

THE AMERICAN LEGION
Chincoteague Post No. 159 Inc.
4023 MAIN ST, P.O. BOX 244 CHINCOTEAGUE ISLAND, VIRGINIA 23336-0244

POST BYLAWS Revised March 14,

ARTICLE I. NAME.

This organization shall be known as Chincoteague Post No. 159 Inc., The American Legion, Department of Virginia.

ARTICLE II. OBJECTIVE.

This Post shall be dedicated to follow the Objectives outlined in the Preamble to the Constitution of The American Legion as well as assisting all veterans and their dependents; and participating in worthwhile Community, State, and National causes and activities.

ARTICLE III. OFFICERS.

Section 1. Each year, at the regular June meeting, the Post will elect: a Commander; three (3) Vice Commanders (designated 1st, 2nd, and 3rd); a Finance Officer; an Assistant Finance Officer, an Adjutant; a Chaplain; a Service Officer; a Post Historian, and two (2) Sergeants at Arms. The election will be by standing vote of the membership present. The newly elected officers will be installed at this meeting and will assume their duties immediately after installation.

Section 2. In the event a vacancy occurs between annual elections in any of the elective offices (to include elected Executive Committeemen), the Post Executive Committee may recommend at the Post meeting an interim replacement to fill the unexpired portion of that term.

Section 3. A Commander of the Post will be allowed to succeed himself in office and no limit will be set for succession.

Section 4. A Post Nominating Committee will be appointed by the Commander with the approval of the Post. The Committee will recommend a full slate of new officers at the Post election meeting in addition, nominations for any of the elective offices to include Executive Committeemen may be made from the floor by any member of the Post.

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Section 5. Any elected Post Officer or member of the Executive Committee may be removed from office by a two-thirds (2/3) vote of the Post membership present and voting at a Special meeting called for the express purpose of hearing charges against that person. An Officer or member of the Executive Committee may be removed from office for non-performance, commission of a felony, or any other major infraction of the law.

ARTICLE IV. DUTIES OF POST OFFICERS.

Section 1. The Post Commander will preside over all Regular Monthly and Executive Committee meetings of the Post; have general supervision over the business and affairs of the Post, is the Chief Executive Officer of the Post; will be an ex-officio member of all Post committees. The Post Commander will appoint, with the approval of the Post, all committee chairman; will insure the mandates of the membership are carried out; will be guided in the performance of his duties by these bylaws as well as the Constitution and bylaws of the State and National Legion organizations.

Section 2. The First Vice Commander will perform all duties of the Commander, as Acting Commander, whenever the Commander is absent or incapacitated, and will carry out all other duties that may be assigned by the Commander.

Section 3. The Second Vice Commander will carry out all duties assigned by the Commander.

Section 4. The Third Vice Commander will carry out all duties assigned by the Commander.

Section 5. The Post Finance Officer will have supervision of all finances of the Post and will insure that they are safely deposited in a local bank(s). The Finance Officer shall make or submit an itemized report at each meeting of the Post Executive Committee, of the Post checking and savings accounts. The Finance Officer shall report to the Post, at each regular meeting, on the condition and balances in the checking and savings accounts: and will be prepared to answer any questions concerning expenditures that may arise. The Finance Officer shall provide aid to any Officer of the Post in the handling of their accounts.

Section 5a: The assistant Post Finance Officer will assist the Finance officer in the execution of assigned duties and fill-in for Finance officer during their absence.

Section 6. The Post Chaplain is charged with the spiritual welfare of all Post members. The Chaplain will be guided by the recommended ceremonial rituals of the State and National Legion Headquarters.

Section 7. The Post Adjutant will keep a full and correct record of the proceedings of all Post meetings. The Adjutant will maintain a current membership listing and insure membership dues are submitted to higher authority on a timely basis. The Adjutant will keep such records as the State and National organizations require and will ensure submission of all activity reports to higher headquarters as required.

Section 8. The Post Service Officer will assist all Veterans and their dependents in obtaining assistance when required; will be Chairman of both the Post Welfare Committee and Veterans affairs and Rehabilitation Committee; will insure that a Legion Grave marker is positioned on the grave of all newly deceased Post members; will insure that the Veteran's Day, Memorial Day, Flag Burning, and Post Everlasting ceremonies are held as appropriate; and will make a report at all regular Post meetings of his activities and finances as Service Officer.

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Section 9. The Post Sergeants-at-Arms are responsible for insuring that the Post Home is set-up for meetings and ceremonies as appropriate. They are responsible for maintaining order at all official Post functions. They will carry out any other duties assigned by the Post Commander.

Section 10. The Post Historian maintains a historical record of significant post activities and shall assist the Post Adjutant in completing the annual Post Consolidated Report.

ARTICLE V MEETINGS.

Section 1. Regular meetings of this Post will be held on the second Tuesday of each month except for July and December, starting at 7:30 PM, in the Post home.

Section 2. The Post Executive Committee may change the time or date of any regular Post meeting, for any single occasion(s), but cannot repeatedly reschedule more than two consecutive meetings. The membership, district, and department headquarters must be notified at least seven (7) days in advance.

Section 3. Special meetings of the Post may be called by the Commander, or fifty (50%) percent of the Executive Committee, or ten (10%) of the Post members. All Special meetings must be advertised in the local news media (newspaper and local TV as appropriate) at least seven (7) days prior to the meeting date and the notice must give information on the specific reason for the special meeting.

Section 4. Postponed meetings must be identified by the Commander, or fifty (50%) percent of the Executive Committee, or ten (10%) of the Post members. The Post will inform all Post members, the District Commander and department headquarters of the postponed meeting. The postponed meeting must be held on the next Tuesday at the regular meeting time and place.

Section 5. A quorum necessary to conduct business at any regular or special meeting will be twelve (12) members. If a quorum is not obtained at a regular meeting, the Post Executive committee will resolve all new business requiring immediate attention.

ARTICLE VI POST EXECUTIVE COMMITTEE

Section 1. The Post Executive Committee will consist of all elected officers of the Post; the immediate Past Post Commander; Building Chairman, Children and Youth Chairman, Membership Chairman, Public Relations Chairman, Americanism Committee Chairman, Veterans Affairs and Assistance Committee Chairman, Sons of the American Legion Committee Chairman, and the Raffle Chairman.

Section 2. The Executive Committee will hold at least one (1) meeting (the first Wednesday proceeding the first Tuesday) of each month in the Post home (chairperson reports will be given at this meeting). The Executive Committee is authorized to hold, as needed, more than one meeting a month when called by the Commander or when there is no quorum at the regular Post Meeting.

Section 3. A quorum for the Executive Committee to do business will be one-third (1/3) of its members.

Section 4. The Executive Committee will have charge of and be responsible for the affairs of the Post between regular meetings of the Post, will pay all bills of the Post, hear reports of Committee Chairmen; coordinate programs of the Post; and each year will determine which officers and employees of the Post are to be bonded and the amount of bond for each.

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Section 5. The Executive Committee is authorized to spend Post funds for any emergency purpose without the approval of the Post.

Section 6. The executive committee will report to the Post all actions taken by that committee since the last Post meeting.

ARTICLE VII STANDING COMMITTEES

Section 1. The Standing Committees of the Post will be: House and Entertainment, Welfare, which will have the Post Service Officer as Chairman; and Building, Membership, Public Relations, and Children and Youth, Raffle, Veteran's Affairs and Assistance, Americanism, Sons of the American Legion, and Reconciliation Committee. All of which will have an elected member of the Post Executive Committee as Chairman.

Section 2. The duties of the Standing committees are, but not limited to, the following:

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 ideals through public forums, etc., and activities for community and civic betterment. The committee also concerns itself with the proper presentation of other rituals outlined in the Manual of Ceremonies, and the wearing of Legion regalia.

Children and Youth Committee: The Children and Youth Committee shall be charged with aid and service to children of veterans, cooperating with other established agencies in the community for the above purposes. The Children and Youth Committee will also be charged 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 necessities of life" and "a square deal for every child."

House and Entertainment Committee: The House and Entertainment Committee quarters promotion of club advantages and arrangement of social activities. The House and Entertainment Committee shall have the authority to hire the house manager, approve the hiring of bar employees, maintain the house rules, and suspend privileges of members and guests who violate the house rules. Note that suspensions may be appealed to the Executive Committee. The committee shall further be charged with the entertainment, promotion and planning of fundraising dances, the annual Post Picnic, the New Year's Eve Dance, the American Legion Birthday Dinner Dance and other social functions.

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.

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 the American Legion Magazine, Department and National Legion news service and by local publicity of Post programs and activities.

Building Committee: The Building Committee shall be charged with managing upkeep and upgrades to the Post home, including soliciting bids for maintenance contracts, and providing recommendations for improvements to the Post home.

Raffle Committee: The Raffle Committee shall oversee managing the raffle machines, ordering supplies and managing all moneys including infusion of funds into the Post funds as specified. The Raffle Committee shall also ensure that the Post is complies with all regulations and laws from the Virginia

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Charitable Gaming Commission.

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.

Reconciliation Committee: The Reconciliation Committee shall audit all moneys of the Post annually as required by the Virginia Department of the American Legion by-laws and as requested by the Post Commander or Post Executive Committee.

Veteran's Affairs and Assistance Committee: The Veteran's Affairs and Assistance Committee shall supervise all matters pertaining to the service to comrades in the prosecution of all just claims against the United States or state government, employment, relief, etc. The committee is also charged with visiting and comforting members and their families when sick or bereaved, and with the visiting service personnel in hospitals. The committee shall have knowledge of what is going on in Congress – what the American Legion favors or opposes, and be ready to initiate action in support of the position when requested by the National or Department organization.

Section 3. All Committee Chairman will make a report of committee activities or plans at each regular Post meeting.

ARTICLE VIII. DISSOLUTION.

In the event of the dissolution of this Post, the assets remaining after payment of all costs and expenses of such dissolution shall be transferred or conveyed to the American Legion, Department of Virginia; provided, however, that this Post qualifies under Section 501 (c) (19) of the Internal Revenue Code, and none of the funds or assets shall inure to the benefit of, or be distributed to, the individual members.

**ARTICLE IX. PARLIAMENTARY
AUTHORITY.**

Rules contained in the current edition of "Roberts Rules of Order Newly Revised" shall govern the Post in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any Special Rules of Order the Post may adopt.

ARTICLE X. AMENDMENTS.

Section 1. These By-Laws may be amended at any regular Post meeting by a two-thirds (2/3) vote of those members present and voting provided the written notice has been sent to all members at least thirty (30) days in advance of such a meeting; and that the notice sent to all members shall state the Proposed changes to be acted upon.

Section 2. Amendments made to these By-Laws shall be effective immediately upon their adoption.

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ARTICLE XI. DELEGATES.

Election of Delegates to the annual Department Convention will be held up to sixty days in advance of the annual Convention each year. Delegation Chairman may replace any elected representative that cannot make the meetings. The Delegation Chairman will be elected by the initial delegates to the conference.

THESE BYLAWS AS REVISED WERE APPROVED AT A REGULAR MONTHLY POST MEETING HELD ON MARCH 14, 2017.

ATTEST:

William Scott Edwards
Post Adjutant

Gilbert J. Lang
Post Commander