

## **YOUNG RICHARDSON POST 59 BY-LAWS**

### **Article 1**

### **BY-LAWS**

Section 1. The Post existing under these By-Laws is to be known as Young-Richardson Post 59, the Department of New Hampshire, The American Legion.

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

### **Article II**

### **MANAGEMENT**

Section 1. The government and management of the Post is entrusted to an Executive Board as determined under Article Six (6), Section (6) of the Post Constitution to be known as the Executive Board.

### **Article III**

### **POST EXECUTIVE BOARD**

Section 1. The Executive Board shall meet for organization and such other business as may come before it at the call of the Commander within ten (10) days after the Installation of the new Officers. Thereafter, the Executive Board shall meet on a day and time set forth by a majority of the Executive Board and as often as said Commander may deem necessary. The Commander shall call a meeting of the Post Executive Board on written request of a majority of the Executive Board members.

Section 2. The Executive Board shall hire, set the compensation for and terminate all employees as may be necessary and shall require bonds for persons having custody of National, Department and Post funds. The Post shall secure and pay for the required bonds. The Executive Board shall authorize and approve all expenditures and shall make a report to the general membership at the next regular Post meeting.

### **Article IV**

### **DUTIES OF OFFICERS**

Section 1. COMMANDER shall preside at all meetings of the Post and Executive Board, and shall enforce all laws and regulations of the Post. He or she shall be Chairman of the Executive Board and an Ex-Officio member of all committees except as otherwise provided by the Constitution and By-Laws. He or she shall perform such other duties as may be directed by the Executive Board or by the Post membership resulting from a regular or special meeting. He or she shall approve all orders directing the disbursement of funds and shall make an annual report covering the business of the Post for the year. The Commander in the event it is not feasible to contact the Service Officer or the Veterans Affairs and Rehabilitation Committee may disburse for

emergency purposes funds not to exceed two hundred (\$200.00) for appropriate requests. The Commander shall submit a report detailing the emergency expenditure at the next Executive Board meeting and at the next regular Post meeting.

Section 2. SENIOR VICE COMMANDER shall act as the representative of the Commander on all matters referred to him or her, shall at his or her request preside over the meetings and perform such other duties as are incident to the Office. He or she shall be Chairman of the Post Membership Committee.

Section 3. JUNIOR VICE COMMANDER shall assist the Commander and Senior Vice Commander in the performance of their duties and perform such other duties as are incident to the Office.

Section 4. POST ADJUTANT shall issue all proper notices of the Post and keep a record of all meetings of the Post and Executive Board. He or she shall give a detailed report of the previous meeting of the Post at the next regular or special Post meeting. He or she shall conduct all correspondence pertaining to and shall perform such other duties as are incident to the Office. He or she shall keep records of Post membership including the names and addresses of all members.

Section 5. FINANCE OFFICER shall have charge of all finances, see that they are safely deposited in a local bank or banks, and shall report to the Executive Board when requested the finances of the Post, with such recommendations as he or she may deem expedient or necessary for raising funds with which to carry on the activity of the Post. He or she shall give a report of the Post finances at the regular Post meeting and a full report at the annual meeting of the Post. He or she shall be one of the three (3) persons who sign all checks dispersing the monies of the Post; the others shall be the Commander or Adjutant in that order. The Finance officer shall furnish such secure bond in such sum as shall be fixed by the Executive Board.

Section 6. JUDGE ADVOCATE shall advise the Post Officers and the Post Executive Board on all legal matters including the construction and interpretation of the Post Constitution and By-Laws, and shall perform such other duties as are incident to the Office. His rulings shall be binding unless or until overruled by the District or Department Judge Advocate.

Section 7. SERGEANT-AT-ARMS shall preserve order at all meetings and shall assist the Commander at all times. He or she shall have charge of the Colors of the Post and shall see that the assembly room is set for all meetings per The American Legion Officers Manual and shall perform such other duties as are incident to the Office.

Section 8. SERVICE OFFICER shall be in charge of administration of all matters pertaining to the relation of Veterans, the Veterans Administration and such matters that pertain to rights and benefits for Veterans and their families that are provided for under the Federal and /or the State Laws of New Hampshire.

Section 9. HISTORIAN shall collect and maintain the History of the Post including all records and data of value to the Post. He or she shall coordinate in proper form the History of the Post.

Section 10. CHAPLAIN shall read the ritual over deceased comrades whenever requested and at all memorial services conducted by the Post. He or she shall procure and preserve a record of all deceased members of the Post and see that the graves of our comrades are properly marked. It shall be his or her duty to convey the sympathy of the Post to the Family of our deceased members and ascertain if assistance is needed. He or she shall be charged with the spiritual welfare of the Post and shall report on all members sick or deceased since the previous regular Post meeting. He or she shall adhere to such ceremonies as are contained in the Manual of Ceremonies as recommended by the National Headquarters.

Section 11. CHILDREN AND YOUTH OFFICER shall be responsible for The American Legion Programs relevant to the Children of Veterans.

#### **Article V**

#### **DELEGATES**

Section 1. Delegates and alternates to the Department Convention shall be elected, by ballot by the members in good standing at a regular Post meeting, no later than the April meeting. The Commander and Adjutant shall be delegates by virtue of their office.

#### **Article VI**

#### **COMMITTEES**

Section 1. MEMBERSHIP COMMITTEE shall have charge of all new matters pertaining to membership of the Post including the procuring of new members, reinstatement, and eligibility of members. The Chairman of this Committee will be the Senior Vice Commander.

Section 2. PUBLICITY COMMITTEE shall be charged with the promotion of public support of the Legion's Programs by the establishment of proper contact with The American Legion Magazine, Department and the National Legion News Service, and by local Publicity of Post Programs and Activities.

Section 3. VETERANS AFFAIRS AND REHABILITATION COMMITTEE shall aide and advise all members of the Post and dependents of deceased members in obtaining all just benefits due them. It shall aid all members in distress and provide such relief as deemed reasonably necessary. The Chairman of this Committee shall be the Post Service Officer.

Section 4. AMERICANISM COMMITTEE shall be charged with the inspiration of Patriotism and Good Citizenship by arrangement for proper observance of Patriotic occasions, encouragement of Patriotic and Civic phases of instruction in schools, Americanization of aliens and combating anti-American propaganda, by education of the General Public in American Ideals through Public Forums, etc., and activities for community and civic betterment. The Chairman of this Committee shall be the Junior Vice Commander.

Section 5. CHILDREN AND YOUTH COMMITTEE is charged with providing aid and services to children of Veterans, cooperating with other established agencies in the Community for the above purposes. The Committee shall act as an intermediary for needy children of Veterans in obtaining the fulfillment of the Legion Pledge that "No Child of a World War Veteran shall be in need of the Necessities of Life, and a Square Deal for Every Child". The Chairman of this Committee shall be the Children and Youth Officer.

Section 6. FINANCE COMMITTEE shall be charged with presenting to the Executive Board and the regular membership meeting a Budget for the New Year, commencing January first (1st). The Chairman shall be the Post Finance Officer.

Section 7. NATIONAL SECURITY AND EMERGENCY PREPAREDNESS COMMITTEE shall work with and coordinate all Legion efforts with the local defense committee on matters pertaining to National, Civilian and Home Defenses and Emergency if that should take place. It shall assist the armed forces of the United States in recruiting efforts and be active in Community Activities for the defense of the Nation and the security of America.

Section 8. SONS OF THE AMERICAN LEGION Committee is responsible for relations between the Sons of The American Legion and the Post. This Committee should advise the Sons on what they can do to promote their goals for National, Department and the Community.

#### **Article VII**

#### **COMPLAINTS & CHARGES**

Section 1. All complaints must be made in writing and signed by the member or members making same and given to the Adjutant to be brought before the Executive Board for action.

Section 2. All charges for violations or infringements of any rule of conduct shall be in writing and signed by the member or members making the same and given to the Adjutant to be brought before the Executive Board for action. A member or members preferring charges shall be ready to appear before the Executive Board with witnesses, if any, when notified that a hearing on the charge is to be heard.

Section 3. A member against whom charges have been preferred shall be notified to appear at the hearing; all notices will go out by certified mail. If said member does not respond within seven (7) days after having received the first notice the Executive Board shall take whatever action it may deem necessary against the member so charged.

#### **Article VIII**

#### **RESOLUTIONS**

Section 1. All Post resolutions having state or National significance shall merely embody the opinion of this Post on the subject. A copy of same shall be forwarded to Department Headquarters for its approval before any publicity is given or other action is taken by the Post.

## **Article IX**

## **INFORMATION**

Section 1. All members shall furnish the Post Adjutant with his or her address for mailing purposes along with telephone numbers and electronic mail address if applicable.

Section 2. The Post Adjutant shall post notice of the Annual Elections on the Post Bulletin board at least two (2) weeks before the nominations and election of the incoming officers. This to be included in the notice to the members.

## **Article X**

## **LIMITATIONS OF LIABILITIES**

Section 1. This Post shall not incur, or cause to be incurred, any liability or obligation whatsoever, which shall pass on to any other Post, subdivision, group of men or women members of The American Legion or other individuals, corporations or organizations.

## **Article XI**

## **CANTEEN OR LOUNGE**

Section 1. Whereas the National or Department does not get involved with the canteen or lounge unless it is detrimental to The American Legion. It is the duty of each post to establish its own rules pertaining to the canteen or lounge in conjunction with the New Hampshire Liquor Commission and the Laws of the State of New Hampshire.

These Constitution and By-Laws are approved on this 21st day of Nov., 2000, by the Post membership at a regular meeting.