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POST #104
Rough Draft
BY-LAW CHANGES
December 19, 2018 W-Line #'s

With changes made by Marland & Tom

23 **BY-LAWS**
24 **of**
25 **Nelsan-Horton American Legion Post #104 Litchfield Minnesota**

26
27 **ARTICLE I**

28
29 **Section 1.** The American Legion Post existing under these by-laws is known as
30 Nelsan-Horton Post No. 104, The American Legion, Department of Minnesota.

31
32 **Section 2.** The objectives of this Post are set forth in the Post Constitution.

33
34 **Section 3.** Should this Post organize or operate as a corporation, it shall be under the
35 laws of the State of Minnesota.

36
37 **ARTICLE II - MANAGEMENT**

38
39 **Section 1. The government and management of the Post is**
40 **entrusted to a committee of eleven (11) members, to be**
41 **known as the "Executive Committee".**

42
43 **Section 1.1** The Executive Committee is charged with insuring compliance with any
44 and all applicable laws and is authorized to take any actions required to remain in
45 good standing under any law applicable to the Post's form of organization.

46
47 **Section 1.2** The **minutes** of the Executive Committee shall be read or provided in
48 written form at the next regular monthly Post membership meeting. The membership
49 may, by line item, approve or disapprove **pending** action taken by the Executive
50 Committee. Such approval or disapproval shall be by a simple majority vote of the
51 members present.

52
53 **Section 2.** The Executive Committee is comprised of the Post Commander, First Vice
54 Commander, Second Vice Commander, Post Adjutant, Finance Officer, Post Service
55 Officer, Post Historian, Post Chaplain, Sergeant-at-Arms, Post Committee person and
56 the Immediate Past Commander.

57
58 **Section 2.1** Post Executive Committee Officers shall not be employees of the Post.

59
60
61 **Section 3.** All vacancies existing in the Executive Committee, or in any office of the
62 Post, for any cause other than the expiration of term shall be filled by Post
63 Commander appointment, subject to Executive Committee approval, by simple
64 majority vote of the remaining members of the Committee. A person so appointed

65 shall hold office, for the remainder of the term to which appointed. The Executive
66 Committee may declare a vacancy to exist when a member or officer is absent from
67 his office for a continuous period considered by the Executive Committee to be
68 detrimental to the interest of the Post.

69
70 **Section 4.** The Executive Committee elect shall meet, for organization and such other
71 business as may come before it, at the call of the Post Commander. **Thereafter,**
72 **the Executive Committee shall meet at the call of the**
73 **Commander, at some time prior to the Post meeting as often**
74 **as the Commander deems necessary.** The Commander shall also call a
75 special meeting, of the Executive Committee, upon the joint written request of three
76 or more members of the Executive Committee; five (5) members of the Committee
77 shall constitute a quorum. *Executive Committee meetings may be held with an*
78 *annual agreed to format electronically or by phone conference call provided proper*
79 *notice is given to all members prior to the meetings and that all members have*
80 *proper access to the internet or phone when used..*

81
82 **Section 5.** Officers are to be elected for a term of one (1) year (except as otherwise
83 provided here in). Officer elections are to be held annually at the May regular Post
84 meeting. Election shall be by ballot, with the candidate receiving the highest number
85 of votes elected to the office sought. Officers-elect will assume their duties following
86 installation at the June Post meeting.

87
88 **Section 5.1** The Post Adjutant shall be appointed by the Post Commander, said
89 appointment to be ratified by a simple majority vote of the Executive Committee.
90 The Post Adjutant shall be a voting member of the Executive Committee and
91 afforded all rights and privileges of any elected Officer and shall be subject to all
92 responsibilities and liabilities of any elected officer.

93
94 **Section 5.2** The Post Judge Advocate shall be appointed by the Post Commander,
95 said appointment to be ratified by a simple majority vote of the Executive Committee.
96 The Post Judge Advocate shall not be a member of the Executive Committee.

97
98 **Section 5.3 (Deleted May 2014)**

99
100 **ARTICLE III**

101 **DUTIES & AUTHORITY OF THE EXECUTIVE COMMITTEE**

102
103 **Section 1.** The Executive Committee shall have charge of the government and
104 management of the Post and shall direct and control such subcommittees as may be
105 appointed or elected. When committee chairpersons, appointed in accordance with

106 these by-laws, attends an Executive Committee meeting to report, those chairpersons
107 shall be afforded all parliamentary rights and privileges during debate or discussion
108 of questions relative to the committee they chair.

109
110 **Section 1.1** The Executive Committee shall inform the Post Membership of any and
111 all qualified applicants for membership at the next Post Membership meeting. Post
112 membership shall be granted by a majority vote of the membership present.

113
114 **Section 1.2** The Executive Committee may recommend, through it's minutes,
115 expulsion or suspension of any member of the Post, by a vote or not less than eight
116 (8) of its' members, for any material violation of the Constitution, rules or by-laws of
117 Nelsan-Horton Post #104 of the American Legion.

118
119 **Section 2.** The Executive Committee shall prescribe rules for the use of the Post
120 headquarters and other buildings or premises used by the Post and may modify,
121 amend, or revoke such rules as may be deemed necessary. The Executive Committee
122 shall prescribe procedures and policies for administration of Post #104 Programs and
123 projects. These procedures and policies shall not conflict with any part of the Post
124 Constitution or these Post By-Laws furthermore these procedures and policies shall
125 be approved, each year, by majority vote at the June Post Membership meeting.

126
127 **Section 3.** The Commander and the Vice-Commanders of the Post shall be the Chair
128 respectively of the Executive Committee; the Adjutant shall be the secretary thereof.

129
130 **Section 4.** The Executive Committee shall approve the hiring and discharge of such
131 employees as may be necessary.

132
133 **Section 5.** The Executive Committee shall direct an annual audit of all Post financial
134 records **at the first meeting of the fiscal year. At the direction of the Executive**
135 **Committee the committee chairs of committees with reports, pertinent to the annual**
136 **audit, must submit those reports by August 31st.** Cost of all audits shall be borne by
137 the Post. Following completion of such audit, a report is to be made at the next
138 regular business meeting of the Post. The Executive Committee may request that the
139 Post Commander appoint a four non-office holding member, Post Financial Audit
140 Committee which can conduct an audit of all Post financial records at the direction of
141 the Executive Committee.

142
143 **Section 6. - Dissolution Clause – In the event the Post is to be dissolved, any assets**
144 **remaining following the payment of debts and satisfaction of all liabilities shall be**
145 **turned over to the Department of Minnesota American Legion Office. This**
146 **evolution shall be under the direction of the Post Executive Committee by and at**

147 *the direction of Post membership approval, said approval shall be by simple*
148 *majority vote of members present at a properly noticed Post meeting.*

149
150 **Article III Section 6 added as amendment 1, March 26, 2018**

151
152 **ARTICLE IV -OFFICERS**

153
154 **Section 1. Duties of the Commander:**

155 It shall be the duty of the Post Commander to preside at all meetings of the Post and
156 report to the Post on the activities of the Executive Committee. He shall have the
157 general supervision over the business and affairs of the Post and such officer shall be
158 the Chief Executive Officer of the Post. After election and before taking office, he
159 shall appoint an Adjutant to serve the post. The Commander shall present to the
160 Executive Committee his committee appointments for Executive Committee
161 approval, such approval to be a simple majority vote.

162
163 **Section 2. Duties of the Vice Commanders:**

164 There shall be a First Vice Commander and a Second Vice Commander. The Vice
165 Commanders, in order of rank, shall assume and discharge the duties of the Office of
166 the Commander in the absence or disability of the Commander, or when called upon
167 by the Commander. They shall perform such other duties as directed by the Post
168 Commander.

169
170 **Section 2.1 The First Vice Commander:** Shall be charged with the Internal Affairs
171 of the Post and as such, be the Chairperson of the membership committee.

172
173 **Section 2.2 The Second Vice Commander:** shall be charged with the External
174 Activities of the Post and among other duties, shall serve as the Chair of the House/
175 Lounge Committee.

176
177 **Section 3. Duties of the Post Adjutant:**

178 The Adjutant shall have charge of, and keep, a full and correct record of all
179 proceedings of all meetings. The Adjutant shall keep such records as the Department
180 and National organizations may require, render reports of membership annually, or
181 more often when needed, and under the direction of the Commander handle all
182 correspondence of the Post. He/she shall serve as a member of the Gambling
183 Committee.

184
185 **Section 4. Duties of the Finance Officer:**

186 The Finance Officer of the Post, under the direction of the Executive Committee,
187 shall:

188 A. Oversee all finances and see that they are safely deposited in a local

- 189 bank or banks
190 B. Report once a month to the Executive Committee the condition of the Post
191 finances.
192 C. Sign all checks disbursing the monies of the Post other than those
193 specifically designated by the Executive Committee for special activities.
194 D. Furnish such surety bonds in such sums as shall be fixed by the Post
195 Executive Committee.
196 E. Serve as the Chairman of the Administration, Finance and Budget
197 Committee.
198

199 **Section 5. Duties of the Post Service Officer:**

200 The Post Service Officer shall:

- 201 A. Chair the **Rehabilitation/Legislation/National Defense Committee.**
202 B. Have knowledge regarding the availability of medical assist equipment.
203 C. Be in charge or assist in **hospital visitations.**
204 D. Be knowledgeable regarding the availability of benefits and services for
205 veterans and their dependents.
206 E. Represent Post#104 at the Meeker County Veterans Council.
207

208 **Section 6. Duties of the Post Historian:**

209 The Post Historian shall:

- 210 A. Be charged with individual records and incidents of the Post and members.
211 ~~B. Be in charge of—Chair the Post #104 Publicity and Public Relations.-~~
212 C. Perform such other duties that may properly pertain to the office, as may be
213 determined by the Post Commander and/or the Executive Committee.
214

215 **Section 7. Duties of the Post Chaplain:**

216 The Post Chaplain shall:

- 217 A. Be charged with the spiritual welfare of the Post members and offer divine,
218 but non-sectarian service, at the post meetings, dedications, funerals, public
219 functions and ceremonies.
220 B. Be knowledgeable of such rituals as are recommended by the National or
221 Department Headquarters.
222 ~~C. Serve as chairman of the Community Concern Committee. and serve on the~~
223 ~~Gambling Committee.~~
224

225 **Section 8. Duties of the Sergeant-at-Arms:**

226 The Sergeant-At-Arms shall:

- 227 A. Preserve order of the Post at all meetings.
228 B. Perform such duties as assigned by the Post Executive Committee.
229 C. Chair-the Ritual and Ceremonial Committee
230

231 **Section 9. Duties of the Chair of the Post Activities (Ways & Means) Committee:**

232 The **Post Activities** ~~Ways and Means~~ Committee Chairman shall:

- 233 A. Shall perform such duties as may be assigned by the Commander or
234 Executive Committee related to fund raising, post activities and special
235 events.

236
237 **Section 10. Duties of the Immediate Past Commander:**

238 The Immediate Past Commander shall:

- 239 A. Chair the Post Nominating Committee.
240 B. Serve as a member of the Executive Committee and the House Committee.
241 C. Perform those duties befitting a Past Commander, as requested by the
242 Commander and Executive Committee

243
244 **Section 11. Duties of the Post Judge Advocate:**

245 The Post Judge Advocate shall:

- 246 A. Supply professional legal advice to Post, or if not a licensed attorney-at-law,
247 contract with appropriate outside legal counsel when required and
248 authorized by the Executive Committee, to insure the proper conduct of
249 Post business.
250 B. Be the guardian of the constitutional form of Post government and serve in
251 such other capacity as required by the Post, Department, or National
252 Committee.

253
254 **ARTICLE V - DELEGATES**

255
256 **Section 1.** Delegates and alternates to the District, Department and National
257 Conventions and Conferences shall be approved by the Post membership at the April
258 Post Meeting. Priority shall be given to Post Commander followed by current Post
259 Officers.

260
261 **ARTICLE VI - APPOINTMENTS**

262
263 **Section 1.** The newly elected Post Commander in conjunction with First Vice
264 Commander and Second Vice Commander, within ~~ten (10)~~ (30) days following
265 elections, shall appoint the standing committee chairpersons as listed in this Article
266 and such other committees and chairpersons as may be necessary, subject to the
267 approval of the Membership, by a simple majority vote.

- 268
269
270 A. **The Commander shall be a ex officio voting member of all Post #104**
271 **committees when present. The 1st Vice Commander shall be an ex**
272 **officio voting member of all Internal Post #104 committees when**

273 present. The 2nd Vice Commander shall be an ex officio voting member
274 of all External Post #104 committees when present.

- 275 B. All assigned Standing Committee chairperson's listed in the following
276 By-laws may be reassigned upon agreement and Executive Board
277 approval in order to make better use of individual skills and interest for
278 the betterment of the Post.

279
280 **Section 2. Administrative, FINANCE & BUDGET COMMITTEE -Internal**

281 The Finance & Budget Committee shall:

- 282 A. Consist of five (5) members, two of which shall be the Post Finance Officer
283 and Gambling Manager. The Post Commander shall appoint three (3)
284 additional committeemen subject to the approval of the Executive
285 Committee by simple majority vote. The Post Finance Officer will be the
286 chairperson of the Committee and shall report to the Executive
287 Committee as necessary.
- 288
- 289 B. Prepare and present a budget for the Post at the ~~February~~ ~~September~~
290 meeting of the Executive Committee. Said budget shall be presented to the
291 Membership for approval at the ~~April~~ ~~October~~ Post Membership meeting
292 and go in to effect on ~~July 1st~~ ~~January 1st~~ of the Post fiscal year.
- 293
- 294 C. Handle all insurance for the Post. Shall see that all necessary property
295 deeds and legal matters concerning the Post are in order. They shall be
296 placed in a secure location or institution such as a bank safety deposit
297 box.
- 298
- 299 D. Any proposal in excess of the approved annual budget shall be submitted to
300 the Executive Committee with justification, by the requesting committee
301 chair. The Executive Committee shall approve or disapprove request, by
302 simple majority vote of members present. In an emergency the Post
303 Commander shall take action required to resolve issues and report actions
304 and results to the Executive Committee as soon as possible.
- 305
- 306 E. Committee shall make recommendations for investing available funds of
307 the Post. As well as monitor investments and follow their performance and
308 report to Executive Board and membership as necessary and requested.
- 309 F. The committee shall monitor and keep current Post #104 Executive Board
310 adopted policies and operating procedures.
- 311 G. The Administrative Committee on the recommendation of the Commander
312 shall hire Post support staff (ie; Administrative Secretary) setting wages,
313 hours of works etc. and thus following Employee employment policies.
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Section 3. House/Lounge Committee *External*

The House/Lounge Committee shall consist of the current Second Vice Commander serving as committee chairperson the Post Finance Officer, the Post Adjutant, and four (4) additional committee persons. The Post Commander shall appoint Two (2) committee persons each year subject to the approval of the Executive Committee by simple majority vote. Appointed committee persons shall serve a two (2) year term. The terms shall be staggered, and no House Committee appointee shall serve more than two (2) consecutive terms.

Section 3.1 The House/Lounge Committee shall be responsible for all matters pertaining to the normal care, maintenance and insurance of the Post Quarters and routine club room operations. The House Committee shall meet prior to the Executive Committee meeting and report meeting proceedings to the Executive Committee at the next monthly Executive Committee meeting, in the form of meeting minutes. The House/Lounge Committee shall submit to the Executive Committee for their approval.

- A. All Expenditures exceeding routine operating expenses.
- B. The hiring or discharge of the club employees.
- C. Recommendations for changes to current House Committee policies and procedures.
- D. *Shall develop and maintain House policies and provide copies for all House committee members and Executive Board.*

Section 4. MEMBERSHIP-Internal

- A. The First Vice Commander shall be the Membership Chairperson.
- B. The Chairperson shall be in charge of all matters pertaining to the membership of the Post including the procuring of new members, reinstatements of members and eligibility of members.
- C. *The Committee shall investigate new members to determine eligiblility,*
- D. The Chairperson shall be responsible for membership Activities such as the membership dinner, *promotion of the Post, meeting-meals* etc.
- E. Upon request of the Chairperson, the Post Commander shall appoint additional personnel as required to assist the Chairperson.

Section 5: AMERICANISM / Children & Youth - *External*

- A. The Post Commander shall appoint the Americanism Chairperson.
- B. The Chairperson shall work to inspire patriotism and good citizenship through patriotic observances, patriotic and civil instruction in schools.
- C. The Chairperson shall support Americanization of aliens and keep informed on anti-American propaganda.

- 356 D. The Chairperson shall support youth activities such as Boys State, Boy
357 Scouts, Oratorical Contest, School awards, Flag etiquette and other similar
358 community services.
- 359 E. The Chairperson shall work to insure that any child of a veteran will receive
360 the service and aid needed.
- 361 F. The Chairperson shall work to organize the Legion's strength in the
362 community in the interest of children in general and to assist the community
363 to reduce juvenile delinquency and to live up to the Legion saying of "A
364 square deal for every child".
- 365 G. The Americanism Chairperson shall report to the Executive Committee and
366 Post membership monthly.
- 367 H. When needed or upon request of the Chairperson, the Post Commander
368 shall appoint personnel as required to assist the Chairperson in task
369 performance.
- 370

371 **Section 6. REHABILITATION \ LEGISLATION \ NATIONAL DEFENSE/**Internal

372 A. The REHABILITATION \ LEGISLATION \ NATIONAL DEFENSE
373 chairperson shall be the Post Service Officer and shall report to the
374 Executive committee monthly.

375

376 B. The Post Service Officer shall assist Veterans in all matters pertaining to
377 service to comrades in the prosecution of all just claims against the United
378 States or any states government, in matters of employment and relief. The
379 Chairperson shall represent Post #104 as a member of the Meeker County
380 Veterans Council. The Commander with Executive Board approval shall
381 appoint an alternate committee member to also serve on the Meeker County
382 Veterans Council.

383

384 C. The Post Service Officer needs to have knowledge of what Legislation is
385 currently being considered in the U.S. Congress and State Legislature and
386 what the desires and needs be of the Post. The Chairperson shall be ready to
387 initiate action in support of Post 104' s position when requested by National,
388 Department and Post organizations.

389

390 D. The Chairperson shall be concerned with National Defense and other related
391 issues.

392 E. When needed or upon request of the Rehabilitation \ Legislation \ National
393 Defense Chairperson the Post Commander shall appoint personnel as
394 required to assist the Chair in task performance.

395

396 **Sections 7: RITUAL & CEREMONIAL COMMITTEE /** External

- 397 The Post Sergeant at Arms shall be the Chairperson of Ritual and Ceremony
398 and shall be charged with:
- 399 A. The proper presentation of rituals and ceremonies outlined in the Manual of
400 Ceremonies and will conduct the introduction and initiation of new
401 members.
 - 402 B. The education and enforcement of the proper wearing of the Legion regalia.
 - 403 C. The Burial Rituals of Comrades and parades when necessary.
 - 404 D. The organization and instruction of Honor and Color Guards in proper
405 Uniform, ceremony and ritual when necessary.
 - 406 E. The proper care of cemeteries and the honoring of Veterans Memorials.
 - 407 F. When needed or upon request of the Post Sergeant at Arms the Post
408 Commander shall appoint personnel as required to assist the Chair in task
409 performance.

410

411

412 **Section 8: PUBLICITY / Internal**

413 The Post Historian shall be Chairperson of Publicity and Public Relations and
414 shall be charged with:

- 415 A. The promotion of public support of the Legion's programs by the
416 establishment of proper contact with all the news media.
417 (News releases, etc.)
- 418 B. Publishing a bimonthly newsletter, (six times a year) to be sent to all Post
419 #104 members and interested parties.
- 420 C. When needed or upon request of the Post Historian the Post Commander
421 shall appoint personnel as required to assist the Chair in task performance.

422

423 **Section 9. ATHLETIC COMMITTEE / External**

424 The Commander shall appoint the Athletic Chairperson. The Athletic
425 Chairperson shall be charged with:

- 426 A. The promotion of physical development and sporting activity by the Post
427 and Community.
- 428 B. The support of athletic teams, recreation programs of the community and
429 the Post.
- 430 C. The organization and support of the Post # 104 American Legion Baseball
431 Team and all Post #104 sponsored athletic activities.
- 432 D. The submission of a budget to the Post & Gambling Committee even
433 though all expenditures must be line item approved by membership in a
434 responsible manner.
- 435 E. When needed or upon request of the Chairperson the Post Commander
436 shall appoint personnel as required to assist the Chair in task performance.

437

438 **Section 10. NOMINATING / Internal**

- 439 A. The Post #104 Immediate Past Commander shall be **the** chairperson of the
440 Nominating Committee. The committee chairperson shall recruit additional
441 members as needed to assist.
- 442 B. The Nominating Committee shall nominate a slate of candidates for the
443 various offices of the Executive Board. The committee shall contact all
444 prospective candidates to solicit a commitment from each to serve if
445 elected.
- 446 C. The list of candidates nominated by the committee shall be read at the
447 regular meeting preceding the annual election, when nominations for the
448 election of officers is opened. Nominations of additional candidates from
449 the floor will be excepted each time nominations are open.
- 450 D. The committee shall submit to the post annually a list of candidates to
451 represent Post #104 as Delegates and Alternates at all District, Department
452 and National events. Priority will be Post Officers.

453

454 **Section 11. COMMUNITY CONCERN COMMITTEE / External**

- 455 A. The Post Chaplain shall be chairperson of the Community Concern
456 Committee.
- 457 B. This Committee will be charged with the responsibility of assisting the
458 community in its activities.
- 459 C. Activities such as Memorial Day, Watercade, Antique Car Rally etc
460 anything of a community nature.
- 461 D. This Committee shall be charged with the upkeep of the Legion Memorial
462 Park making recommendations for its improvement.
- 463 E. When needed or upon request of the Chairperson the Post Commander
464 shall appoint personnel as required to assist the Chair in task performance.

465

466 **Section 12. POST ACTIVITIES COMMITTEE (Ways & Means) - Internal**

- 467 A. The Chairperson of this committee shall be elected by Post #104
468 membership.
- 469 ~~B. The Committee shall oversee all Post fundraisers, **such as smelt fries and**~~
470 ~~**bingo.**~~
- 471 C. When needed or upon request of the Chairperson the Post Commander shall
472 appoint personnel as required to assist the Chair in task performance.

473

474 **Section 13. BY-LAWS & CONSTITUTION / Internal**

- 475 A. The Post Adjutant shall be the Chairperson of the By-Laws and Constitution
476 Committee. The Post Commander shall appoint ~~one (1)~~ **up to four (4)**
477 additional members to assist the Post Adjutant. The Committee shall meet
478 annually or more often if needed to review the By-Laws and Constitution of
479 the Post. They shall make recommendations to the Post concerning the By-
480 Laws and Constitution.

481 B. These recommendations should be made before the April Post Meeting.

482
483 **Section 14. GAMBLING COMMITTEE- Internal**

484 A. The Gambling Committee shall be chaired by the Commander and consist
485 of five (5) members. The Post Commander, Gambling Manager, Finance
486 Officer *1st Vice Commander, Adjutant Chaplain*, and two (2) elected at
487 large members. The Gambling manager shall be *hired and appointed* by the
488 Post Commander subject to the approval of the Executive Committee by
489 simple majority vote.

490 B. The Committee shall meet monthly prior to the Executive Committee
491 meeting or more often if deemed necessary by the Post Commander The
492 Committee is charged with the operation of all gambling activities of the
493 Post. They shall inform themselves and keep the Executive Committee and
494 Post membership informed of past and future gambling activities.

495 C. The Committee shall submit their recommendations for donations and other
496 expenditures at the monthly Post #104 Membership meeting.

497 D. All items paid with gambling funds must be line item approved for payment
498 by Post # 104 Membership, even if the item was included as part of an
499 existing committee budget.

500 *E. The committee shall develop and maintain Gambling Committee policies*
501 *and provide copies to the Executive Committee for annual approval.*

502 *F. The committee shall recommend the hiring of the Gambling Manager and*
503 *Assistants, set wages and conduct reviews annually.*

504
505
506 **Section 15. GENERAL**

507 A. All standing and appointed committees shall report to the Executive
508 Committee.

509 B. All committees shall keep a written record of action taken by the
510 committee, these records shall be the property of the Post.

511 C. *All committees shall submit meeting & all reports to the Adjutant.* The
512 Adjutant shall oversee all committee records *and assure they are filed in the*
513 *office.*

514 D. The Commander shall be an ex-officio member of all committees.

515 E. All committee meeting dates shall be posted on the Post Bulletin Board and
516 whenever possible in the Post news-letter All committee meeting shall be
517 open to all Post #104 members.

518
519 **ARTICLE VII - RESOLUTIONS**

520 **Section 1.**

521 A. The resolutions of District, Department and National scope presented to this
522 Post by a member or reported to this Post by a Committee shall merely

523 embody the opinion of this post on the subject. A copy of same shall be
524 forwarded to the District Convention for approval before any publicity is
525 given or action other than mere passage by the Post is taken.
526

527 **ARTICLE VIII - DUES**

528 **Section 1.**

- 529 A. Dues increases shall be recommended by the Finance & Budget Committee,
530 and established by a simple majority vote of the membership present at the
531 meeting for which proper notice of a vote for dues increase is given.
532 B. Notification of a request of increase in dues must be given to the
533 membership in the Newsletter at least thirty (30) days prior to a vote of an
534 increase in dues.
535

536 **ARTICLE IX - MEETINGS**

537 **Section 1.**

- 538 A. The Regular meeting of the Post membership shall be held at the Post Home
539 on the last Monday of each month, at which time business may be
540 transacted.
541 B. Regular meeting dates may be changed by Post action due to conflicts with
542 holidays and community events.
543 C. The Post Commander or a majority of the Executive Committee shall have
544 the authority to call a special meeting of the Post at any time.
545 D. Upon written request of ~~15~~ **½ half of Executive Board** members, the
546 Executive Committee shall call a special meeting of the Post.
547 E. The membership shall be notified by news-letter or postcard mailing prior
548 to all special Post meetings.
549 F. Nine (9) members shall constitute a quorum for a Post meeting.
550 G. The Post Commander shall appoint a parliamentarian for regular meetings.
551

552 **ARTICLE X - NOTICES**

553 **Section 1.**

- 554 A. Every member shall furnish the Post Adjutant with his or her address for
555 notice purposes.
556 B. The Post Adjutant shall cause notice of the annual election to be given at
557 least two weeks prior thereof. (Newsletter, etc)
558

559 **ARTICLE XI - RULES OF ORDER**

560 **Section 1.**

- 561 A. All proceeding of this Post shall be conducted under and pursuant to
562 Roberts Rules of Order, except as herein otherwise provided.
563

564 **ARTICLE XII - AMENDMENTS**

565 **Section 1.**

566 A. Amendments to these by - laws must be submitted in writing and presented
567 at the next regular Post Meeting.

568 B. Notice of any purposed amendment shall be given to all members at least
569 five (5) days in advance of the date when such amendment is to be voted
570 upon. Notification shall be by publishing notice in a Post Newsletter or by
571 notifying all members in a special mailing.

572 C. A two-thirds majority vote of the members present at the regular or special
573 Post Meeting designated for the amendment vote is required for passage of
574 the purposed amendments.

575

576 **Proposed** Amended, this date: **November 07, 2018**

577

578

579 Certified: _____.

580 Post Adjutant Marland Meyer

581

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583 _____.

584 Post Commander Mark Schumann

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