

BYLAWS

of Cheatham County, Inc. Post 40

ARTICLE I

NAME

Section 1. The Post existing under these Bylaws is to be known as Cheatham County, Inc. Post 40, The American Legion, Department of Tennessee.

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

ARTICLE II

MANAGEMENT

Section 1. The government and management of the Post is entrusted to an Executive Committee of 4 members, to be known as the "Executive Committee".

Section 2. The Executive Committee shall consist of 4 members in addition to the officers of the Post and together with the other officers of this Post shall be elected annually on the 3rd Tuesday in May and take office at the meeting next following that of the election. All elections of officers and executive committee members shall be by ballot and the candidate or candidates receiving the highest number of votes shall be elected to the respective office/offices for which they are candidates.

Section 3. All vacancies existing in the Executive Committee, or in any office of the Post from any cause other than the expiration of the term, shall be filled by a majority vote of the remaining members of the committee, and a person so appointed shall hold office for the unexpired term of the member of the committee or officer who succeeded. A vacancy shall exist when a member or officer is absent from the Post for a continuous period considered detrimental to the interest of the Post by the Executive Committee.

ARTICLE III

POST EXECUTIVE COMMITTEE

Section 1. The Post Executive Committee shall meet for organization and such other business as may come before it at the call of the Post Commander within 10 days after the installation of the new officers. Thereafter the Post Executive Committee shall meet the call of the commander at least every month and as often as said commander may deem necessary. The commander shall call

a meeting of the Post Executive Committee upon the joint written request of three or more members of said Post Executive Committee, 3 members of the committee shall constitute a quorum thereof.

Section 2. The Post Executive Committee shall hire such employees as may be necessary; shall authorize and approve all expenditures; shall require adequate criminal insurance on all persons having the custody of Post funds; shall hear the reports of Post committee chairs; and shall have charge of and be responsible for the management of the affairs of this Post.

ARTICLE IV

DUTIES OF OFFICERS

Section 1. Duties of Post Commander. It shall be the duty of the Post Commander to preside at all meetings 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, and recommendations for the ensuing year, which shall be read at the annual meeting and a copy thereof immediately forwarded to the Department adjutant. The commander shall perform such other duties as directed by the Post.

Section 2. Duties of the First Vice Commander. The first vice-commander shall assume and discharge the duties of the office of commander in the absence or disability of, or when called upon by the Post Commander.

Section 3. The second vice commander is responsible for building an atmosphere in which Legionnaires have fun while accomplishing the mission of their American Legion Post. The commander depends on the second vice commander to help run operations to spice up meetings and attract members to the post. The social calendar should be filled months in advance with activities designed to engage members. One of the second vice commanders' first duties should be to contact other veterans and civic groups to verify each patriotic holiday and observance receives the respect it deserves. The second vice commander should be looking for ways to involve members in post activities, operations, and programs to assist the first vice commander by improved member retention.

Section 4. Duties of Post Adjutant. The Adjutant shall have charge of and keep a full and correct record of all proceedings of all meetings, keep such records as the Department and National Organizations may require, send reports of membership annually or when called upon at a meeting, and under direction of the commander manage all correspondence of the Post.

Section 5. Duties of Post Service Officer. The value of a Post Service officer increases with length of service. As the service officer's reputation grows, so will the value of the organization in the veteran community. The job requires a competent, resolute, and organized person, preferably one readily available to provide assistance. The Post Service officer is responsible for bringing

awareness to all veterans and their dependents of the rights and benefits granted by law. The post service officer also must know how to access and utilize the expert services available through The American Legion, state and federal government agencies, and local community agencies. The job requires timely submission of information to full-time professionals, so veterans and their dependents are represented. The service officer's report should be a standard part of every meeting.

Section 6. Duties of the Finance Officer/Treasure. The finance officer/treasure 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 the condition of the finances of the Post, with such recommendations as may deem expedient or necessary for raising funds with which to carry on the activities of the Post. The finance officer/treasurer shall sign all checks disbursing the monies of the Post and shall furnish such surety bonds in such sum as shall be fixed by the Post Executive Committee.

Section 7. Duties of Post Historian. The Post historian shall be charged with the individual records and incidents of the Post and Post members and shall perform such other duties as may properly pertain to the office as may be determined by the Post or the Executive Committee.

Section 8. Duties of Post Chaplain. The Post chaplain shall be charged with the spiritual welfare of the Post members and will offer divine but nonsectarian service in the event of dedications, funerals, public functions, etc., adhere to such to such ceremonial rituals as are recommended by the National or Departmental headquarters from time to time.

Section 9. Duties of Sergeant-at-Arms. The sergeant-at-arms shall preserve order at meetings and shall perform such other duties as may be from time to time assigned by the Post Executive Committee.

ARTICLE V

DELEGATES

Section 1. Delegates and alternates to a Department convention shall be elected by ballot by the Post at a regular meeting of the Post to be held at least 20 days prior to the date of such convention. Half the cost for the member elected as the Delegate to attend said convention shall be covered by the post.

ARTICLE VI

APPOINTMENTS

Section 1. The Post commander, immediately upon taking office each year, may appoint the following standing committees: Americanism, Children and Youth, Economic, Finance, House, and Entertainment, Legislative, Membership, Public Relations, Veterans Affairs and Rehabilitation, and Visiting or VAVS Committee and National Security. Such standing committees

shall consist of such members, and the chair thereof, as shall be designated by the Post commander. Sons of the American Legion and American Legion Riders are Post programs and shall elect their own officers as outlined in respective program Department/Detachment Constitution and Bylaws.

Section 2. 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; Americanism of aliens; combating anti-American propaganda by education of the general public in American ideals through public forums, etc., and activities for community and civic betterment.

Section 3. Finance Committee. The Finance Committee shall be charged with the administration of the financial policy, preparation of budget recommendations and supervision of receiving, disbursing, and accounting of all Post funds.

Section 4. Children and Youth Committee. Shall be charged with aid and service to children of veterans, cooperating with other established agencies in the community, laboring for the betterment of child conditions and in coordinating services and agencies in the community for the above purposes. To function 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 the necessities of life" and "a square deal for every child".

Section 5. House and Entertainment Committee. The House and Entertainment Committee promote club advantages and arrangement for social activities.

Section 6. Legislative Committee. The Legislative Committee needs to have a knowledge of what is going on in Congress – what we favor or oppose and should be ready to initiate action in support our position when requested by the national or Department organization.

Section 7. 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.

Section 8. 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 American Legion Magazine, Department, and National Legion new service and by local publicity of Post programs and activities.

Section 9. Veterans Affairs and Rehabilitation Committee. The Veterans Affairs and Rehabilitation Committee shall supervise all matters pertaining to service to veterans in the prosecution of all just claims against the United States or state government, employment, relief, etc.

Section 10. Visiting or VAVS Committee. This committee is charged with visiting and comforting members and their families when sick or bereaved, and with visiting ex-service personnel in hospitals.

Section 11. National Security Committee. The Security Committee shall work with and coordinate Legion efforts with the local Civil Defense Council on matters pertaining to national, civilian, and home defenses. It shall assist the armed forces of the United States in recruiting efforts and in every way be active in community activities for the defense of the nation and the security of the American home.

ARTICLE VII

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 the same shall be forwarded to the Department headquarters for approval before any publicity is given or action other than mere passage by the Post is taken.

ARTICLE VII

MEETINGS

Section 1. The regular meeting of the Post shall be held in the club rooms on the third Tuesday of the month, at which such business may be transacted may properly be brought up for action; such meetings may be converted into entertainment meetings, as may be deemed advisable by the Post officers.

Section 2. The Post commander or a majority of the Executive Committee shall have power to call a special meeting of the Post at any time.

Section 3. Upon the written request of five members, the committee shall call a special meeting of the Post.

Section 4. Five members shall constitute a quorum.

ARTICLE IX

NOTICES

Section 1. Every member shall furnish the Post adjutant with an address for mailing.

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

ARTICLE X

RULES OF ORDER

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

ARTICLE XI

AMENDMENTS

Section 1. These Bylaws may be amended at any regular Post meeting by a vote of two-thirds of the members of said Post attending such regular meeting; provided that the proposed amendment shall have been submitted in writing and read at the next preceding regular meeting of said Post; and, provided, further, that written notice shall have been given to all members at least 30 days in advance of the date when such amendment is to be voted upon, notifying said members that at such meeting a proposal to amend the Bylaws is to be voted upon.