



By-Laws of American Legion Lincoln Post No. 331

636 E Main Street, Brownsburg, Indiana, 46112
(317) 852-3200

Revised: 26 March 2007

ARTICLE I

Section 1. The post existing under these By-laws is to be known as Brownsburg Lincoln Post No. 331, The American Legion, Department of Indiana.

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 shall be entrusted to an Executive Committee.

Section 2. The Executive Committee shall consist of two members in addition to the elected and appointed officers of the post and together with the other elected officers of this post shall be elected annually on the first regular meeting of May and take office at the next meeting 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 or offices for which they are candidates. Commander appointed officers shall be non-voting members of the Executive Committee.

Section 3. All vacancies existing in the Executive Committee, or in an 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 of the officer whom they succeed. A vacancy shall exist when a member or officer is absent from their post for a continuous period considered detrimental to the interest of the post by the Executive Committee.

ARTICLE III – POST EXECUTIVE COMMITTEE

Section 1. Immediately upon installation, the new Post Commander, in consultation with the previous Commander, shall call a meeting of the old and new Executive Committees. Such meeting shall be convened within ten (10) days following the installation and prior to the June General Membership Meeting. Said meeting will be for the purpose of effecting the transition of Post records, files, functions, equipment, monies and attending to such other business as may properly come before the Executive Committee. Thereafter, the post Executive Committee shall meet at the call of the commander but no less than once every three months 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; six members of the committee shall constitute a quorum thereof. In the absence of the commander, the senior vice commander shall preside at the Executive Committee meeting or special meetings, as needed.

Section 2. The post Executive Committee shall hire such employees as may be necessary; shall require adequate bonds from all persons having the custody of post funds; shall insure the insurance limits for the building, property and liability are in keeping with the current value and rates of the current market; shall hear reports of the post committee chairpersons; shall present said reports to the membership at the next regular meeting; shall be in charge of and be responsible for the management of the affairs of Post 331; shall make a report to the membership as to the affairs and general operation of Post 331 on the first meeting of each month; shall authorize and approve expenditures of five-hundred (\$500) dollars or less; shall review all expenditure requests in excess of five-hundred (\$500) dollars and present authorization for approval to the membership at a regular meeting, for final disposition. (See Article IV, Section 4 pertaining to the Post monthly bills and finances.). Employees of Post 331 shall not be eligible to hold an elected office of the post. Any member

By-Laws of American Legion Lincoln Post No. 331

636 E Main Street, Brownsburg, Indiana, 46112
(317) 852-3200

Revised: 26 March 2007

reporting to a committee or trustee, and receiving money for expenses, shall not be regarded as an employee of Post 331.

Section 3. Delegation of these functions to the Executive Committee is in no way intended to usurp the powers of the membership through regular Post meetings. Rather, this allows the dull, routine, operational affairs of the Post to be resolved without distracting from Post meetings. Voting members of the Executive Committee are expected to give due consideration to Non-Voting members of the Executive Committee. Committee reports of general interest to members shall be given at Post meetings.

ARTICLE IV – DUTIES OF OFFICERS

Section 1. Duties of the Post 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, 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 Vice-Commanders:

The Vice Commanders 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. The first Vice Commander shall be the membership chairman, and the second vice commander shall be in charge of all post entertainment, trips, and functions, including dances.

Section 3. Duties of the 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, render reports of the membership annually or when called upon at a meeting, and, under direction of the commander, handle all correspondence of the post. The Adjutant will serve at the pleasure of the Commander.

Section 4. Duties of the 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 post, the condition of the finances of the post, with such recommendations as the finance officer may deem 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 moneys of the post. The finance officer shall furnish such surety bonds in such sum as shall be fixed by the post Executive Committee. The finance officer is responsible for the payment of ongoing monthly bills.

By-Laws of American Legion Lincoln Post No. 331

636 E Main Street, Brownsburg, Indiana, 46112
(317) 852-3200

Revised: 26 March 2007

Section 5. Duties of the 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 6. Duties of the Post Chaplain:

The post chaplain shall be charged with the spiritual welfare of the post comrades and will offer divine but non-sectarian service in the event of dedications, funerals, public functions, etc., adhere to such ceremonial rituals as are recommended by the national or department headquarters from time to time.

Section 7. Duties of the Sergeant-At-Arms:

The Sergeant-at-Arms shall preserve order at all meetings and serve as the keeper of the Colors. The Sergeant-at-Arms shall validate membership and attendance at all meetings. The Sergeant-at-Arms will act as the official greeter of the Post and be familiar with all American Legion rituals. The Sergeant-at-Arms shall perform such other duties as shall be prescribed by the Post Executive Committee or the Commander.

Section 8. Duties of the Service Officer:

The Service Officer shall be responsible for bringing to the attention of all post members and their dependents, the rights and benefits granted them by law, working with the community leaders in all matters relating to Americanism and government, with the emphasis on schools, hospitals, rehabilitation centers, etc.

Section 9. Duties of the Trustees:

The duties of the trustees shall be to manage and keep in repair any and all property of the post, subject at all times to the instructions, orders and authority of the post. The trustees may authorize and approve expenditures of five hundred (\$500) dollars or less for the repair of post property during any given month; all repairs of more than five hundred (\$500) dollars must be approved by the Executive Committee subject to Article III, Section 2.

Section 10. Duties of the Judge Advocate:

The Judge Advocate shall advise on the construction and interpretation of the Post Constitution and By-Laws. The Judge Advocate shall act as the parliamentarian at Post meetings, and shall perform such other duties as are usually incident to the office. The Judge Advocate will serve at the pleasure of the Commander

ARTICLE V – DELEGATES

Section 1. Delegates and alternates to a department convention shall be approved or elected at the first post meeting held in May each year. Members shall be notified in the call of the meeting of this election. The results of the election or appointments of the delegates and alternates shall be sent immediately to Department Headquarters. The outgoing commander and adjutant and the incoming commander and adjutant shall be chosen as the first four delegates. Additional delegates and alternates shall be elected by ballot. The Department By-laws shall regulate the number of delegates and alternates.

By-Laws of American Legion Lincoln Post No. 331

636 E Main Street, Brownsburg, Indiana, 46112
(317) 852-3200

Revised: 26 March 2007

Section 2. All delegates to the convention will receive payment for expenses, by the decision of the post.

ARTICLE VI – APPOINTMENTS

Section 1. The post commander, immediately upon taking office each year, shall appoint the Adjutant, Judge Advocate, Canteen Manager/Club Manager, and the following standing committees: Audit, Canteen, Americanism, Ceremonials, Children and Youth, Economic, Finance, Foreign Relations, Graves Registration and Memorial, House and Entertainment, Legislative, Membership, Public Relations, Veterans Affairs and Rehabilitation, National Security, Sons of The American Legion, and Visiting or VAVS. Such standing committees shall consist of such members, and the chairman thereof, as shall be designated by the post commander, as needed.

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

Section 3. Ceremonials Committee

The principal duty of the Ceremonials Committee is to insure that all new members are properly initiated. The committee must also concern itself with proper presentation of other rituals outlined in the Manual of Ceremonies—burial detail and the wearing of Legion regalia.

Section 4. Children and Youth Committee

The Children and Youth Committee shall be charged with aid and service to children of veterans, cooperating with other 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 act as intermediary for the needy child of a veteran in obtaining the fulfillment of the Legion's pledge that "no child of a war veteran shall be in need of the necessities of life" and "a square deal for every child".

Section 5. Economic Committee

The Economic Committee is primarily concerned with local employment programs, Veterans preference, government employment and reemployment rights.

Section 6. Finance Committee

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

Section 7. Foreign Relations Committee

By-Laws of American Legion Lincoln Post No. 331

636 E Main Street, Brownsburg, Indiana, 46112
(317) 852-3200

Revised: 26 March 2007

The Foreign Relations Committee has become active as America has recognized its responsibility as a world leader. Maintaining and securing world peace and friendship abroad through community endeavors have become essential as any aspect of treaty law.

Section 8. Graves Registration and Memorial Committee

The duties of this committee involve recording of gravesites and complete information on veteran's burial in cemeteries assigned to the post. Special assistance can be given the service officer in providing flags, headstones, or proper interment in national cemeteries.

Section 9. House and Entertainment Committee

The House and Entertainment Committee shall have charge of promotion of club advantages and arrangement for social activities.

Section 10. Legislative Committee

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

Section 11. 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 12. Public Relations Committee

The Public Relations Committee shall be charged with the promotion of public support of the Legion's program by the establishment of proper contact with The American Legion Magazine department and national Legion news service and by local publicity of post programs and activities.

Section 13. Veterans Affairs and Rehabilitation Committee

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

Section 14. 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.

By-Laws of American Legion Lincoln Post No. 331

636 E Main Street, Brownsburg, Indiana, 46112
(317) 852-3200

Revised: 26 March 2007

Section 15. Sons of the American Legion Committee

This committee shall have supervision over the operations of the post's squadron of the Sons of The American Legion.

Section 16. Visiting or VAVS Committee

This committee is charged with the visiting and comforting of members and their families when sick or bereaved and with visiting ex-servicemen in nearby hospitals.

Section 17. Canteen Committee

The commander shall appoint a Canteen Committee, to consist of three (3) or more, and one (1) Executive Committee member. This committee shall have the responsibility of operating the area of the post declared the Canteen Area, policing the Canteen Area and also maintaining the conduct of the members and guests while in the Canteen Area. Failure of members or guests to abide by Canteen rules will result in action by the Canteen Committee against the members or guests right to be in the canteen for periods of time of one (1) month to permanent removal of canteen privileges. This committee shall make a written report to the Executive Committee, which in turn shall read same report to the membership at the second regular scheduled meeting of each month. Any said members of this committee may be replaced by two-thirds (2/3) vote of the Executive Committee. The Canteen Committee will make available, by posting, the rules of conduct for the Canteen Area.

Section 18. The Post Commander may appoint any other committees deemed necessary to successfully carry out the Post program.

ARTICLE VII – RESOLUTIONS

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 a 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.

ARTICLE VIII – MEETINGS

Section 1. The regular meetings of the post shall be held at the Legion Home on the second and fourth Mondays of each month at 8 o'clock p.m., at which time may be transacted such business as may properly be brought up for action; such meetings may be converted into entertainment meetings, as may be deemed advisable by the officers of the post.

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

Section 3. Upon the written request of 25 members, the committee shall call a special meeting of the post.

Section 4. Eight (8) members shall constitute a quorum.

By-Laws of American Legion Lincoln Post No. 331

636 E Main Street, Brownsburg, Indiana, 46112
(317) 852-3200

Revised: 26 March 2007

Section 5. A nominating committee, appointed by the commander, shall conduct post elections. Volunteers for office will be accepted until the final meeting in April. The final meeting in April will be dedicated to nominations from the floor. Nominees for office shall be present to accept or decline the nomination, or shall have forwarded to the nominating committee in written form, the acceptance of running for the nominated office.

Section 6. The election shall be held at the first meeting in May. Installation of the officers shall be held the week following the election. The outgoing commander shall indicate the date of the installation. All arrangements for the installing officer or officers shall be the duty of the outgoing commander and adjutant.

ARTICLE IX – NOTICES

Section 1. Every member shall furnish the post adjutant with their address for mailing purposes.

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

All proceedings of this post shall be conducted under and pursuant to Roberts' Rules of Order, except as herein otherwise provided.

ARTICLE XI – LIMITATIONS OF LIABILITIES

Section 1. This post shall incur, or cause to be incurred, no liability nor obligations whatever which shall subject to liability any other post, subdivision, group of persons, members of the American Legion, or other individuals, corporations, or organizations.

Section 2. No member, group of members or committee shall subject this post to any liability or obligation whatever without authorization of the post.

ARTICLE XII – AMENDMENTS

These By-laws may be amended at any regular 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 ten (10) 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 By-laws is to be voted upon.

By-Laws of American Legion Lincoln Post No. 331

636 E Main Street, Brownsburg, Indiana, 46112
(317) 852-3200

Revised: 26 March 2007

The changes, having been proclaimed to the total membership via the Post 331's newsletter, were approved by a majority of the membership present at the specified regular post meeting for final approval of said changes on _____ **2007**.

Post Commander: _____
TOM FREIJE

Date

Attested to by
Post Adjutant: _____

Date