

CONSTITUTION
AND
BY-LAWS
OF
ST. MARYS POST 323
THE AMERICAN LEGION

PREAMBLE

For God and Country, we associate ourselves together for the following purposes:

To uphold and defend the Constitution of the United States of America;

To maintain law and order;

To foster and perpetuate a one hundred percent Americanism;

To preserve the memories and incidents of our association in all wars;

To inculcate a sense of individual obligation to the community, state, and nation;

To combat the autocracy of both the classes and the masses;

To make right the master of might;

To promote peace and goodwill on earth;

To safeguard and transmit to posterity the principles of justice, freedom and democracy;

To consecrate and sanctify our comradeship by our devotion to mutual helpfulness.

ARTICLE 1 - NAME

Section 1. The name of this organization shall be “St. Marys Post 323, The American Legion, Incorporated”.

ARTICLE II - OBJECTIVES

Section 2. The objectives and purposes of this Post shall be to promote the principals and policies as set forth in the foregoing Preamble, and the National, Department, and District Constitutions of The American Legion.

ARTICLE III -- NATURE

Section 1. This Post is a civilian organization and membership therein does not affect or increase liability for military or police service. Rank does not exist in The American Legion; no member shall be addressed by his military or naval title in any meeting of the Post.

Section 2. While requiring that every member of the organization perform his full duty as a citizen according to his own conscience and understanding, this organization shall be absolutely non-political and non-sectarian, and shall not be used for the dissemination of partisan principles, nor for the promotion of the candidacy of any person seeking public office or preferment.

ARTICLE IV - MEMBERSHIP

Section 1. Eligibility to membership in this Post shall be prescribed by the National Constitution of The American Legion.

Section 2. There shall be no form or class of membership except an active membership, and dues shall be paid annually or for life.

Section 3. No person shall be a member of this Post and at the same time be a member of another American Legion Post.

Section 4. No person who has been expelled by a Post shall be admitted to membership in this Post without the consent of the expelling Post, except that where such consent has been asked for and denied by such Post, he may then appeal to the Department Executive Committee of the expelling Post for permission to apply for membership in another Post, and then he shall be ineligible for membership in this Post until such permission is granted.

Section 5. Application for membership shall be made in writing under such regulation as may from time to time be prescribed by the Post. All applications for membership shall be acted upon at the next Post meeting following the making of such application, and shall, at such meeting, be accepted, rejected, or held for further investigation and consideration. If a majority of the Post members present at a regular meeting cast their vote against the acceptance of said application, then such application shall be recorded as rejected. A rejected application shall not be considered again until after the expiration of six months from the date of such rejection.

Section 6. Any member of this Post may be expelled for cause after written charges, under oath, are preferred, and a fair trial had upon ‘the same, in the manner provided in Article VIII of the By-Laws.

Section 7. A Member who has been expelled from this Post for cause, may be reinstated to active membership, in good standing, by a majority vote of the membership of the Post, present at a regular meeting, at which such reinstatement is acted on. Provided, however, that payment of current dues for the year in which the reinstatement occurs be made by such member.

Section 8. The Executive Committee shall have the jurisdiction of reprimanding, suspending or expelling any member from the Social Room due to his conduct unbecoming a member or officer of the American Legion. This shall, in no way, impair his membership in the American Legion.

ARTICLE V -- OFFICERS

Section 1. The administrative offices of this Post of the American Legion shall, except as may be otherwise provided by the By-Laws, be under the supervision of the Executive committee, which Committee shall consist of the Commander, First Vice Commander, Second Vice Commander, Third Vice Commander, Adjutant, and Finance Officer of the Post, together with the immediate prior three (3) Past Commanders who voluntarily agree to accept the positions, preference being given to the immediate prior Past Commanders. The terms of office for the Executive Committee, other than the Past Commanders, shall coincide with the terms of the office served. Past Commanders shall serve on the Executive Committee, except for the initial terms following adoption of this provision, for a three (3) year term, the most senior Past Commander being replaced each year by appointment by the present Post Commander from the most recent Past Commander available and agreeable to serve. Vacancies on the Executive Committee caused by the death, completion of term, or resignation of a Past Commander shall be filled by action of the remaining members from the pool of Past Commanders, preference being given to the most immediate Past Commander not then serving on the Executive Committee. Following adoption of this Section in the Constitution, the original terms of appointments of Past Commanders to the Executive Committee shall be one (1), two (2), and three (3) years, the most senior Past Commander being selected for a one (1) year terms, the next most senior Past Commander being selected for a two (2) year term, and the most junior Past Commander being selected for a three (3) year term. Other committees as provided by the By-laws may be utilized to carry on the business of this Post.

Section 2. The officers of this Post shall be a Commander, a First Vice Commander, a Second Vice Commander, a Third Vice Commander, an Adjutant, an Appointed Finance Officer, Post Historian, a Post Chaplain/ Service Officer, a Sergeant-at-Arms, and such other officers as may be deemed necessary for this Post.

Section 3. All elective officers of this Post shall be installed in the month of May and in no other month. Within one week after such installation, the Post Adjutant shall notify Department Headquarters of the names and addresses of all officers of this Post.

Section 4. All officers, except the Finance Officer, Post Historian, Post Chaplain/ Service Officer, and Sergeant-at-Arms, shall be elected annually and shall hold office for a term of one (1) year and until their successors have been duly elected and installed.

The Finance Officer shall be appointed by the Post Commander with the approval of two-thirds of the Executive Committee and shall serve at the pleasure of the Executive Committee, a two-thirds vote of said Committee being necessary to remove him from office. The member who is appointed Finance Officer must be qualified to handle all Post moneys, keep the Post financial records, and must have some financial or budgetary background. The Finance Officer may be compensated for duty performed at the discretion of the Executive committee and with the approval of the Finance Committee. The Post Historian, Post Chaplain, Service Officer, and Sergeant-at-Arms shall be appointed annually by the Post Commander upon approval of two-thirds (2/3) of the Executive Committee.

Section 5. Every member of this Post in good standing shall be eligible to hold office in this Post.

Section 6. The Duties of the Post officers and the Executive Committeemen shall be those usually appertaining to such Officers and Committeemen and as further provided in the By—Laws.

ARTICLE VI -- FINANCE

Section 1. The revenue of this Post shall be derived from membership or initiation fees, from annual membership dues, and from such other sources as may be approved by the Post Executive Committee.

Section 2. The amount of such membership or initiation fees and the amount of such annual Post dues shall be fixed and determined by this Post. Dues are payable on or after July 1 for the succeeding calendar year.

Section 3. The Post shall pay to Department Headquarters, the National and Department annual membership dues for each member of the Post. Furthermore, the Post shall pay the District annual membership dues for each member of the Post to the District Finance Officer, and pay the annual County dues to the County Finance Officer.

ARTICLE VII -- CHARTER MEMBERS

Section 1. The charter members of this Post are those whose names appear on the Charter for St. Marys Post 323, issued 15 January 1920.

They are:

John F. Weadock
Fred W. Schilling
John I. Young
Ralph H. Ferris
Miles B. Reed

Harold E. Krauss
William A. Deerhake
Arnold F. Reiher
Emil H. Finke
Norbert J. Kohler

Gilbert Gerstner
Thomas J. Needels
Clarence Bouifield
Elra Hudson
Emil F. Marx

ARTICLE VIII -- AMENDMENTS

Section 1. This Constitution is adopted subject to the provisions of the National Constitution of The American Legion, and of the Department Constitution of the Department of Ohio, The American Legion. Any amendment to said National Constitution or Department Constitution which may conflict with any provision herein contained, shall be deemed as automatically repealing or modifying the provisions of this Constitution to the extent of such conflict.

Section 2. This Constitution may be amended at any regular Post meeting by a two-thirds vote of the members of this Post in attendance at such regular meeting. Provided, however, that the proposed amendment or amendments shall have been submitted in writing and read at the next preceding regular meeting of the Post, and provided further that written notice, or notice by publication in the local daily newspaper, shall have been given to all members at least one week 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 Constitution is to be voted upon.

BY-LAWS

ARTICLE I NAME AND OBJECT

Section 1. The Post existing under these By-Laws shall be known as St. Marys Post 323, The American Legion, Department of Ohio, Incorporated”.

Section 2. The objects of this Post are those set forth in the Post Constitution.

ARTICLE II -- MANAGEMENT

Section 1. The Post officers shall consist of the Post Commander, First Vice Commander, Second Vice Commander, Third Vice Commander, Adjutant, Finance Officer, Service Officer, Historian, Chaplain, and Sergeant-at-Arms.

Section 2. The government and management of this Post shall be entrusted to a committee known as the ~‘Executive Committee”, excepting however, such powers and authority granted to the Board of Trustees as provided in these By-Laws.

ARTICLE II- MANAGMENT

Section 3. The Executive Committee shall consist of the Post Commander, First Vice-Commander, Second Vice-Commander, Third Vice-Commander, Adjutant, Finance Officer, and three (3) Past Commanders.

Section 4. Nomination of all elective officers will be made at the first regular meeting of the Post in the month of April of each year, and such nominations shall be closed a week prior to the date designated for the election of officers. The election of all elective officers shall be conducted at the second regular meeting of the Post in the month of April of each year. The installation of the elected officers shall be held at the first regular meeting of the Post in the month of May of each year. Nothing herein contained shall be construed as impairing, invalidating, or abrogating the right of any member present for the election, to write in the name of any qualified member for the office to be filled by election thereto.

Section 5. No one shall be permitted to be a candidate for more than one office. Members who are regularly employed by the Post and are receiving a salary, except committeemen, shall be prohibited from holding elected office in this Post during the time of their employment. Provided, however, that this section shall have no application to any salary hereinafter voted by the Post for any office filled by election thereto.

Section 6. All vacancies in the Executive Committee or in any office of the Post from any cause other than the expiration of the term of office, shall be filled by a majority Vote of the remaining members of the Executive Committee within seven days from the date such office becomes vacant. A person so appointed shall hold office for the unexpired part of the term.

Section 7. The resignation of a Post officer or Executive Committee member shall happen in one of three ways: (1) written notice presented to the Commander, (2) verbal resignation to the members in a regular meeting, or (3) the absence from an elected office or position for three (3) consecutive meetings without prior notification and approval by members at a regular meeting.

Section 8. Polls for the election of all elective officers will be open in the Post home from 12 o'clock noon until 2:00 P.M. and from 7:00 P.M. until closing at 7:30 P.M. of the date of the election. The entire membership of the Post shall be notified at least seven days prior to the date of the election of the time and place of said election. Supervision of all elections shall be under the direction of the Post Executive committee, which shall formulate rules governing such elections. These rules shall be presented to the membership at a regular meeting of the Post, prior to the date of the election, and when approved by a majority of the members present, shall be adopted as the Rules For Election of Officers.

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 ten days, after the installation of new officers. Thereafter, the Executive Committee shall meet at the call of the Post Commander as often as may be deemed necessary, but not less than one meeting shall be held in each calendar month. The Post Commander shall call a meeting of the Executive Committee upon the written request of three or more of the said Committee. Six members of the Executive Committee shall be present to constitute a quorum.

Section 2. The Post Executive Committee shall hire such employees as may be necessary in the conduct of the business of the Post: shall authorize and approve all expenditures: shall require adequate bonds from all persons having custody of Post funds; shall hear the reports of all Post Committee chairmen; and generally, shall have charge of and be responsible for the management of the affairs of the Post.

ARTICLE IV - DUTIES OF POST OFFICERS

Section 1. Duties of Post Commander

(a) It shall be the duty of the Post Commander to preside at all meetings of the Post, and to have general supervision over affairs of the Post, and shall have full authority to see that harmony is preserved and the laws of the Post enforced. He shall be the chief executive officer of the Post. He shall approve all orders directing the disbursements of funds, and he shall make recommendations for the ensuing year, which shall be read at the annual meeting. The Post Commander shall perform such other duties and make such appointments as directed by the Post, Constitution, and By-laws.

(b) The Post Commander shall not entertain any motion that may entail the expenditure of any portion of this Post's money in excess of the sum of One Hundred Dollars that has not been previously approved by the Finance Committee, or in excess of the sum of Five Hundred Dollars that has not been both previously approved by both the Finance and Executive Committees. Any motion for an expenditure in excess of the amounts herein stated shall be considered as a recommendation for consideration by the proper committee, and shall be submitted to the committee in question for approval or rejection. If approved, the same shall be reported to the Post at its next regular meeting and acted upon by the Post.

Section 2. Duties of First, Second, and Third Vice Commanders. The First, Second, and Third Vice-Commanders shall assure and discharge the duties of the office of the Post Commander in the absence or disability of, or when called upon by, the Post Commander. They shall preside in the order named above in the absence of the presiding officer.

Section 3. Duties of the Post Adjutant. The Post Adjutant shall have charge of and keep a full and correct record of all Post and Executive Committee meetings; he shall read the minutes of the previous Post meetings and the previous Executive Committee meeting at all Post meetings. He shall keep such records as the Department and National organizations may require, shall render reports of membership annually or when called upon at a meeting, and under the direction of the Post Commander, shall handle all correspondence of this Post.

Section 4. Duties of Finance Officer. The Finance Officer shall be a member of each committee appointed by the Post Commander, to promote any activity for gain, his duty on these committees being to handle all money taken in. He shall be an exofficio member of the Board of Property Trustees, and shall be responsible for all money, bonds, and other securities under their control. He shall also have charge of all money taken in from the social room or from any other sources, and shall report once each month to the Executive Committee the condition of the finances of the Post, with such recommendations as he may deem expedient or necessary for raising funds with which to carry on the activities of the Post. He shall sign all checks disbursing money of the Post. He shall furnish surety bond in such sum as shall be fixed by the Executive Committee. He shall make a monthly financial report to the Post of all moneys in his possession and of the expenditures and debts to the Post.

Section 5. Duties of Post Historian. The Post Historian shall be charged with the individual records and incidents of this 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 6. Duties of Post Chaplain. The Post Chaplain shall be charged with the spiritual welfare of the Post comrades, and shall offer divine, but non-sectarian service in the event of dedications, funerals, public functions, etc., adhering to such ceremonial rituals as are recommended by the National or Department Headquarters from time to time.

Section 7. Duties of Sergeant-at-Arms. The Sergeant-at-Arms shall preserve order at all meetings and shall perform such other duties as may from time to time be assigned to him by the Executive Committee.

ARTICLE V -- BOARD OF PROPERTY TRUSTEES

Section 1. The Board of Property Trustees shall consist of six members, including the Post Finance Officer, who shall be an exofficio member. The other members shall be elected, one each year, for a term of five years.

Section 2. The Board of Property Trustees shall meet each year within ten days after the installation of Post Officers, for the purpose of organizing by the election of a Chairman and Secretary. Thereafter the Board of Property Trustees will meet at the call of the Chairman as often as may be deemed necessary, but not less than one meeting shall be held in each calendar month. The Chairman shall call a meeting of the Board of Property Trustees upon written request of three or more members of the said Board. Three members of the Board of Property Trustees shall be present to constitute a quorum.

Section 3. Board of Property Trustees shall have the control and management of the property, both real and personal, of the Post, and may enact and enforce rules governing the use of Post property by its members.

Section 4. The Board of Property Trustees shall have authority to rent or lease the real estate of the Post, or any part thereof, to collect all rents and to determine and grant the use of said premises to other organizations for meeting and social purposes. The Board shall have authority to make necessary repairs to maintain said property in good condition, to insure said property against loss by fire or liability, and may pay any expenses thereof from funds in its possession.

Section 5. The Board of Property Trustees shall have supervision of all building and remodeling, but no contract for such building or remodeling shall be effective until plans therefore shall have been referred to the Post for approval in regular meeting. The action of the Post shall not be taken until after notice shall have been given at a preceding regular meeting of the pendency of said business and notice thereof mailed to all members, or notice thereof be given by publication in the local daily newspaper, at least seven days in advance of the date of the meeting at which such plans are to be considered. A vote of a majority of the members present shall be necessary to approve said building or remodeling plans.

Section 6. The Board of Property Trustees shall have authority to execute deeds, mortgages, notes, contracts or leases respecting Post property, but no such instrument shall be executed unless approved by the Post in regular meeting, after compliance with the formalities as set forth in Section 5 of this Article.

ARTICLE VI -- DELEGATES

Section 1. Delegates and alternates to the District Convention shall be elected by ballot by the members of the Post at a regular Post meeting to be held at least twenty (20) days prior to the date of the Convention. Provided however, that the Post Commander shall, by virtue of his office, be automatically named and designated as one of the delegates, without an election thereon by the members of the Post. The Post Commander shall be the Chairman of the Delegation.

Section 2. Delegates and alternates to the District Convention shall automatically serve as delegates and alternates to the Department Convention.

Section 3. A delegate or alternate elected to the District Convention, in order to qualify as a delegate or alternate to the Department Convention, must be in attendance at such District Convention on the date thereof, unless his absence be due to sickness, death or other good and valid cause, and a showing be made thereof. A delegate or alternate in attendance at the District and Department Conventions must answer roll call by the Chairman and march in the Department Parade, unless excused by the Chairman, to qualify for the payment of expense money if voted by the Post at a regular Post meeting preceding the date of the election of delegates by not less than two weeks, which shall be paid at the conclusion of the Department Convention.

ARTICLE VII -- APPOINTMENTS

Section 1. The Post Commander, immediately upon taking office each year, shall appoint the following standing committees: Membership; House; Finance; Legal; Publicity; Service; Relief; Americanism; Athletic; Auditing and Inventory; Visiting and Flower; Constitution and By-Laws and such other committees as may be necessary and expedient. Such standing committees shall consist of as many members, and a chairman thereof, as shall be designated by the Post Commander.

Section 2. Membership Committee. The membership Committee shall have charge of all matters, reinstatement and eligibility of members. The Post Commander shall appoint the First Vice-Commander as Chairman of the Membership Committee.

Section 3. House Committee. The House Committee shall be charged with the promotion of club advantages for social activities. This committee shall direct and supervise the activities of the Entertainment Committee, in planning the social and entertainment activities of the Post. The Post Commander shall appoint the Second Vice-Commander as Chairman of the House Committee.

Section 4. Finance Committee. The Finance Committee shall be charged with the administration of the financial policy of the Post, and the preparation of an itemized yearly budget, which shall be prepared as soon as the Committee is appointed. Such budget must then be submitted to the Post for its adoption. If it is rejected, the Committee must prepare another budget in accordance with the wishes of

the Post and submit it to the Post for approval. All Post officers and Chairman of committees must submit to the Finance Committee a yearly budget of their own so that due allowance or provision can be made for the proper functioning of such offices and committees. The Finance Committee shall then incorporate the separate submitted budgets in its own itemized yearly budget. The Finance Committee shall supervise the receiving, disbursing and accounting of all Post funds.

The Finance Committee shall consist of five members, including the Finance Officer, who shall be Chairman. The other members shall be appointed by the Post Commander, one each year, for a four year term with the approval of the Executive Committee. The Finance Committee shall meet for such business as may come before it, at the call of the Finance Officer, within ten days after the installation of new officers. Thereafter the Finance Committee will meet at the call of the Finance Officer as often as may be deemed necessary, but not less than one meeting shall be held in each calendar month. The Finance Officer shall call a meeting of the Finance Committee upon the written request of three or more members of said committee. Three members of the Finance Committee shall be present to constitute a quorum.

Section 5. Legal Committee. The Legal Committee shall be charged with the legal supervision of Post affairs. When advisable, a member of the Executive Committee shall be appointed as Chairman of the Legal Committee.

Section 6. Publicity Committee. The Publicity Committee shall be charged with the promotion of public support of the Legion's program by the establishment of proper contact with the American Legion Monthly, Department and National news service, and by local publicity of Post activities. The Third Vice-Commander shall be appointed chairman of the Publicity Committee.

Section 7.. Service Committee. The Service Committee shall supervise all matters pertaining to service in the prosecution of all just claims against the United States or state governments, employment, relief, etc. and community welfare matters. The Post Service Officer shall be Chairman of this committee.

Section 8. Relief Committee. The Relief Committee shall be charged with the relief of needy cases of ex-servicemen and their families, when sick or bereaved, and with the visiting of ex-servicemen in nearby hospitals and nursing homes. It shall be the duty of this committee to visit the sick and to have flowers sent to sick and deceased Legionnaires in good standing. Cards of condolence shall be sent to all Legionnaires in good standing where a death occurs in the family of such Legionnaire. When advisable, the Post Chaplain shall be appointed Chairman of this committee.

The Relief Committee shall consist of five members. The consent of at least three members must be obtained before any relief can be given a local relief case. In all other cases, the Chairman can exercise his own best judgment in granting of relief. The Chairman of this committee must give an annual report of the committee's work and submit an itemized account of all money expended. This report must then be audited by the Auditing and Inventory Committee.

Section 9. Americanism Committee. This committee shall be charged with the promulgation of patriotism and good citizenship by the arrangement of proper observance of patriotic occasions; encouragement of patriotic and civic phases of instruction in schools; Americanism of aliens; combating anti-American propaganda by the education of the general public in American ideals through public forums, etc., and activities for community and civil betterment. The Commander shall appoint an Americanism Chairman.

Section 10. Athletic Committee. The Athletic Committee shall be charged with the promotion of physical development and clean sports by the organization of Post athletic teams, recreation, etc., and by co-operation with and support of the general recreational and athletic program of the community.

Section 11. Auditing and Inventory Committee. Within ten days after the installation of officers in any year, this committee shall audit all books and financial accounts of the Post. The committee shall audit all reports of all committees for gain, and shall immediately audit the books and financial accounts of any office becoming vacant during the year. An audit and invoice of the Post social room shall be made at least once a month and at such other times as the Executive Committee may direct.

Section 12. Constitution and By-Laws Committee. This committee shall be charged with the enforcement and practice of this Constitution and By-Laws. The committee shall interpret the meaning of any portion of the Constitution and By-Laws in case of a conflict or dispute as to the meaning of any of the articles or parts thereof.

ARTICLE VIII-- DISCIPLINE OF POST MEMBERS

Section 1. Members of this Post may be reprimanded, suspended or expelled from The American Legion, and officers may be reprimanded, removed from office, suspended or expelled from membership, only upon a proper showing of cause. Charges shall be based upon disloyalty, neglect of duties, dishonesty, and conduct unbecoming a member or an officer of The American Legion. All charges must be made under oath in writing by an accuser, and no member in good standing shall be reprimanded, suspended or expelled until given a fair trial as herein provided, except in situations involving the social room only, these cases should be under the jurisdiction of the Post Executive Committee.

Procedure: When charges are preferred against a member of the Post or officer thereof, the Executive Committee of the Post shall appoint a trial board consisting of not less than five nor more than seven members in good standing in The American Legion within five days from and after the filing of written charges against the accused. Said trial board shall commence the taking of testimony on said charges within ten days after its appointment. The decision of the trial board, which may be an acquittal, reprimand, removal from office, suspension or expulsion, shall be reported to the Post forthwith and acted upon by the Post at its next regular meeting. The Post, excepting in the case of an acquittal by the trial board, may affirm, modify or reverse the findings and sentence of the trial board. If the Post suspends or expels the accused, or removes him from office, if he be an officer, he may appeal such decision to the Department Executive Committee, which shall hear and determine the issue at its meeting next following the action of the Post. The Department Executive Committee shall conduct its hearing upon the transcribed testimony heard by the trial board, or oral testimony, or both. The decision of the Department Executive Committee shall be final, if appeal to it be made, otherwise the decision of the Post shall be final. The Post Executive Committee shall appoint a member or members of the Post to prosecute the charges, and the accused shall have the right to appear and defend himself in person or by counsel of his own choosing.

Section 2. A member whose dues for the current year have not been paid by January first shall be classed as delinquent. If his dues are paid on or before February first, he shall be automatically reinstated. If he is still delinquent after February first, he shall be suspended from all privileges. If he is still under suspension on June thirtieth of such year, his membership in The American Legion shall be forfeited. A member so suspended or whose membership has been so forfeited may be reinstated to active membership in good standing by vote of the Post and payment of current dues for the year in which reinstatement occurs.

ARTICLE IX -- POST PROPERTY AND BOOKS

Section 1. All Post property, books, minutes, cancelled checks, bank books, excepting money, shall be turned over to the Auditing and Inventory Committee seven days after the election of officers, who in turn shall audit and examine the same and have them ready to turn over to the new officers the day they are installed.

ARTICLE X MONEYS

Section 1. All Post officials handling any American Legion moneys shall be properly bonded with a good and solvent bonding and surety company as surety, in an amount double the average amount of money handled in a single year. The bonds shall be provided at the expense of the Post and such bonds shall be approved by the Post Executive Committee.

ARTICLE XI -- RESOLUTIONS

Section 1. All resolutions of Department or National scope, presented to this Post by a member, or reported to this Post by a committee, shall embody the opinion only of this Post on the subject, and a copy of the resolution shall be forwarded thru channels to Department Headquarters for its approval before any publicity is given, or action, other than passage by this Post, is taken.

ARTICLE XII -- MEETINGS

Section 1. The regular meetings of this Post shall be held on the first and third Wednesday. night of each month at 7:30 p.m., at which may be transacted such business as may properly be brought up for action. Such meetings may be converted into entertainment meetings when deemed advisable by the officers of the Post. As many more meetings may be held as the Post may desire or its business may require. Regular meeting may be advanced or set back by a majority vote of the Post Executive Committee when there is a conflict with other activities that would be detrimental to the Post meetings. When such changes are made, the members shall be notified by mail, or newspaper.

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. Ten members shall constitute a quorum. This number must be present before any business can be legally transacted.

ARTICLE XIII -- NOTICES

Section 1. Every member shall furnish the Post Adjutant with his or her correct address for mailing purposes.

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

ARTICLE XIV -- RULES OF ORDER

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

ARTICLE XV -- AMENDMENTS

Section 1. These By-Laws may be amended in the manner provided for and contained in Article VIII, Section 2 of the foregoing Constitution. Amendments to the Constitution and By-Laws shall become effective immediately after adoption by the Post upon vote as herein provided. Respectfully submitted.