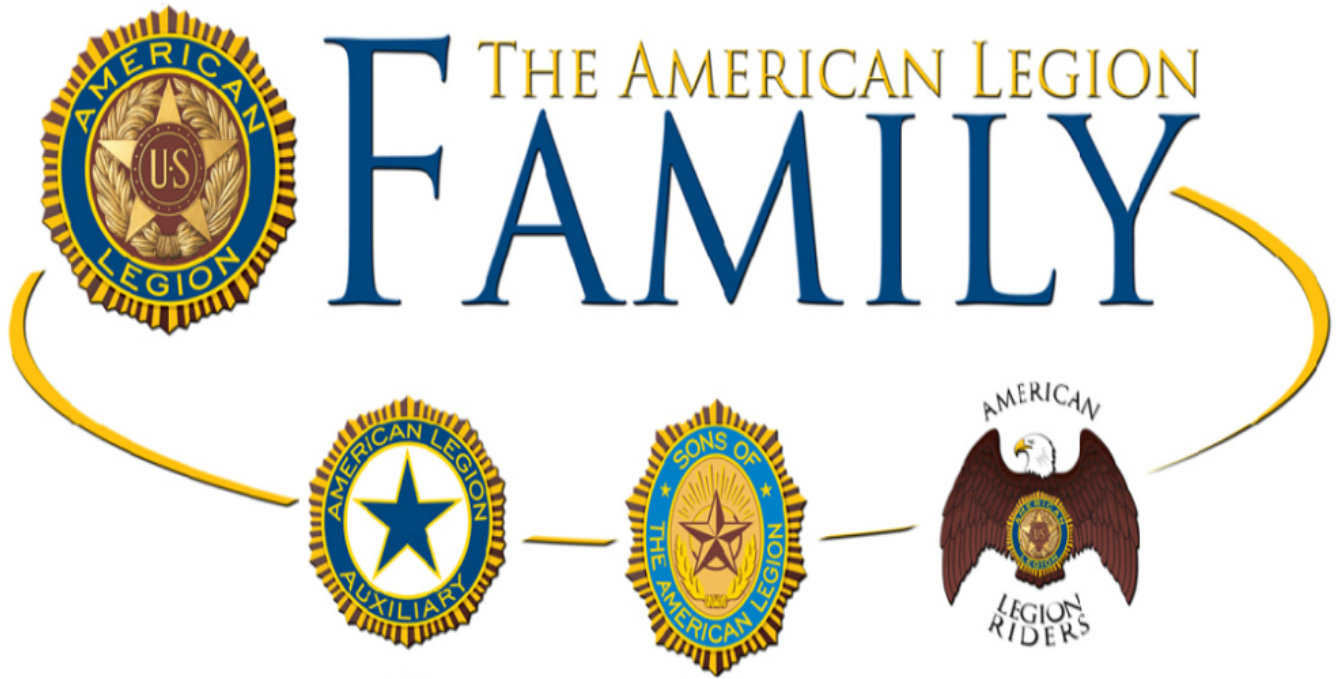


FEBRUARY 13, 2024



AMERICAN LEGION POST 178
DEPARTMENT OF GEORGIA
CONSTITUTION & BY-LAWS 2024

COMMANDER GRANT B. WHITELEY

3219 RICHMOND HILL RD. AUGUSTA, GA. 30906

These Constitution and Bylaws is officially amended and revised by unanimous vote of the members present on February 13th, 2024.



Carter Burdell Hagler Post 178, Inc.

3219 Richmond Hill Road

Augusta, Georgia 30906

February 13th, 2024

"A FAMILY POST"

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 associations 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 good will 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.

CONSTITUTION

ARTICLE I **NAME**

SECTION 1: The name of this organization shall be the Carter Burdell Hagler Post 178, The American Legion, Department of Georgia.

ARTICLE II

OBJECTS AND PURPOSES

THE PURPOSE OF THIS POST SHALL BE TO PROMOTE THE PRINCIPLES AND POLICIES AS SET FORTH IN THE PREAMBLE, AND THE NATIONAL AND DEPARTMENT CONSTITUTIONS AND BY-LAWS OF THE AMERICAN LEGION.

SECTION 1: THIS POST IS A CIVILIAN ORGANIZATION AND MEMBERSHIP THERE IN DOES NOT AFFECT OR INCREASE LIABILITY FOR MILITARY OR PUBLIC SERVICE.

SECTION 2: THIS ORGANIZATION SHALL BE ABSOLUTELY NON-POLITICAL AND SHALL NOT BE USED FOR THE DISSEMINATION OF PARTISAN PRINCIPLES OR FOR THE PROMOTION OF THE CANDIDACY OF ANY PERSON OR PERSONS SEEKING PUBLIC OFFICE OR PREFERMENT.

SECTION 3: RANK DOES NOT EXIST, AND THEREFORE NO MEMBER SHALL BE ADDRESSED BY THEIR MILITARY TITLE IN A MEETING OF THIS POST.

ARTICLE III

MEMBERSHIP

SECTION 1: Eligibility for membership in The American Legion shall be as prescribed by the National Constitution of The American Legion.

SECTION 2: Applications for membership must be in writing and must be accompanied by a discharge, separation notice, Photostats of DD-214 discharge or separation notice. Applicant's discharge or papers shall be examined by at least two (2) elected officers of the Post in addition to the member recommending the applicant and the application shall be initialed by each, indicating the applicants eligibility for membership.

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 referred for further investigation and consideration. All applications will be filled out legibly. Applications not filled out completely and legibly properly will not be accepted until changes are made.

If 5 or more members cast their vote against the acceptance of said application, then such application shall be recorded as rejected. A rejected application shall not again be considered until after the expiration of six months from the date of such rejection.

SECTION 3: The Membership Committee shall submit to the next regular membership meeting all such applications, except normal current renewals, with their recommendations. Such applications shall be accepted, rejected, or referred for further investigation and or consideration.

When an applicant applies for transfer from another American Legion Post, the old Post Adjutant will be contacted whenever possible to insure the member was in good standing at that post.

- SECTION 4:** Members may be suspended or expelled from membership in The American Legion upon proper showing of cause by a two-thirds vote of the membership of the Post present and voting. Charges shall be based upon disloyalty, neglect of duty, dishonesty, or conduct unbecoming a member of The American Legion. All charges must be made under oath, in writing, by the accusers, and no member in good standing shall be suspended or expelled from membership until given a fair trial by the Post. Any member who has been suspended or expelled pursuant to this section and the procedure provided by the local Post, shall have the right to appeal such suspension or expulsion to the Department Executive Committee. The decision of the Department Executive Committee shall be final.
- SECTION 5:** Any member who has been expelled or suspended from the post may be reinstated by a two-thirds (2/3) vote of the membership present at a regular membership meeting, if dues are in the arrears, they payment for any arrears in dues and to include current years dues must be paid.
- SECTION 6:** 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, may then be appeal to the Executive Committee of the Department of the expelling Post for permission to be admitted to membership of this Post, and shall be ineligible for membership until such permission is granted.
- SECTION 7:** All hearings or trials of members of this American Legion Post shall be in accordance with the procedures as outlined in The American Legion Officer's Guide and Manual of Ceremonies.

ARTICLE IV **OFFICERS**

- SECTION 1:** The administrative affairs of this post of The American Legion shall, except as may be otherwise provided by the Bylaws, be under the supervision of an Executive Committee which shall consist of no more than 5 members in addition to the officers of the post. The term of office of members of the Executive Committee shall be for one year. This post, by its bylaws, may provide for such other standing committees as the business of the organization may require.
- SECTION 2:** The elective officers of this post shall be the Commander, Senior Vice Commander, Three (3) Junior Vice Commanders, Finance Officer, Sergeant-At-Arms, Adjutant, Judge Advocate, and five (5) Executive Committee members and such other officers as may be deemed necessary by this organization, who shall be nominated from the floor at the meeting preceding the annual election.
- SECTION 3:** The appointive officers of this post shall be the Service Officer, Historian, Chaplain, and Technical Specialist.
- SECTION 4:** The Executive Committee shall consist of all elected officers and the five (5) Executive Committee members, and the immediate Past Commander.
- SECTION 5:** Elected officers and the Executive Committee persons shall be elected annually and they shall hold office until their successors are duly installed, or as otherwise provided.

SECTION 6: Any officer or Executive Committee person may be removed from office for cause (disloyalty, neglect of duty, dishonesty and conduct unbecoming a member of The American Legion) by two thirds (2/3)-of the members at a regular Executive Committee meeting. The removed person may appeal to the General Membership at a regular membership meeting and two thirds (2/3) vote shall be final.

ARTICLE V **FINANCE**

SECTION 1: The revenue of this post shall be derived from membership annual dues and from such other sources as may be approved by the Executive Committee.

SECTION 2: The amount of membership dues and/or initiation fees shall be fixed and determined by the post. If there is to be an increase of annual dues; it must be determined by the Executive Board in March and ratified by the March General Membership so it can be included on the April Post Data Form for submission to District and Department of Georgia.

SECTION 3: The post shall promptly pay to the Department and National Headquarters the annual per capita dues for each member of this post.

SECTION 4: The Finance Officer shall present a finance report monthly, to the general membership.

SECTION 5: All checks shall be signed by two elected officers, primarily the Commander and the Finance Officer.

SECTION 6: The Post Commander shall appoint a committee, under the direction of the Post Judge Advocate, to audit the post finances not less than quarterly and at the end of the term of office.

ARTICLE VI **CHARTER MEMBERS**

SECTION 1: All members that joined this post prior to the issuance of the permanent Post Charter shall be known as Charter Members.

ARTICLE VII **DISCIPLINE**

SECTION 1: No member shall be disciplined by this Post or any of its subordinate component bodies, **apart from a temporary suspension of certain clubroom privileges**, until after a hearing or trial as set forth in the Post By-laws, subject to the restrictions of the National and Department Constitution and By-laws.

ARTICLE VIII : **SONS OF THE AMERICAN LEGION**

SECTION 1: This Post recognizes the organization to be known as the Sons of the Carter Burdell Hagler American Legion, Squadron #178; Department of Georgia, Inc.

SECTION 2: Membership in the Sons of the American Legion shall be prescribed by the National Constitution of the Sons of the American Legion and the Department of Georgia Executive Committee.

ARTICLE IX **AMERICAN LEGION AUXILIARY**

SECTION 1: This Post recognizes an auxiliary unit as prescribed by the National Constitution, to be known as Carter Burdell Hagler Unit 178, The American Legion Auxiliary.

ARTICLE X **AMENDMENTS**

SECTION 1: This constitution is adopted subject to the provisions of the National Constitution of The American Legion and the Department of Georgia. Any amendment of the National or Department Constitution which conflicts with any provisions hereof shall be regarded 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 (2/3) vote of the members present and voting, provided that such amendment shall have been submitted in writing and read at the next preceding regular meeting, providing further that all members shall be notified of such amendment to be voted on at least ten (10) days prior to said meeting.

SECTION 3: This document follows the National and Department Constitution and does not conflict with any policies of the organization.

SECTION 4: This document contains all amendments as approved by the General Membership, voting at regularly scheduled meetings. All previous editions of this document are considered null and void.

ARTICLE XI **LIMITATIONS OF LIABILITIES**

SECTION 1: The post shall incur, or cause to be incurred, no liability or obligation whatever which shall subject to liability any other post, subdivision, members of The American Legion, or other individuals or organizations.

ATTEST BY:

ATTEST BY:

GRANT B. WHITELEY
Post Commander

THERESA BRISKER
Post Adjutant

ATTEST BY:

HENRY WALTERS
Post Judge Advocate



Carter Burdell Hagler Post 178

3219 Richmond Hill Road

Augusta, Georgia 30906

February 13th, 2024

"A FAMILY POST"

BY-LAWS

ARTICLE I **NAME AND OBJECTS**

SECTION 1: The post existing under these Bylaws is to be known as Carter Burdell Hagler Post No.178, The American Legion, Department of Georgia.

SECTION 2: The objects of this post are as set forth in the Constitution

ARTICLE II **MANAGEMENT**

SECTION 1: The government and management of this post is entrusted to the Post Executive Committee consisting of all elected post officers and the five (5) Executive Committee persons, as provided for by the Post Constitution.

SECTION 2: The Post Executive Committee shall consist of no more than 5 members in addition to the officers of the post and together with the other officers of this post shall be elected and take office at the meeting next following that of the election. All elections of officers and executive committeemen shall be by ballot and the candidate or candidates receiving the highest number of votes shall be elected to the respective office or offices for which they are candidates.

SECTION 3: All vacancies occurring between elections shall be filled by the Executive Committee upon recommendation of the Commander. An officer so appointed shall hold office until the next election unless otherwise removed for cause. A vacancy shall exist when an officer or member is absent from their post for a period considered detrimental to the interest of the post, by the Executive Committee or a member removed for cause.

ARTICLE III

NOMINATIONS AND ELECTIONS

- SECTION 1:** At the regular meeting two (2) months prior to the election, the Post Commander shall appoint a nominating committee consisting of not less than three (3) members, of which one will be the nominating committee chairperson. The Annual election of officers shall be held not earlier than sixty (60) days, nor later than fifteen (15) days prior to the annual Department of Georgia convention. It shall be the duty of the nominating committee to receive nominations of all members desiring to hold office to this post, and resent their selections to the members of the general membership meeting preceding the election. Nominations shall be made from the floor at this meeting.
- SECTION 2:** All vacancies occurring between elections shall be filled by the Executive Committee upon recommendation of the Commander. An officer so appointed shall hold office until the next election unless otherwise removed for cause. A vacancy shall exist when an officer or member is absent from their post for a period considered detrimental to the interest of the post by the Executive Committee or a member removed for cause.
- SECTION 3:** When there is only one candidate for an office the presiding officer will instruct the adjutant to cast one unanimous ballot for that candidate.
- SECTION 4:** Notice of meetings for nominating officers and the date of the election shall be established for all members not less than 10 (ten) days prior to the meeting and election.
- SECTION 5:** Post elections shall be conducted between the hours of 12:00 noon and 6:45 p.m., the date of the election. Election officials shall open the ballot box to ensure all ballots are valid and to verify the number of ballots cast against the number of members voting. Membership cards will be checked against the current membership roster to prevent duplication of voting.
- SECTION 6:** In case of a tie vote, members attending the election meeting will conduct a runoff election for the office or offices with the tie vote.

ARTICLE IV

POST EXECUTIVE COMMITTEE

- SECTION 1:** The Post Executive Committee shall, for the organization and such business as may come before it, meet at the call of the Post Commander within ten (10) Days after the installation of officers. Thereafter, the Executive Committee shall meet on the first Tuesday of each month at Seven (7:00) p.m. or as often as said commander may deem necessary to conduct post business. The commander shall call a meeting of the Executive Committee upon written request of three (3) members of the committee.
- SECTION 2:** Nine (9) members of the Executive Committee shall constitute a quorum. If a quorum is not present, the commander will reschedule the meeting.
- SECTION 3:** The Post Executive Committee shall have the sole power to hire, discharge or otherwise take disciplinary action against any paid employee, or to listen to written complaints of employees as may be necessary.

SECTION 4: The Executive Committee shall authorize and approve all expenditures, provided that no expenditure or sale is more than fifteen hundred dollars (\$1500.00), without approval of a majority vote of the membership. An emergency meeting may be called by the Commander and approved by the voting members present. The general membership shall be informed of such action as soon as possible.

SECTION 5: The Post Executive Committee shall require and hold adequate bonds from all persons having custody of post funds, and the premium on such bonds to be paid from post funds. They shall have general supervision and responsibility for the management of all affairs of the post not otherwise delegated or provided for in these By-Laws.

SECTION 6: The Post Executive Committee shall be authorized to replace any elected officer or committee member for reason of death, resignation, removal from office for cause, sickness or other disability, or absence, upon recommendation of the Commander. If such replacement shall be deemed necessary before three (3) months have expired since election by the General Membership, a special election shall be called to fill that office.

ARTICLE V

DUTIES OF OFFICERS

SECTION 1 : DUTIES OF THE COMMANDER; It SHALL BE THE DUTY OF THE Post Commander to preside at all meetings of the post and to have general supervision over the business and affairs of the post and such officer shall be the chief executive officer of the post. The commander shall approve all orders directing the disbursement of funds and shall make an annual report covering the business of the post for the year, make recommendations for the ensuing year, which shall be read at the annual meeting and a copy thereof immediately forwarded to the Department Adjutant. The Post Commander shall be a signatory, with the Post Finance Officer, on all post checking accounts. The commander shall perform such other duties as directed by the post.

SECTION 2: DUTIES OF THE SENIOR VICE COMMANDER; The Senior Vice Commander shall assume and discharge the duties of the office of Commander in the absence or disability, or when called upon by the Post Commander. He/she will have supervision of membership recruitment and such other duties as assigned by the Commander. Should the Senior Vice Commander succeed to the office of the Post Commander, the Post Executive Committee shall elect a replacement with one of the Post Junior Vice Commanders being considered as the likely candidate.

SECTION 3: DUTIES OF THE THREE (3) JUNIOR VICE COMMANDERS; The 3 (three) Junior Vice Commanders shall serve as equals with none having seniority over the others. One shall have charge of the post kitchen facilities and be responsible for its use, including maintenance of all equipment thereof, stockage of all implements, crockery, silverware and cookware and other duties as may from time to time be directed by the Post Commander; one shall have overall responsibility for the post hall and outside grounds, to include the inventory of all post property therein, proper cleaning and maintenance, proper storage of all required equipment and tools, and other duties as may from time to time be directed by the Post Commander; and one shall have supervision of the post lounge, to include the proper maintenance and

cleanliness of the area, inventory of all post property therein, maintenance of all items stockages, and other duties as may from time to time be directed by the Post Commander.

SECTION 4: DUTIES OF THE ADJUTANT; The Post Adjutant shall have charge of and keep a full and correct records of all proceedings of all meetings, keep such records as the Department and National organizations may require, render reports of membership annually or when called upon at a meeting, and under the direction of the Post Commander, handle all correspondence of the post. In the absence of the commander or the finance officer, the Post Adjutant shall be co-signer on post checking accounts.

SECTION 5: DUTIES OF THE POST FINANCE OFFICER: The finance officer of the post shall have charge of all finances and see that they are safely deposited in some local bank or banks and shall report once a month to the executive committee and the general membership, the condition of the finances of the post, with such recommendations as may be deemed expedient or necessary for raising funds with which to carry on the activities of the post. The finance officer shall sign all checks disbursing the monies of the post and shall furnish such surety bonds in such sums as shall be fixed by the Post Executive Committee. In addition to the finance officer, all post checks shall be co-signed by the Post Commander, and in his absence, the Post Adjutant. Only the Post Commander, Post Finance Officer and Post Adjutant are covered by post bond.

SECTION 6: DUTIES OF THE SERGEANT-AT-ARMS: The Sergeant-At-Arms shall preserve order at all meetings and shall perform such other duties as may be from time to time assigned by the Post Executive Committee. He/she shall ensure that meeting areas are prepared in advance, to include placement of colors, seating arrangements, etc., ensure eligibility of members attending such meetings and gatherings.

SECTION 7: DUTIES OF THE JUDGE ADVOCATE: The Judge Advocate shall advise the Post Commander, Post Executive Committee and general membership members on all legal matters including the construction and interpretation of National, Department of Georgia, the Eleventh District and Post Constitutions and By-Laws. He/she shall ensure that Roberts Rules of Order (Revised) are followed in meetings of this post. He/she shall have supervision over the Post Audit Committee and shall perform such other duties incident to this office.

SECTION 8: DUTIES OF THE CHAPLAIN: The Post Chaplain shall be charged with the spiritual welfare of the post comrades and will offer divine but nonsectarian service in the event of dedications, funerals, public functions, etc.; adhere to such ceremonial rituals as are recommended, from time to time, by the national or department headquarters.

SECTION 9: DUTIES OF THE SERVICE OFFICER: The Post Service Officer shall assist former service persons in getting relief from governmental agencies, shall inform them as to provisions of federal and state statutes on behalf of service persons; and shall generally act as liaison representative between the post and branches of the national and state governments.

SECTION 10: DUTIES OF THE HISTORIAN: The Post Historian shall be charged with the individual records and incidents of the post and post members; shall perform such other duties as may properly pertain to the office as may be determined by the Commander.

SECTION 11: DUTIES OF THE TECHNICAL SPECIALIST: This person shall have Responsibility for the supervision of the proper installation, usage and maintenance of all electronic devices used by

the post in the conduct of its business, excluding any legal gaming or currency devices licensed by vendors, to include, but not be limited to, computers/ printers, machines used for the purpose of maintaining cost/inventory analysis, protection of post security. He/she shall report to the Post Commander and the Post Executive Committee, in a timely manner, any recommendations for changes, upgrades or deletion of programming or equipment. He/she will perform duties on a volunteer basis except where payment is required for alteration of programming or upgrading programs, which payment shall be made to post check. He/she will have no vote at Post Executive Committee meetings but shall have voice at such meetings as required. He/she shall perform other duties as may be from time to time required by the Post Commander or Post Executive Committee.

ARTICLE VI **HOUSE COMMITTEE**

SECTION 1: The House Committee Chairperson shall be appointed by the commander. The House Committee Chairperson shall appoint a committee of a minimum of five (5) members to be selected from the general membership. The house committee shall have, in conjunction with the Junior Vice Commander, the Responsibility for the day-to-day operations of the lounge/bar in accordance with the House Committee Rules.

SECTION 2: The House Committee Chairperson shall prepare, or cause to be prepared, minutes of all meetings to be presented to the Post Adjutant prior to the monthly Post Executive Committee meeting* Further, all recommendations and changes to post operations shall be presented to the Post Executive Committee prior to implementation. If a change is desired between executive committee meetings, the House Committee Chairperson, in conjunction with the Junior Vice Commander, will ask for a special Post Executive Committee meeting.

SECTION 3: The House Committee Rules may be revised to include, but not be limited to, the Post Standing Rules and other such rules. Revised rules shall be approved by the Post Executive Committee and the general membership.

ARTICLE VII **DISCIPLINE**

SECTION 1: No member shall be disciplined by anybody or person except as provided within this Article, subject to the restrictions of the National and Department Constitution and By-laws. To define reason, cause, procedure of examination and penalty for disciplinary action against any member of this Post, here shall be two classifications of action.

Minor Infraction: Creating a disturbance, abuse of Post Home privileges or defacing American Legion property, shall be considered a minor infraction, and can be acted on by the Post Commander, Sr/Jr. Vice Commanders or by a Post Executive Committee hearing. The Post Commander, Sr/Jr. Vice Commander or by a Post Executive Committee hearing by verbal order to any Post member, may suspend up to seven days, said member from bar privileges, who by their determination has abused such privileges. A written report shall be inserted in the next House Committee minutes of any action taken under this section.

Major Infraction: Any other violation of Post or American Legion rules or policy shall be considered a major infraction and can only be acted upon by a Post Executive Committee trial. The Post Judge Advocate shall be consulted regarding any question on classification of infraction and his decision shall be final.

SECTION 2: The Post Executive Committee shall have the power to discipline any Post member subject to the procedure and restrictions set forth in this Article. The decision of the Post Executive Committee shall be final except for an appeal to the Department Executive Committee.

SECTION 3: For a Major Infraction: No member shall be disciplined until a trial is held by the Post Executive Committee. All charges must be made in writing- and sworn to by the accuser, or accusers. Charges shall be based upon disloyalty, dishonesty, conduct unbecoming a member of the American Legion or neglect of duty (i.e.) unexcused absences by a member in a Post Executive position in the Post shall be considered neglect of duty. All charges shall be filed with the Post Commander or Post Adjutant, and a copy of all charges shall be served upon the accused by registered or certified mail directed to the address of the accused shown on the current membership record of the Post. The copy of the charges sent by registered or certified mail shall contain a notice to the accused of the date, time, and place of the trial of such charges, such date to be not sooner than fifteen days after service has been obtained. A copy of all papers served upon the accused and the return receipt, signed by the accused reflecting the registered or certified mail service, shall be preserved in the Post records for reference in the event of an appeal. The accused shall be entitled to obtain representation at the trial and to cross examine all witnesses against him. Reasonable postponement should be accorded to permit the trial to be at such a time as best to ensure the production of all real evidence bearing on the charges; provided the accused may insist upon the trial within thirty days of service of charges upon him. All Post Executive Committeemen shall be notified by mail, at least seven days prior to such a trial. A copy of the above stated papers shall be given to the Post Judge Advocate after the service has been obtained.

SECTION 4: The Post Judge Advocate or Department Judge Advocate shall preside at all disciplinary trials of the Post Executive Committee. After the charges have been filed with either the Post Commander or the Post Adjutant and the accused has been notified of the charges and the time, date and place of the trial it shall be the Judge Advocate's responsibility to gather and investigate the facts pertaining to the charges and to summons through the Post Adjutant all witnesses for both the accused and the accuser if any. At the trial only the Judge Advocate, the accused, and the accuser or their representatives shall have the right to question and to cross examine the witnesses who appear and give evidence. The Post Executive Committee shall act only as jurors and any questions by them shall be in writing through the Judge Advocate. No interested Executive Committeemen shall act as juror or have the right to vote. The decision of guilty or not guilty and the recommendation of punishment shall be by secret ballot, with two thirds vote of the jurors needed for a verdict of guilty. The Judge Advocate shall render the decision of punishment according to the recommendation of the jurors, which must be consistent with the By-laws, hereinafter provided.

SECTION 5: Upon a finding of guilty, a member may be reprimanded, relieved of duty, or denied the use of facilities open to other Post members for a period not to exceed six months, or suspended for a time not to exceed one year, or expelled from the American Legion, or removed from his/her Post elective position or office.

SECTION 6: The Post Executive Committee may suspend up to ninety days any Post member from bar privileges, who by their determination has abused such privileges. A hearing shall be held by the Post Executive Committee on Minor Infraction charges. Before a hearing can be held, a letter shall be sent by the Post Adjutant, by registered or certified mail to the accused member, stating a hearing will be held on charges preferred against the accused, at such a time, date, and place. A hearing shall not be held prior to fifteen days -after the date of letter service. A written note or letter, from any Post member or post employee, to the Post Commander shall be sufficient information for the Post Commander to take action within the meaning of this section.

SECTION 7: If the accused fails to answer charges, in the manner and form as this Article herein set forth: the charges and matters and facts therein stated shall be taken as confessed and the prayer for verdict granted. A letter shall be sent to the accused stating the verdict and any right to appeal.

ARTICLE VIII

DELEGATES TO THE CONVENTION

SECTION 1: Delegates to the Eleventh District or Department of Georgia conventions shall be elected by the post at a regular meeting to be held not less than twenty (20) days prior to such convention.

SECTION 2: Delegates and alternates to the National Convention shall be elected by the membership at a regular meeting not less than forty-five (45) days prior to the convention.

SECTION 3: At this same meeting, provisions shall be made as to finances for delegate expenses.

SECTION 4: All members in good standing shall be notified at least ten (10) days prior to the meeting at which delegates are elected to a convention.

ARTICLE IX

STANDING COMMITTEES

SECTION 1: The Post Commander will immediately, after taking office each year, appoint the following standing committees: Membership, House Committee, Finance, Legal, Publicity, Service and Rehabilitation, Visiting Committee, Americanism, Child Welfare and Athletic Committee. The Disaster Relief and the Defense Committee shall be one committee.

SECTION 2: The commander shall appoint an S.A.L. advisor and S.A.L. supervisory committee.

SECTION 3: The Post Commander shall be an ex-officio member of each committee and when so desired, may appoint another officer as the ex-officio member of that committee.

SECTION 4: The commander shall appoint as many members as deemed necessary on each committee, but shall specify who shall be chairperson.

SECTION 5: The Membership Committee shall have charge of all matters pertaining to membership of the post, including procuring of new members, reinstatements and the eligibility of members; shall have authority to recommend approval of membership renewals to the post. Any request for renewals that are in question or requires further investigation shall be referred to the next regular General Membership meeting where all new member applications are approved.

- SECTION 6:** The Finance Committee shall be charged with the administration of financial policy, preparation of the budget recommendations and supervision of receiving, disbursing, and accounting of all post funds.
- SECTION 7:** The Legal Committee shall be charged with the legal supervision of post affairs.
- SECTION 8:** The Publicity Committee shall be charged with the promotion of public support of The American Legion's programs by the establishment of proper contact with The American Legion magazine, Department of Georgia and Nation news services and the local publicity of post programs and activities.
- SECTION 9:** Service and Rehabilitation Committee shall supervise all matters pertaining to service of comrades in the prosecution of all just claims against the United States government, employment, relief and others.
- SECTION10:** A Visiting Committee shall be charged with coordination with visiting and comforting members and their families when sick or bereaved and visiting ex-service members in nearby hospitals.
- SECTION11:** Americanism Committee shall be charged with the inspiration of patriotism and good citizenship by arrangement for the proper observance of patriotic occasions.
- SECTION12:** The Athletic Committee shall be charged with the promotion of physical development and clean sports in cooperation and support in the general recreational programs of the community.
- SECTION13:** The Child Welfare Committee is charged with the aid and service of the children of veterans and cooperation with established agencies of the community.
- SECTION14:** The Disaster and Relief Committee is charged with assistance in case of disaster or the defense of the community. In cases of disaster, the Post Commander shall organize teams to assist in the disaster relief as deemed necessary.
- SECTION15:** The Sons of The American Legion Advisor and Supervisory Committee will oversee the operations of the post squadron.
- SECTION16:** The American Legion Riders is recognized as a program of The American Legion and shall have an advisor appointed by the Post Commander.

ARTICLE X **RESOLUTIONS**

- SECTION1:** All resolutions of state or national scope will be presented to the post on the subject. Copies of resolutions will be forwarded to Department Headquarters for approval before passage by the post.

ARTICLE XI **MEETINGS**

- SECTION 1:** The regular General Membership meetings of this post shall be held in the post home on the second (2nd) Tuesday of each month at Seven p.m. (7pm) for the transaction of such business as may come before it or be brought up for action to be taken. A quorum for all post meetings shall be Nine (9) members.
- SECTION 2:** The Post Commander shall have the power to call a special meeting of the membership at any time necessary. At such a meeting, no other business other than that for which the meeting was called may be transacted. Upon written request and the signatures of Six (6) members in good standing, the Post Commander may call a special meeting of the membership.
- SECTION 3:** Notices of regular meetings shall be publicized in a timely manner. Notices of special meetings shall be publicized to members in good standing, stating the purpose of the meeting, at least Ten (10) days prior to the meeting whenever possible.
- SECTION 4:** Each member of the post shall furnish the Post Adjutant with their correct address for mailing purposes and a confidential telephone, voice mail and email list will be maintained by the Post Adjutant. The adjutant will safeguard those lists to ensure the privacy of the member's personal information.

ARTICLE XII **RULES OF ORDER**

- SECTION 1:** Roberts Rules of Order (Revised) shall be the guide of this post in all matters pertaining to parliamentary practice not covered in the constitution, by-laws, or by special rules adopted by the post in writing.

ARTICLE XIII **AMENDMENTS**

- SECTION 1:** These By-Laws are adopted subject to the provisions of the National By-Laws of The American legion and the Department of Georgia. Any amendment of the National or Department By-Laws which is in conflict with any provisions hereof shall be regarded as automatically repealing or modifying the provisions of these By-Laws to the extent of such conflict.
- SECTION 2:** These By-Laws may be amended at any regular post meeting by a two thirds (2/3) vote of the members present and voting, providing that such amendment shall have been submitted in writing and read at the next preceding regular meeting, providing further that all members shall be notified of such amendment to be voted on at least 10 (ten) days prior to said meeting.
- SECTION 3:** This document follows the National and Department By-Laws and does not conflict with any policies of the organization.
- SECTION 4:** This document contains all amendments as approved by the General Membership, voting at a regularly scheduled meeting. All previous editions of this document are considered null and void.

ARTICLE XIV
LIMITATIONS AND LIABILITIES

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

ATTEST BY:

ATTEST BY:

GRANT B. WHITELEY
Post Commander

THERESA BRISKER
Post Adjutant

ATTEST BY:

HENRY WALTERS
Post Judge Advocate