

# THE AMERICAN LEGION

## Frank Spickelmire Post #60

Department of Idaho

District #9

### By - Laws

#### Article I NAME

**Section 1.** The Post, existing under these By-Laws, is known as Frank Spickelmire Post #60, the American Legion, Department of Idaho.

**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 a Post Executive Committee, of two (2) members and all the Post Officers, to be known as the "Post Executive Committee."

**SECTION 2.** The Post Executive Committee Shall consist of two (2) members in addition to the officers of the Post, who together with other officers of this Post shall be nominated annually in March, elected in April, installed by the end of June each year and take office at the meeting following that of their installation. All elections of officers and Post Executive Committee members shall be by ballot and the candidate(s) receiving the highest number of votes shall be elected to the respective office(s) for which they were candidates.

**SECTION 3.** All vacancies existing from any cause other than the expiration of the term, shall be filled by a majority of the vote of the remaining members of the Post Executive Committee, and a person so appointed shall hold office for the unexpired term of the member of the committee, or officer, whom he/she succeeds. A vacancy shall exist when a member of committee, or officer, is absent from his/her post for a continuous period considered detrimental to the interest of the Post by the Post Executive Committee.

**Article IV 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 ten (10) days after the installation of the new officers. Thereafter, the Post Executive Committee shall meet at the call of the Commander at least every six (6) months and as often as said Commander shall deem necessary. The Commander shall call a meeting of the Post Executive Committee upon joint written request of three (3) or more members of said Post Executive Committee. Five (5) 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 bonds from all persons having custody of Post funds; shall hear reports of Post committee chairpersons and generally have charge of and be responsible for the management of the affairs of the Post.

**Article IV DUTIES OF OFFICERS**

**SECTION 1. 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. He/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, and recommendations for the ensuing year, which shall be read at the annual meeting and a copy thereof immediately forwarded to the Department Adjutant. He/she shall have such other duties as directed by the Post.

**SECTION 2. 1<sup>ST</sup> VICE COMMANDER.** The duties of the 1<sup>st</sup> Vice Commander shall be to assume and discharge the duties of the office of Post Commander in the absence or disability of, or when called upon by the Post Commander. He/she shall serve as the chairperson of the Membership Committee, if no one else is appointed to such duty.

**SECTION 3. 2<sup>ND</sup> VICE COMMANDER.** The 2<sup>nd</sup> Vice Commander shall, in the absence of both the Post Commander and the 1<sup>st</sup> Vice Commander, serve as the Post Commander. He/she shall serve as the chairperson of the House and Entertainment Committee.

**SECTION 4. POST ADJUTANT.** The Post Adjutant shall have charge of and keep full and complete, correct records of all meetings; keep such records as the Department and National organizations may require; render reports of membership annually, or when called upon at meetings, and under direction of the Post Commander, handle all correspondence of the Post.

**SECTION 5. FINANCE OFFICER.** The Finance Officer of the Post shall have charge of the finances of the Post and shall see that they are safely deposited in some local bank or banks and shall report once a month to the Post Executive Committee the conditions of the finances of the Post, with such recommendations as he/she may deem expedient or necessary for raising funds for which to carry on activities of the Post; he/she shall furnish such surety bonds in such sum as shall be fixed by the Post Executive Committee.

**Article V DELEGATES**

**SECTION 1.** Delegates and Alternatives to a Department Convention shall be elected by ballot by the Post at a regular meeting of the Post to be held at least twenty (20) days prior to the date of such convention.

**Article VI APPOINTMENTS**

**SECTION 1.** The Post Commander, immediately upon taking office each year, shall appoint the following officers: Post Service Officer; Post Historian; Post Chaplain; Post Sergeant-at-Arms. Additionally, the Post Commander, immediately upon taking office each year, shall appoint the following standing committees: Americanism; Ceremonials; Children and Youth; Economic; Finance; Graves Registration and Memorial; House and Entertainment; Legislative; Membership; Public Relations; Veterans Affairs and Rehabilitation; National Security; and Visiting. Such standing committees and chairpersons thereof shall be named by the Post Commander.

**SECTION 2. POST SERVICE OFFICER.** The Post Service Officer is responsible for bringing to the attention of all veterans and their dependants the rights and benefits granted them by law. He/she shall serve as the chairperson of the Economic Committee and the Veterans Affairs and Rehabilitation committee.

**SECTION 3. POST HISTORIAN.** The Post Historian shall be charged with the individual records and incidents of the Post and the Post members, and shall perform such other duties as may properly pertain to the office or as may be determined by the Post or Post Executive Committee.

**SECTION 4. 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 event of dedications, funerals, public functions, etc.; adhere to such ceremonial rituals as are recommended by National and Department headquarters from time to time.

**SECTION 5. 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 to him/her by the Post or Post Executive Committee.

**SECTION 6. AMERICANISM COMMITTEE.** The Americanism Committee shall be charged with the inspiration of patriotism and good citizenship by arranging for proper observance of patriotic occasions; encouragement of patriotic and civic phases of instructions in schools; Americanization 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 7. CEREMONIALS COMMITTEE.** The principal duty of the Ceremonials Committee is to assure 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 and Burial Detail and wearing of Legion regalia.

**SECTION 8. CHILDREN AND YOUTH COMMITTEE.** The Children and Youth Committee shall be charged to aid and service to the children of the veterans and cooperating with others established 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 an intermediary for the needy child of a veteran in obtaining 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 9. ECONOMIC COMMITTEE.** The Post Economic Committee is primarily concerned with local employment programs, Veterans preference, government employment and reemployment rights.

**SECTION 10. FINANCE COMMITTEE.** The Finance Committee shall be charged with administration of the financial policy; preparation of budget; recommendations and supervision of receiving, disbursing, and accounting of all Post funds, and scheduling an annual review of the Post financial account prior to the election of officers.

**SECTION 11. GRAVES REGISTRATION AND MEMORIAL COMMITTEE.** The duties of this committee involve recording of grave sites and the complete information on veteran burials in cemeteries assigned to the Post. Special assistance can be given to the Service Officer in providing flags, headstones or proper internment in National Cemeteries.

**SECTION 12. HOUSE AND ENTERTAINMENT COMMITTEE.** The duties of the House and Entertainment Committee shall be to take charge of all matters pertaining to the care of Post quarters; promotion of club advantages and arrangements for social activities.

**SECTION 13. LEGISLATIVE COMMITTEE.** The Legislative Committee needs to have 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 National or Department organizations.

**SECTION 14. 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 new members.

**SECTION 15. PUBLIC RELATIONS COMMITTEE.** The Public Relations Committee shall be charged with the promotion of public support of the Legion's programs by establishment of proper contact with the American Legion Magazine, Department and National Legion news services and by local publicity of Post programs and activities.

**SECTION 16. VETERANS AFFAIRS AND REHABILITATION COMMITTEE.** The Veterans Affairs and Rehabilitation Committee shall supervise all matters pertaining to service to comrades in prosecution of all just claims against the United States government or State government, employment, relief, etc.

**SECTION 17. SECURITY COMMITTEE.** The Security Committee shall work with the local Civil Defense Council on matters pertaining to national, civilian and home defense. 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 security of the American home.

**SECTION 18. VISITING COMMITTEE.** This committee is charged with visiting and comforting members and their families when sick or bereaved and visiting ex-servicemen/women in nearby hospitals.

## **Article VII**

### **RESOLUTIONS**

**SECTION 1.** All resolutions of state and 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 the resolution shall be forwarded to Department headquarters for its approval before any publicity is given or action taken other than mere passage by the Post is taken.

## **Article VIII**

### **MEETINGS**

**SECTION 1.** The regular meeting of this Post shall be held at club rooms on the 2nd Wednesday of the month at 7:00 P.M., at which may be transacted such business as may be properly brought up for action; such meetings may be converted into entertainment meetings as may be deemed advisable by officers of the Post.

