Finance, Foreign Relations, Graves Registration and Memorial, House, and Entertainment, Legislative, Membership, Public Relations, Veterans Affairs and Rehabilitation, National Security, Sons of The American Legion and Visiting or VAVS. Such standing committees shall consist of such members, and the chair thereof, as shall be designated by the Post commander.

Section 2. Americanism Committee. The Americanism Committee shall be charged with the inspiration of patriotism and good citizenship by arrangements for proper observance of patriotic occasions; encouragement of patriotic and civic phases of instruction in schools; Americanization of aliens; combating anti-American propaganda by education of the general public in American ideals through public forums, etc., and activities for community and civic betterment.

Section 3. Children and Youth Committee. Shall be charged with aid and service to children of veterans, cooperating with other established agencies in the community, laboring for the betterment of child conditions and in coordinating services and agencies in the community for the above purposes. To act as intermediary for the needy child of a veteran in obtaining the fulfillment of the Legion's pledge that "no child of a war veteran shall be in need of the necessities of life" and "a square deal for every child."

Section 4. Finance Committee. The Finance Committee shall be charged with the administration of the financial policy, preparation of budget recommendations and supervision of receiving, disbursing, and accounting of all Post funds.

Section 5. House Committee. This committee supervises the operation of the post's

physical facilities, such as a clubroom, American Legion center, meeting room, etc. Responsibilities include administration, equipment, and the hiring and direction of employees, as authorized by the post executive committee and general rules applicable to the conduct of members while on the post's premises. The Post is a member only facility. Guest are welcome if sponsored by a current member of the post. The sponsor will be responsible for all monetary expenses incurred by the guest as well as their behavior. Payment of monetary expenses will be made by the sponsor.

Section 6. Legislative Committee. The Legislative Committee needs to have knowledge of what is going on in Congress-what we favor or oppose and should be ready to initiate action in support of our position when requested by the national or Department organization.

Section 7. Membership Committee. The Membership Committee shall have charge of all matters pertaining to the membership of the Post, including the procuring of new members, reinstatements, and eligibility of members. This committee shall review all applications for membership and provide recommendations to the membership toward acceptance.

Section 8. Public Relations Committee. The Public Relations Committee shall be charged with the promotion of public support of the Legion's programs by the establishment of proper contact with The American Legion Magazine, Department, and national Legion news service and by local publicity of Post programs and activities.

Section 9. Sons of The American Legion Committee. This committee shall have supervision over the operations of the Post's squadron of the Sons of The American Legion.

ARTICLE VII

RESOLUTIONS

Section 1. All resolutions of state or national scope presented to this Post by a member or reported to this Post by a committee shall merely embody the opinion of this Post on the subject and copy of same shall be forwarded to the Department headquarters for approval before any publicity is given or action other than mere passage by the Post is taken.

ARTICLE VIII

MEETINGS

Section 1. The regular meeting of the Post shall be held on the second Monday of each month, at which may be transacted such business as may properly be brought up for action; such meetings may be converted into entertainment meetings; as may be deemed advisable by the officers of the Post.

Section 2. The Post commander or a majority of the Executive Committee shall have power to call a special meeting of the Post at any time.

Section 3. Upon the written request of 20 members, the Executive Committee shall call a special meeting of the Post.

Section 4. 15 members shall constitute a quorum.

ARTICLE IX

NOTICES

Section 1. Every member shall furnish the Post adjutant with an address for mailing.

Section 2. The Post adjutant shall cause notice of the annual election to be given at least two weeks prior thereto.

ARTICLE X

RULES OF ORDER

Section 1. All proceedings of this Post shall be conducted under and pursuant to Roberts' Rules of Order, except as herein otherwise provided.

ARTICLE XI

LIMITATIONS OF LIABILITIES

Section 1. The Post shall incur, or cause to be incurred, no liability nor obligation whatever which shall subject to liability any other Post, subdivision, members of The American Legion, or other individuals, corporations, or organizations.

Section 2. No expenditure should be incurred by any member without the expressed written consent of the Post Commander

ARTICLE XII

AMMENDMENTS

Section 1. These By-Laws may be amended at any regular Post meeting by a vote of two-thirds of the members of said Post attending such regular meeting; Provided that the proposed amendment shall have been submitted in writing and read at the next preceding meeting of said

Post; and, provided, further, that written or electronic notice shall have been given to all members at least 14 days in advance of the date when such amendment is to be voted upon, notifying said members that at such meeting a proposal to amend the By-Laws is to be voted upon.

These By-Laws were approved by the Post membership at the regular meeting of the Post held on _____-MM/DD/YYYY

_____Post Adjutant