

CONSTITUTION AND BY-LAWS THE AMERICAN LEGION LAKESHORE POST 137, INC

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 per cent Americanism; to preserve the memories and incidents of our associations in the Great 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 is Lakeshore Post 137, Inc. American Legion, Department of Florida.

ARTICLE II--OBJECTS

Section 2. The headquarters and principal office of this Post shall be in the City of Jacksonville, County of Duval, and State of Florida.

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.

Section 2. This organization shall be absolutely non-political, 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.

Section 3. Rank does not exist in The American Legion; no member shall be addressed by his/her military or naval title in any meeting of this Post.

Section 4. Lakeshore Post 137, Inc, will be incorporated and registered annually with the State of Florida.

ARTICLE IV—MEMBERSHIP

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

Section 2. Candidates for membership in this Post shall submit their applications, with dues for the current Legion year, to the Membership Committee, who shall inquire into and require satisfactory proof of the military record of such candidates.

Section 3. All applications for membership shall be acted upon at the next Post meeting following the making of such application, (if at least 10 days have transpired) and shall at such meeting, be accepted, rejected or referred for further investigation and consideration. If a majority of the members cast their vote against the acceptance of said application, then such application shall be recorded as rejected. All candidates, whether new or returning, must be read in and accepted by the Post membership. Candidates can be voted in as a group or as individuals.

Section 4. No person shall be a member of the Post who is, at the same time, a member of any other Post of The American Legion.

Section 5. Non-residents of this City or State, otherwise eligible, may be admitted to membership on the same basis as residents.

Section 6. Members who joined the Post prior to the 6th Day of March, 1946 inclusive, shall be known as CHARTER MEMBERS.

Section 7. Any member of this Post may be reprimanded, suspended, or expelled from the American Legion only upon the proper showing of cause in accordance with Article X, Paragraphs 14 and 15 of the Department Constitution. Charges shall be based upon disloyalty, neglect of duty, dishonesty, and conduct unbecoming a member of The American Legion. The procedures required in Article X, Paragraphs 14 and 15 shall be followed.

Section 8. A member who has been expelled from this Post for any cause may be reinstated to membership after a minimum period of six months by a two-thirds vote of the members present at a General Assembly, provided such member makes payment of any arrears in his/her dues at the time of his/her expulsion, and also any other regular dues which have come due in the interval between expulsion and reinstatement.

Section 9. No person who has been expelled by any other 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, They may then appeal to the State Executive Committee of the Department of the expelling Post for permission to apply for membership in this Post, and shall be ineligible for membership until such permission is granted.

Section 10. Former members of other Posts will be approved in the same way as other candidates upon showing proper credentials. Members in good standing transferring from other Posts will require certification of that status by the transferring Post's Adjutant.

Section 11. Any member in good standing transferring from this Post shall be entitled to a certificate stating his/her membership standing and the duration thereof. All members transferring out of this Post must wait a minimum of six months before being able to transfer back to this Post.

ARTICLE V-- OFFICERS

Section 1. The Officers of this Post shall consist of a Commander, a First Vice Commander, a Second Vice Commander, a Third Vice Commander, a Fourth Vice Commander, an Adjutant, a Finance Officer, a Historian, a Chaplain, A Service Office, a Judge Advocate, and (2) Sergeant-at-Arms.

Section 2. The election of these Officers, with the exception of the Adjutant, the Judge Advocate, and the Service Officer, shall be held not more than fifty (50) days nor less than ten (10) days prior to the Annual Department Convention.

Section 3. Every member of this Post in good standing shall be eligible to hold office in this Post. Only members of this Post can hold offices at this Post.

Section 4. All Officers shall hold office until their successors are duly installed.

Section 5. Installation of new Officers shall be held within thirty (30) days after the Annual Department Convention.

Section 6. Nominations for Post Officers and Executive Committee members will be taken from the floor during the two General Assemblies preceding Post Officers Election. Nominations may be made by any member in good standing. Nominations require no second. The nominee's consent shall be secured before becoming a candidate. Nomination shall be closed by two-thirds vote of the General Assembly.

Section 7. The Commander shall appoint an Election Committee to oversee the election, to count the votes and to report the results to the General Assembly. The Election Committee shall be appointed after the nominations have been closed at

the last General Assembly prior to the election. It shall consist of a Chairman and not more than four others as approved by a majority vote of the General Assembly. No nominee may serve on the Committee.

Section 8. Volunteers shall be solicited to serve as Voting Registrars. The request for volunteers shall appear in the Newsletter at least one month before the month of the election, and shall be posted on the bulletin board in the Post. Volunteers will be Legionnaires of Post 137 or Auxiliary Members of Unit 137. Voting Registrars shall supervise the election as described below. All Voting Registrars must be approved by the General Assembly the month of the election.

Section 9. The election shall be by secret ballot and will be conducted from 8:00 AM until 5:00 PM on the Saturday preceding the June Meeting. The names of the candidates will be printed on the ballots. The identity of the voter shall not appear on the ballot in any way.

The Voting Registrars will supervise the election by being present and remaining in the voting place. They will provide guidance to voters on where to place their ballots once they have voted. They will not answer questions about the individuals on the ballot. They will insure quiet is maintained in the voting area and that no campaigning takes place on Legion property. All campaign material will be removed from Legion property before the voting starts.

A ballot box will be located in the Post and will be emptied and then locked by the Chairman of the Election Committee and supervised by Voting Registrars. The Chairman of the Election Committee will maintain control of the key to the ballot box. Voting members shall be identified and checked off of the membership roster prior to casting their ballot. Members may only vote once. Only members in good standing as indicated by the appropriate entries in the roster will be permitted to vote.

No one will be permitted to register a vote after 5:00 PM unless already standing in line.

Absentee ballots may be obtained for the election for those members who are unable to vote the day of the election. Absentee ballots will be printed on a different color paper than the regular ballots.

Members desiring an absentee ballot must submit a written request either by mail or in person to the Post Commander. The request must clearly state the Legionnaire's name and Legion membership card number. A written record of Legionnaire's voting by absentee ballot will be kept, and the ballots kept secure until the day of voting. Only the Legionnaire can pick up their absentee ballot. Absentee ballots will not be given out to a third party.

Absentee ballots must be received by mail call on the day of the election to be

counted. The ballot itself must have no name on it, but must be placed in a sealed envelope marked "BALLOT" with the Legionnaire's name printed clearly on it.

The Post Commander will keep absentee ballots secure until Election Day, and then deliver them along with a list of absentee voters and their written requests for an absentee ballot to the Chairman of the Election Committee after mail call on Election Day. The sealed envelopes will not be opened by anyone except the Chairman of the Election Committee, in the presence of the Election Committee,

The Chairman will credit those members as voting by checking their names on the roster in the same manner as those who vote in person, open the envelope, drop the ballot into the ballot box and throw away the envelope. The ballot will then be counted the same as the other ballots.

Section 10. The Election Committee shall meet at 5:00 PM in the meeting room on the day of the election to count the votes. The Election Committee Chairman shall collect the ballot box after the last voter has finished and take it immediately to the meeting room. Votes will be counted by Election Committee members and the results will be posted in Club Lounge bulletin board, Legion Office and announced by the Post Commander at the June Meeting.

Section 11. In case of a Tie (2 nominees for the same position receiving the same number of votes) with only one position available, a "runoff" election will take place within two Saturdays. Notification of the runoff election will be posted on the Post bulletin board and the Post web-site. It will list the position(s) being voted on and who the candidates are. Voting will be from **8 AM – 5 PM**. Results will be posted immediately after the election in the Club Lounge bulletin board, Legion Office and announced by the Post Commander at the July Meeting. Absentee ballots will be handled as per Section 9.

Section 12. If the need arises for a special election due to an officer resigning or due to death, the special election will be advertised in the next monthly newsletter, posted on the Club Lounge bulletin board and the Post web site. Nominations will take place at the next regularly scheduled Post General Assembly following the advertisement as stated above. The Election will be held after the **next** General Assembly from 12 noon until 3 PM. Absentee ballots will be handled as per Section 9.

ARTICLE VI-- DUTIES OF OFFICERS

Section 1. Commander---The Commander shall be the Chief Executive Officer of the Post. The Commander shall preside at all General Assemblies and meetings of the Post. The Commander shall have general supervision over the business and affairs of the Post, ensuring that all resolutions passed by the Executive Committee or the Membership at a General Assembly are executed. The Commander shall be an ex-officio, nonvoting, member of all Standing

Committees. The Commander shall appoint the Adjutant, the Service Officer and the Judge Advocate, with approval provided by the Executive Committee and General Assembly. The Commander in accordance with the Post Operating Manual shall have the responsibility for the documentation of the Club Manager's performance. 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, forwarded to the Department Adjutant. If the Commander expects to be out of town or otherwise unavailable to execute his/her duties, the Commander shall notify the First Vice of the date and duration of his/her intended absence, so that the First Vice will be aware they are the Acting Commander forwarded to the Department Adjutant. The acting Commander shall appoint, subject to approval of the Executive Committee and General Assembly, appointive officers and committees.

At least once a month, the Commander shall examine the minutes of the regular meetings and of all committee meetings. When the Commander notes, or when it is brought to his/her attention, that any elective or appointive officer or committeeman has been absent, and the absence has not been excused such as for illness or absence from the city, from three consecutive regular or committee meetings, the Commander may deem such absences as neglect of duty and shall follow the procedures in Article X, Paragraph 14 of the Department Constitution.

These procedures may result in a vacant office. If the vacant office is appointive, the Commander shall appoint a successor, with approval of the Executive Committee and General Assembly. If the vacant office is elective, it shall be filled by an election per Article V, Section 12. . A person so elected shall be installed at the next General Assembly and shall hold office for the unexpired term of the member of the Executive Committee or Officer whom they succeed. The person so removed shall have the right to appeal his/her status in accordance with Article X, Paragraph 14 of the Department Constitution. Vacancies that occur for any other reason will be filled in the same manner. The Commander shall appoint, subject to approval of the Executive Committee and General Assembly appointive officers and committees.

Section 2. The First Vice Commander shall assume and discharge the duties of the office of Commander in his/her absence or disability, or when called upon by the Commander. Additionally, he/she shall be responsible for maintaining membership records and rendering membership reports annually or when called upon at a meeting. The First Vice Commander shall be the chair of the Membership Committee.

Section 3. The Second Vice Commander shall, in the absence of the Commander and the First Vice Commander, perform the duties of the Commander. Additionally, the Second Vice Commander shall be the chair of the Entertainment Committee and shall oversee the arrangement of any entertainment provided to the members, and for any meals or snacks put out for special occasions or Legion

sponsored dinners.

Section 4. The Third Vice Commander shall, in the absence of the Commander, the First Vice Commander, and the Second Vice Commander performs the duties of the Commander. Additionally, the Third Vice Commander shall be the Chair of the Children and Youth Committee and be responsible for directing the children and youth activities of the Post, including the Sons of the American Legion (SAL) program. Also, they will sponsor a minimum of three events each year for the children of Post members and their guests. These events will be Easter, Halloween and Christmas.

Section 5. The Fourth Vice Commander shall, in the absence of the Commander, the First Vice Commander, the Second Vice Commander, and the Third Vice Commander performs the duties of the Commander. Additionally, the Fourth Vice Commander is charged with programs to assist and comfort our fellow veterans in VA Medical Centers, Outpatient Clinics and Nursing Homes. The Fourth Vice Commander shall be the chair of the VAVS Committee.

Section 6. The Adjutant shall have charge of and keep a full and correct record of all proceedings of all regular meetings and Executive Committee meetings, keep such records as the Department and National Organizations may require. Under the direction of the Commander, they shall handle all correspondence of the Post. They shall perform such other duties as may be directed by the Commander and Department Officers manual.

Section 7. The Finance Officer shall be responsible for all finances of the Post, seeing that they are safely deposited in the local bank. They shall be charged with the collection and custody of all funds, including dues, and shall report once a month to the Executive Committee and at the General Assembly of the Post, the condition of the finances of the Post. They shall sign all checks disbursing the money of the Post. His/her accounts shall be audited quarterly and yearly at the end of the Legion fiscal year. They shall furnish such surety bonds in such sum as shall be fixed by the Executive Committee. They shall perform such other duties as may be directed by the Executive Committee and is a standing member of the Finance Committee.

Section 8. The Service Officer shall perform those duties prescribed in the Manual of Post Service Officers as issued periodically by the National Headquarters.

Section 9. The Chaplain shall be charged with the spiritual welfare of the Post comrades and will offer divine but non-sectarian services in the event of dedications, funerals, public functions, etc., as may be necessary adhering to such ceremonial rituals as are recommended by the Departmental or National Headquarters from time to time. The Chaplain shall be the chair of the Graves Registration and Memorial Committee.

Section 10. The Historian shall be charged with the individual records and incidents of the Post and Post members. They shall collect, from year to year, all records and data of value and interest concerning the activities of the Post. They shall perform such other duties as may be directed by the Executive Committee.

Section 11. The Sergeants-at-Arms shall preserve order at all meetings of the Post, shall verify members are in good standing by sighting their membership cards prior to each meeting, and shall perform such other duties as may be from time to time assigned to him/her by the Executive Committee or the Commander. The senior Sergeant-at-Arms shall be the individual with the most votes during the election. If a tie, the Commander shall appoint the senior Sergeant-at-Arms with the approval of the Executive Committee and General Assembly.

Section 12. The Judge Advocate shall perform the functions outlined in the Officers Manual as issued by National Headquarters.

ARTICLE VII--THE EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of five members in addition to the Officers of the Post. Executive Committeemen will be elected at the same time and in the same manner as the other elected Officers, and shall take office coincident with the new Officers. All elections shall be by ballot, and the five candidates receiving the highest number of votes shall be elected to the Executive Committee. The Post Commander shall serve as the Chairman of the Executive Committee and will vote only in case of a tie vote.

Past Commanders, the Adjutant, the Service Officer, and the Judge Advocate will be non-voting Ex-Officio members. In the absence of the Post Commander, the First Vice Commander will act as Chairman, and so on down the chain. The term of office of members of the Executive Committee shall be for one year. The minutes of each Executive Committee meeting shall be read for approval at the following General Assembly meeting.

Section 2. The government and management of the Post are entrusted to the Executive Committee. The administrative affairs of the Post shall be under the supervision of the Executive Committee. The Executive Committee shall authorize and approve all expenditures; shall require adequate bonds from all persons having the custody of Post funds; shall hear reports of committee chairmen; and generally, shall have charge of and be responsible for the management of the affairs of this Post

Section 3. The Executive Committee shall prescribe the rules of conduct for the Headquarters and any other buildings used by the Post and provide the final approval for the POST REGULATIONS. The Post Adjutant shall be the chairman of the Post Regulation Committee.

Section 4. Any Officer of the Post may be reprimanded, suspended or removed from office upon charges based on disloyalty to The American Legion or the National Government, neglect of duty, dishonesty, and conduct unbecoming a member or officer of The American Legion. The procedures of Article X, Paragraph 14 of the Department Constitution shall be followed. If a vacancy results, it will be filled in the manner prescribed in Article VI, Section 1.

ARTICLE VIII—MEETINGS

Section 1. The Annual Meeting (Installation) shall be held within thirty (30) days after the Annual Convention of the Department of Florida. eighteen (18) members shall constitute a quorum for the Annual Meeting.

Section 2. The regular monthly meeting shall be called the General Assembly, and it shall be held on the second Saturday of each month, at which may be transacted such business as may properly be brought up for action. Eighteen (18) members shall constitute a quorum for any General Assembly.

Section 3. Special General Assembly Meetings shall be convened at the request of the Commander, at the request of a majority of the Executive Committee, or at the request in writing of 10 members of the Post. Eighteen (18) members shall constitute a quorum for any Special General Assembly Meeting.

Section 4. The Executive Committee shall hold a meeting not less than once a month at a time and place agreeable to the members. Eight (8) members shall constitute a quorum for any meeting of the Executive Committee.

Section 5. Special Executive Committee Meetings shall be convened at the request of the Commander or at the request of a majority of the Executive Committee. Eight (8) members shall constitute a quorum for any Special Executive Committee Meeting.

Section 6. The Commander may convene an emergency Executive Committee Meeting or General Assembly, meeting without notice. The Executive Committee can also convene an emergency Executive Committee Meeting provided a quorum of elected members agree and are present.

ARTICLE IX—NOTICES

Section 1. Every member shall furnish the First Vice Commander with his or her address for mailing purposes.

Section 2. The Adjutant shall cause notice of the annual election to be given at least two weeks prior thereto. Notice shall be given in the Newsletter and shall be posted on the bulletin board.

Section 3. Three days notice shall be given for all Special General Assembly Meetings or Special Executive Committee Meetings. When Possible, such notice shall be a written notice mailed and/or emailed to members' addresses as they appear in the First Vice Commander's records, posted on the Post 137 web site, Lounge bulletin board and the Legion office door. The notice shall state any special matters that are proposed to be brought up at the meeting.

Section 4. No notice shall be required for the regular General Assemblies.

Section 5. No notice shall be required for the regular meetings of the Executive Committee.

ARTICLE X--RULES OF ORDER

Section 1. In all meetings of the Post, regular or special, and in all meetings of standing committees, the rules of procedure for the conduct of such meetings shall be those set forth in Robert's Rules of Order, except as may otherwise be expressly provided herein.

Section 2. Interpretation of the Rules of Procedure shall be provided by the Judge Advocate, unless the Commander has appointed a Parliamentarian, who shall make all interpretations.

Section 3. Should any situations or issues arise that are not covered by these by-laws, Robert's Rules of Order will apply.

ARTICLE XI—DELEGATES

Section 1. All delegates who this Post shall be entitled to have as representatives at the Department Convention under the rules and provisions of the American Legion, Department of Florida, shall be elected at a regular meeting of the members of the Post, by a majority vote of those present at the meeting. Alternates shall be elected at the same time and in the same manner.

Section 2. The Post Commander at the Executive Committee meeting prior to the Department Convention will review prospective candidates for State Officers. The Executive Committee will vote on those candidates that they are recommending that Post 137 should support. These candidates' names will be presented to the General Assembly for a vote. All Post 137 delegates must support the candidates approved by the Post 137 General Assembly.

Section 3. The Post shall pay all registration fees for each Post delegate who attends The Department Convention. These delegates must attend the General Session and Northern Area Caucus or required classes. The Post will pay for the Post Commander or any Designated Post Representative attending The

Department Convention the prevailing hotel rate of the designated Convention hotel for lodging. Also, any Post Officer who is attending **required** classes at the Department Convention can also be paid the prevailing Hotel rate of the designated Convention hotel for lodging. An example of this would be the Post Service Officer attending the required two day Service Officer class in order to be certified as a Service Officer. The Service Officer would receive reimbursement for two days lodging.

Section 4. The Post shall pay for the Post Commander or any Post Designated Representative to attend the Mid Winter Conference and any other Department of Florida sponsored conference. The Post will pay for the Post Commander or any Designated Representative attending these conferences the prevailing Hotel rate of the designated Conference hotel for lodging. Also, any Officer who is attending **required** classes at the Department Convention can also be paid the prevailing hotel rate of the designated conference hotel for lodging.

ARTICLE XII--DUES

Section 1. The dues of members shall be established by the Executive Committee and approved by two-thirds vote of the General Assembly in accordance with the Department of Florida and National requirements.

Section 2. From such dues collected, the Post shall pay to the Department Finance Officer such per capita proportion as may be required from time to time by the regulations of the National and Department Organization.

Section 3. Members in arrears four months in payment of dues shall be classed as delinquent, and members in arrears six months shall automatically be suspended from all privileges. Payment of all back dues within the year shall permit reinstatement to active membership. A member delinquent one year or more shall only be reinstated upon a majority vote of the General Assembly after payment of all amounts due by him/her to the Post. As an alternative and upon payment of the current year's dues a delinquent member may be taken in as a new member in the usual manner after showing the proper credentials.

ARTICLE XIII--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 its approval before any publicity is given or action other than mere passage by the Post is taken.

Section 2. All resolutions shall be presented and read at a General Assembly of

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the Post. Unless proposed by the Resolutions Committee, they shall be referred immediately to said Committee for drafting and presentation to the Post for its consideration. Any resolution brought to the General Assembly by the Resolutions Committee must be passed by a two-thirds vote of the members present.

ARTICLE XIV--SPECIAL ACTIVITIES

Section 1. The Post shall not participate in, nor sponsor, any social or athletic activity unless the event has been approved at a regular or special meeting of the Post.

ARTICLE XV--STANDING COMMITTEES

Section 1. The Commander shall name the Chairman of the following standing committees:

Americanism	Finance	House
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Section 2.

These Post committees are chaired by the Officer as listed with the committee description:

Children and Youth	Election	Entertainment
Graves Registration and Memorial	Legal Committee	Post Regulations
VAVS or Visiting Committee.	Veterans Affairs and Rehabilitation Committee	Veterans' Holidays

The Commander may also name the Chairman for such other committees as the business of the Post may require. Such committees may be, but are not limited to, the following: Economic, Legislative Resolutions, National Security, and Public Affairs. All Chairs appointed by the Commander require approval from the Executive Committee and the General Assembly.

Section 3. The Americanism Committee shall seek to inspire patriotism and good citizenship through patriotic observances, patriotic and civic instruction in schools, information on anti-American propoganda, youth activities such as Boys State, Boy Scouts, Oratorical Contest, School Award Medals, baseball, flag etiquette, and other similar community services. Should they be appointed, the following committees fall under the purview of the Americanism Committee: Baseball, Boy Scouts, Oratorical, School Medals, and Shooting Sports. The Post Commander will appoint the chair of the Americanism Committee.

Section 4. The Children and Youth Committee shall seek to insure that any child of a veteran in need of care and protection will receive that service and aid; to organize the Legion's strength in each community in the interest of children in general; and to assist the community to reduce juvenile delinquency. The 3rd Vice Commander Chairman shall be the chair of the Children and Youth Committee.

Section 5. The Economic Committee shall assist veterans in meeting and overcoming economic problems such as employment, veterans' preference, civil service appeals, employment of handicapped and older veterans. The Post Commander will appoint the chair of the Economic Committee.

Section 6. The Election Committee shall oversee the annual election of Officers, shall count the votes and shall report the results to the General Assembly. The Election Committee shall be appointed by the Commander and approved by majority vote of the General Assembly. The Judge Advocate will be the chair of the Election Committee unless running for an elected office. In that case, the Commander will appoint the chairman who must also be approved by a majority vote of the General Assembly.

Section 7. The Entertainment Committee shall have charge of all entertainment, dances and performances of the Post. The 2nd Vice Commander Chairman shall be the chair of the Entertainment Committee. - The Club Manager will be a member of the Entertainment Committee.

Section 8. The Finance Committee shall supervise the receiving, disbursement and accounting of all Post funds; shall audit, inspect, and review completion of all duties of the Club Manager and club operations; shall submit to the commander a monthly discrepancy report on Post operations; shall prepare annual budget recommendations for the Post; and shall advise the Post on all financial matters. The Post Commander will appoint the chair of the Finance Committee. The Finance Officer and Club Manager will be a member of the Finance Committee. There will be a minimum of five members of the Finance Committee.

Section 9. The House Committee shall manage the property and grounds of the Post. Responsibility includes maintenance and repair of the Post equipment, buildings and grounds, provide a monthly project list for ongoing and proposed projects to the Executive Committee and Commander. All new project proposals must be submitted to the Commander then to the Executive Committee for approval. Priorities may be assigned by the Commander and the Executive Committee. All proposed projects require 3 bids unless it is an emergency that endangers the health and safety of the members and/or Post property. No Post Officer may be involved in any discussions or vote on any bids where there may be a conflict of interest such as family or relatives. The Post Commander will appoint the chair of the House Committee. The Club Manager will be a member of the House Committee. There will be a minimum of three members of the House Committee.

Section 10. The Graves Registration and Memorial Committee shall record, mark and decorate graves of deceased veterans; shall render service and comfort to bereaved families; and shall provide American Legion funeral services when requested. The Post Chaplain shall be the Chair of the Graves Registration and Memorial Committee.

Section 11. The Hospital Visitation Committee shall give comfort and assistance to members and their families when sick or bereaved, and to visit local (Jacksonville) hospitalized veterans. The Post Chaplain shall be the Chair of the Hospital Visitation Committee.

Section 12. The Legal Committee shall ensure enforcement of all national and state, and city ordinances in any way affecting veterans, shall attend to the legal affairs of the Post, and shall give legal advice to the Officers thereof. The Judge Advocate shall be the chair of the Legal Committee.

Section 13. The Legislative Committee shall promote public support of the Legion's programs through publicity objectives of The American Legion by a study of American Legion legislative proposals, information to the membership thereon, direct communications with members of Congress or the state legislature as requested by the National Legislative Commission or proper department officials. The Judge Advocate shall be the chair of the Legislative Committee.

Section 14. The Membership Committee shall seek to obtain, retain and increase the membership of the Post through renewals, new member's enrollment, and transfers. The 1st Vice Commander will be the chair of the Membership.

Section 15. The National Security Committee shall organize the Post membership in support of national and civilian defense projects in the community, and it shall organize the Post and assist in organizing the community for readiness to meet any emergency. Should they be appointed by the Commander, the following committees Drill under the preview of the Security Committee: Blood Donor, Disaster Preparedness, Law and Order, POW/MIA, and ROTC.

Section 16. The Post Regulation Committee will review the Post Regulations and present recommend changes to the Post Executive Committee for final approval. The Judge Advocate will be the chair of the Post Regulation Committee.

Section 17. The Public Affairs Committee shall provide public awareness and support of the Legion's programs and presence in the community through publicity on Post activities using local media such as newspapers, radio, and TV; shall sponsor and/or participate in community events; shall advise and assist the Commander and committee Chairman in the planning of activities for optimum public exposure and media interest; and shall keep the membership informed of Legion programs and policies. The Post

Commander will appoint the chair of the Public Affairs Committee.

Section 18. The Resolutions Committee shall prepare resolutions at the request of the Commander, and redraft all resolutions proposed at any meeting of the Post. The Post Commander will appoint the chair of the Resolutions Committee..

Section 19. VAVS or Visiting Committee. This committee shall arrange group activities for Veterans in nearby VA hospitals and clinics. The Fourth Vice Commander shall be the chair of the VAVS Committee.

Section 19. The Veterans Affairs and Rehabilitation Committee shall assist veterans in obtaining needed hospitalization, in the prosecution of claims and in obtaining other veteran's rights and benefits; to visit comrades who are sick or disabled; to visit and comfort members of their families when sick or bereaved. The Post Service Officer will be the chair of this Committee.

Section 20. The Veteran's Holidays Committee shall schedule and coordinate all events and open houses associated with the various veterans' holidays. The 2nd Vice Commander Chairman shall be the chair of the Veteran's Holidays Committee.

ARTICLE XVI—POST DISCIPLINARY PROCESS

Section 1 Grievance Committee. This Committee shall consist of a minimum of five (5) members. A Chairman and four (4) members of the Post and shall review grievances for action and resolution. The Judge Advocate will serve as the Chairman of the Grievance Committee. Each of the Vice Commanders will appoint a member of the Grievance Committee, who will serve only for one hearing, unless reappointed for a subsequent hearing..Serving Post officers cannot serve as Grievance Committee members. Should the Judge Advocate need to recuse themselves from the Grievance Committee, The Post Commander will appoint a Chairman from the currently serving Legion Officers.

Any Post member with a conflict of interest involving the grievance must recuse themselves from the grievance process.

The Grievance Committee will meet independent of the Executive Committee. The Chairman will report its findings at the regularly scheduled Executive Committee. If the Chairman deems the Grievance involves serious infractions of Legion conduct or involves the immediate safety of member(s) of the Post, the Post Commander will be notified and a special Executive Committee called.

The Executive Committee will discuss the findings of the Grievance Committee and confirm the Grievance Committee decision or recommend an alternative. A 2/3's majority vote of the Executive Committee is required to change the Grievance Committee's recommendations.

The Adjutant will read the grievance and findings at the next General Assembly. Names will not be mentioned at either the Executive Committee meeting or the General Assembly.

Section 2. Appeals. Any Post member disciplined by the Grievance Committee can file an appeal with the Executive Committee within 45 days of the decision. The member must request a hearing at a regularly scheduled Executive Committee meeting where they will be allowed not more than 10 minutes to state the reason(s) for their appeal.

The Executive Committee can dismiss the original charges, reduce the punishment imposed or sustain the original punishment.

A 2/3's majority vote of the Executive Committee is required to dismiss the original charges, or reduce the punishment imposed.

The Adjutant will read the appeal request and Executive Committee recommendations at the next General Meeting.

ARTICLE XVII—SPONSORED POST ORGANIZATIONS

Section 1. Sponsored Post Organizations. These organizations include American Legion Riders 137, Color Guard, Rod and Pole Benders, and USMCCA, and other forms of organized member participative activities as approved by the Executive Committee and General Membership. Chairmen are elected within those organizations according to the organizations by-laws.

Section 2. These sponsored organizations are to submit a quarterly report to the Executive Committee. This report will show membership, revenue and expenses and support provided to various Post 137 programs.

Section 3. Any disciplinary procedures against a member of a sponsored post organization must adhere to the disciplinary procedures outlined in Article XVI.

Section 4. Any sponsored post organizations can be disbanded by motion at a general assembly meeting. A simple majority vote will suffice to disband the sponsored post organizations.

ARTICLE XVIII--AMERICAN LEGION AUXILIARY

Section 1. This Post recognizes an auxiliary organization known as Auxiliary Unit 137, The American Legion.

Section 2. Membership in the Auxiliary shall be as prescribed by the National Constitution of the American Legion Auxiliary.

ARTICLE —XIX SONS OF THE AMERICAN LEGION

Section 1. This Post recognizes an organization known as Squadron 137, Sons of the American Legion.

Section 2. Membership in the Sons of the American Legion shall be as prescribed by the Department and National Organizations of the American Legion.

Article XX—AMERICAN LEGION RIDERS

Section 1. This Post recognizes an organization-The American Legion Riders Chapter 137

Section 2. Membership in the American Legion Riders of the American Legion shall be as prescribed by the Department and National Organizations of the American Legion.

Section 3. American Legion Riders Chapter 137 also falls under Article XVII as a sponsored post organization, per Legion Riders Resolution No. 35,

Article XXI—Revisions

Section 1. These by-laws will be reviewed, at least, in August of every even numbered year and revised as needed.

ARTICLE XIX--AMENDMENTS

Section 1. These By-Laws may be amended at any General Assembly by a vote of two-thirds of the members attending the Assembly, provided: the proposed amendment shall have been submitted in writing and read at the preceding General Assembly, **AND** that written notice shall have been given to all members by announcement in the Newsletter, posted on the Club Lounge bulletin board, Post web site and Legion Office at least thirty (30) days in advance of the date

when such amendment is to be voted upon, notifying said members that at the General Assembly a proposal to amend the BY-LAWS is to be voted upon.

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