



BYLAWS FOR
Lt. Robert C.A. Carlson Post 1207
The American Legion, Department of Illinois

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.

Article I – Post Name

Section 1. The name of this organization shall be **Lt. Robert C. A. Carlson Post 1207, The American Legion, Department of Illinois.**

Article II – Post Objectives

Section 1. The objectives and purposes of this Post shall be to promote the principles and policies as set forth in the foregoing preamble, and the National and Departmental Constitutions of The American Legion.

Article III – Post Nature

Section 1. This Post is a civilian organization and membership therein does not affect or increase liability for military or police service.

Section 2. This organization shall be absolutely nonpolitical and shall not be used for the dissemination of partisan principles or for the promotion of the candidacy of any person seeking public office or preferment.

Section 3. Rank does not exist in The American Legion; no member shall be addressed by his or her military or naval title in any meeting of this Post.

Article IV – Post Membership

Section 1. Eligibility to membership in this Post shall be as prescribed by the National Constitution of The American Legion.

Section 2. Application for membership shall be made in writing under such regulations as may from time to time be prescribed by the National Constitution of the American Legion and the Post Executive Committee.

Section 3. All applications for Post membership shall be read at the next Post Legionnaire



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Membership Meeting following the making of such application.

Section 4. Legionnaire Membership is annual, the Legion year being from January 1 to December 31. If dues are not paid by January 1 of each calendar year, the member becomes delinquent. If dues have not been paid by February 1, the member is suspended, but nevertheless a member with no privilege, except that of reinstatement by payment of dues; and dues not being paid, such suspended membership continues for a period of five months, to June 30, at which time the member is dropped from the roll by constitutional mandate and the membership is forfeited.

Section 5. Members who have been dues paying members of the American Legion without interruption for 50 or more years or members who are residing in a nursing home/assisted living facility shall have the option of the Post paying their annual dues. The Post will pay the dues of qualifying members who haven't paid their dues by Labor Day.

Article V - Transfer

Section 1. The only method of transferring from one Post to another so the continuity of the membership in the Legion is not broken is by formal transfer and is available only to members in good standing who have not resigned.

Section 2. A member of a Post may not move membership to another Post and retain continuous membership without the formality of a transfer. Being a member of more than one Post at one time is a violation of the National Constitution of The American Legion.

Section 3. The right to transfer does not carry the right to be accepted by any Post.

Section 4. On transfer there shall be no transfer of funds derived from dues, etc. The recognition of the accepting Post shall be in accordance with National and Department Constitutions.

Section 5. In all instances where a member of The American Legion, during a current year, transfers from one Post to another, after payment of the current year's dues, the transferring Post shall retain said dues and shall have credit for such membership during the remainder of such years for which said dues were collected, but said transferred member shall be entitled to all of the benefits and assume all of the responsibilities of membership in the Post which transfer is made, after such transfer is affected.

Article VI - Expulsion

Section 1. Any member of this Post may be expelled from the Post for cause by a two-thirds vote of the Post Executive Committee after charges are preferred under oath in writing, and a fair trial had upon the same. (Before proceeding under this section, our Post should inquire as to whether the Department Constitution and Bylaws have provided a different procedure, which shall be followed.)

Section 2. A Post Legionnaire member who has been expelled or suspended from this Post for any cause may after a minimum of 30 days, upon written request to the Post Adjutant and at least 20 days' notice to the Post membership, be reinstated to Post membership by a two-thirds



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vote of the membership present at a Post Legionnaire Membership Meeting, and the payment of current dues for the year in which the reinstatement occurs. No Post Legionnaire who has been reinstated by Post membership may be expelled by the Post Executive Committee for the same incident which was the basis for the original expulsion.

Section 3. No person who has been expelled by another Post shall be admitted to membership in this Post without the written consent of the expelling Post. If such consent has been asked for and denied by such Post, then said person may appeal to the Executive Committee of the Department of the expelling Post for permission to apply for membership in this Post and shall not be eligible for Post membership until such permission is granted.

Section 4. The continuity of Legionnaire Membership is broken by any member who resigns from the Post at any time while dues are paid, whether or not the member thereafter joins another Post as a new member. The resignation of a member does not require the Post to rebate any part or portion of the member's dues.

Article VII – Canteen Ban

Section 1. Any member of this Post may be banned from the Canteen, while remaining a member of the Post, for cause by a two-thirds vote of the Post Executive Committee after a complaint is received and investigated by the Post Executive Committee. Such person will be barred from the Canteen but still may attend meetings and/or ceremonial functions of the Post.

Article III– Discrimination, Harassment/Sexual Harassment, Bullying & Retaliation Policy

Section 1. At Lt. Robert C.A. Carlson, American Legion Post #1207, we are committed to fostering a friendly and respectful environment where every member, employee, family member, or visitor is treated with the dignity and respect they deserve. Disrespectful behavior of any kind has no place in our Post, and we are dedicated to providing an environment free from harassment, bullying, and retaliation in accordance with all Federal, State, and local Laws that apply.

Individuals are encouraged to immediately inform the harasser that their unwelcome conduct must stop and should report any violations that a normal person would consider intimidating, hostile, offensive, or abusive to the bartender and/or management of our Post. NOTE: Anti-discrimination laws also prohibit retaliation against anyone who reports such incidents.

Article VIII - Post Charter Members

Section 1. Members who joined this Post at the time of the issuance of the charter of this Post shall be known as Charter Members.

Article IX – Post American Legion Auxiliary

Section 1. This Post recognizes an auxiliary organization to be known as the “**Auxiliary**”



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Unit of Lt. Robert C. A. Carlson Post 1207, The American Legion”.

Section 2. Membership in the Auxiliary shall be as prescribed by the National Constitution of the American Legion Auxiliary.

Article X – Post Sons of the American Legion Squadron

Section 1. This Post recognizes an ancillary organization to be known as the “**Sons of the American Legion Squadron of Lt. Robert C. A. Carlson Post 1207, The American Legion**”.

Section 2. Membership in the Sons of the American Legion Squadron shall be as prescribed by the National Constitution of the American Legion.

Article XI– Post Finance

Section 1. The revenue of this Post shall be derived from Post membership or initiation fees, from annual Post membership dues and from such other sources as may be approved by the Post Executive Committee.

Section 2. The amount of such Post membership or initiation fees and the amount of such annual Post membership dues shall be fixed and determined by the membership of this Post at the Post’s March Legionnaire Membership Meeting. The Post Adjutant will send notice of such changes without delay to Department Headquarters.

Section 3. The Post Adjutant shall pay to Departmental Headquarters the National and Departmental annual membership dues for every member of the Post within 30 Days of receipt.

Article XII – Post Officers

Section 1. The administrative affairs of this Post of The American Legion shall, except as may be otherwise provided herein, be under the supervision of a Post Executive Committee which shall consist of two Post Executive Committee Members (also called E-Board Members) in addition to the elected officers of the Post and the most immediate Past Post Commander who is still in good standing with the Post and is willing to serve. In the absence of an immediate Past Post Commander, a Third E-Board Member will be elected.

Section 2. The elected officers of this Post shall be the Post Commander, the Post Senior Vice-Commander, the Post Junior Vice-Commander, and the Post Finance Officer/Treasurer. The elected officers and the two Post E-Board Members shall each be nominated from the floor at either of the two meetings immediately preceding the Post Annual Meeting or from the floor at the Post Annual Meeting (the Post’s May Legionnaire Membership Meeting) prior to the holding of the election for that office.

Section 3. All elected officers and the two Post E-Board Members shall be elected annually in accordance with Article XII and they shall hold office until their successors are duly installed or as otherwise provided. Any Post Officer or Post E-Board Member may be removed for inadequacy by the Post Executive Committee, a two-thirds vote of said committee being necessary to affect such removal.



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Section 4. The appointed officers of this Post shall be Post Adjutant, Post Chaplain, Post Sergeant-at-Arms and Post Service Officer. The Post Historian and the Post Judge Advocate may also be appointed Officers of the Post.

Section 5. The appointed officers shall be appointed by the Post Commander with the consent of a majority of the Post Executive Committee and shall serve at the pleasure of the Post Executive Committee.

Section 6. Once Approved by a majority of the membership present at a monthly Post Membership Meeting, the appointed Post Officers and the Chairs of all Post committees shall serve as voting members of the Post Executive Committee.

Section 7. Every member of this Post in good standing shall be eligible to hold office in this Post. *However, the Post Commander shall be a previously elected officer of this Post or an Executive Board Member of this Post who has fulfilled the obligation of at least one full term of that elected position.*

Section 8. The duties of Post Officers, the Post Executive Committee and other Post Committees shall be those usually appertaining to such officers or committees per National and Department Bylaws & guidelines and as further provided in these Bylaws.

Article XIII – Post Management

Section 1. The government and management of the Post are entrusted to the Post Executive Committee, except as provided herein.

Section 2. The elected Post Officers and the two Post E-Board Members shall be elected annually at the Post Annual Meeting via secret ballot and shall be installed and take office at the commencement of the next Post Legionnaire Membership Meeting following that of the election. All contested elections of elected Post Officers and the two Post E-Board Members shall be by ballot and the candidate or candidates receiving the highest number of votes shall be elected to the respective offices for which they are candidates. In case of tie, an additional ballot shall be taken for those candidates who tied. If there is a tie of the additional ballot, the winner or winners shall be determined by lot of those candidates who tied immediately following the additional ballot. The names of newly elected officers shall be documented upon such forms as required by the Department Adjutant and forwarded to the Department Adjutant within five (5) days after the election.

Section 3. All vacancies of an elected Post Officer for any cause other than the expiration of the term shall be filled by a majority vote of the remaining members of the Post Executive Committee. All vacancies of a Post E-Board Member for any cause other than the expiration of the term shall be filled by majority vote at the next Post Legionnaire Membership Meeting. A person so appointed shall hold office for the unexpired term of the Post Officer or the Post E-Board Member they succeeded. A vacancy shall exist when a Post E-Board Member or a Post Officer, resigns, transfers, dies, is removed or is absent without being excused by the Post Commander from four (4) consecutive meetings (Post Executive Committee and/or Post



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Legionnaire Membership) and such absence is considered by the majority of the Post Executive Committee to be detrimental to the interest of the Post.

Article XIV - Post Executive Committee

Section 1. The Post Executive Committee (also called the Post Executive Board, the Post E-Board or the Board) shall meet for organization and such other business as may come before it at the call of the newly elected Post Commander within 10 days after the installation of the new Post Officers. Thereafter the Post Executive Committee shall meet at the call of the Post Commander and at least once every month at a time and date agreed upon by the Post Executive Committee at its organizational meeting, and as may be amended thereafter, except that the Post Executive Committee may agree to skip a month by two-thirds (2/3) vote of the Post Executive Committee. The Post Commander may call a special meeting of the Post Executive Committee upon three (3) days' notice to all voting and non-voting members of the committee with the notice specifying the reason for the special meeting. The notice for a Special Post Executive Committee Meeting may be by mail, e-mail, text message or by telephonic notification. The Post Commander shall call a special meeting of the Post Executive Committee upon the joint written request of three (3) or more members of said Post Executive Committee. A majority of the voting members of the committee shall constitute a quorum thereof. Nothing herein shall prohibit electronic meetings.

Section 2. The Post Executive Committee may hire such contractors as may be necessary; shall authorize and approve all expenditures; shall require adequate bonds from all persons having the custody of Post funds; shall hear the reports of Post officers, Committee Chairs and such other persons as they direct; and generally, shall have charge of and be responsible for the management of the affairs of this Post. The Post Executive Committee may not authorize expenditure or enter into a contract or verbal agreement which exceeds one (1) year and/or exceeds three thousand dollars (\$3,000.00), except by approval of Legionnaire members at a Post Legionnaire Membership Meeting. Any expenditure or contract approval in excess of one thousand dollars (\$1,000.00) shall be specifically reported to Legionnaire members at the next Post Legionnaire Membership Meeting. The Post Executive Committee may authorize specific officers or individuals to pay for discretionary spending not to exceed \$500.00. All Post Contracts or Agreements shall not be approved without including consideration of contract length, costs, other options, and especially renewal options.

Section 3. The Executive Committee shall employ a Post Operations Manager to manage the day-to-day operation of the Canteen. The Post Operations Manager shall serve at the pleasure of the Post Executive Board and provide a monthly report at the Executive Board and General Meetings. The Post Operations Manager, with the consent of the Post Executive Board and within the annual budget, shall employ a staff as needed to manage the day-to-day operations of the Post.



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Section 4. All requests for monetary donations must be first presented to the Executive Board who shall determine the amount of donations and forward to the regular Membership Meeting for final approval with the following limitations:

- A. All monetary donations to non-veteran groups or charities are limited to one donation not to exceed \$100 per calendar year.
- B. All monetary donations to Veteran groups or charities that are not a part of the American Legion are limited to \$500 per calendar year in total.
- C. All monetary donations to American Legion programs are limited to \$500 per request.
- D. These limits do not include the cost of purchasing a table at benefit dinners for groups or charities for which the Post is a member.
- E. Total donations for the year shall not exceed an annual budget determined annually by the Executive Board.

Section 5. No elected member of the Executive Committee may also serve as an employee of the Post except by approval of two thirds of the Post Membership present at the Post Membership Meeting immediately following said election. Although they may draw a stipend or reimbursement for expenditures made on behalf of the Post with the approval of the Post Manager.

Section 6. No family member of an elected member of the Executive Committee may serve as an employee of the Post without the approval of two-thirds of the Post Membership present at the Post Membership Meeting immediately following said election.

Section 7. No family member of an elected member of the Executive Committee may serve as a contractor with the Post without the receipt of two other bids and approval of two-thirds of the Post Membership present at the Post Membership Meeting immediately following said election.

Article XV - Duties of Post Officers

ELECTED POST OFFICERS:

Section 1. *Duties of Post Commander.* It shall be the duty of the Post Commander to chair Legionnaire Membership Meetings and Executive Committee Meetings of the Post, when possible, 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 Post 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 Post's March Legionnaire Membership Meeting. A copy thereof shall be immediately forwarded by the Post Adjutant to the Department Adjutant. The Post Commander shall be an ex-officio non-voting member of all other Post committees. The Post Commander shall also perform such other duties as directed by the Post.

Section 2. *Duties of the Post Senior Vice-Commander.* The Post Senior Vice-Commander shall assume and discharge the duties of the office of Post Commander in the absence or



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disability of, or when called upon by, the Post Commander. The Post Senior Vice-Commander shall also assume and discharge such other duties as assigned by the Post Commander and/or the Post Executive Committee.

Section 3. *Duties of the Post Junior Vice-Commander.* If the Post Senior Vice-Commander is unable to assume the duties of Post Commander, the Post Junior Vice-Commander shall assume and discharge the duties of the office of Post Commander, or when called upon by the Post Commander. The Post Junior Vice-Commander shall also assume and discharge such other duties as assigned by the Post Commander and/or Post Executive Committee.

Section 4. *Duties of the Post Finance Officer/Treasurer.* The Post Finance Officer/Treasurer shall have charge of all finances and see that they are safely deposited in a local bank/financial institution or bank/financial institutions as approved by the Post Executive Committee and shall report once a month to the Post Executive Committee and to the Post Legionnaire Membership 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 Post Finance Officer/Treasurer and such other individuals as approved by the Post Executive Committee may sign the 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. The Post Finance Officer/Treasurer shall also assume and discharge such other duties as assigned by the Post Commander and/or Post Executive Committee.

POST E-BOARD MEMBERS AND PAST POST COMMANDER:

Section 5. *Duties of the Post E-Board Members:* The Post E-Board Members are voting members of the Post Executive Committee. The Post E-Board Members are chosen to represent the Legionnaire Membership of the Post. The Post E-Board Members **may** also assume and discharge such other duties as assigned by the Post Commander and/or Post Executive Committee.

Section 6. *Duties of the Past Post Commander:* The Past Post Commander is the key link between the past Post administration and the present Post administration and is a voting member of the Post Executive Committee. The Past Post Commander shall be an advisor and mentor for all members of the present Post administration. The Past Post Commander **may** also assume and discharge such other duties as assigned by the Post Commander and/or Post Executive Committee.

APPOINTED POST OFFICERS:

Section 7. *Duties of the Post Adjutant.* The Post 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 Post membership annually or when called upon at a meeting, and under direction of the Post Commander shall handle all correspondence of the Post. The Post Adjutant shall also assume and discharge such other duties as assigned by the Post Commander and/or Post Executive Committee.

Section 8. *Duties of the Post Chaplain.* The Post Chaplain shall be charged with the spiritual welfare of the Post's comrades and will offer divine but nonsectarian service in the event of



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dedications, funerals, public functions, etc. and adhere to such ceremonial rituals as are recommended by the National or Department Headquarters from time to time. The Post Chaplain shall also assume and discharge such other duties as assigned by the Post Commander and/or Post Executive Committee.

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

Section 10. *Duties of the Post Service Officer.* The Post Service Officer shall bring to the attention of all veterans and their dependents any federal, state or local benefits and rights granted them by law. The Post Service Officer must know how to access the expert services available through Legion channels and other community agencies. The Post Service Officer must know how to submit information and guide veterans or their dependents to full-time professionals so that they are adequately represented.

Section 11. *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 and such other duties as may be determined by the Post Commander and/or the Post Executive Committee.

Section 12. *Duties of the Post Judge Advocate.* The Post Judge Advocate shall advise the Post Officers, Committees Chairs, Committee Members and Legionnaire Members of the Post on all legal matters, including the construction and interpretation of the Post Bylaws, and shall perform other duties as are incident to the office.

Article XVI - Post Delegates and Alternates to the Department Convention

Section 1. Post Delegates and Alternates to the annual American Legion Department of Illinois Convention shall be elected by Post Legionnaire members, in accordance with Department of Illinois guidelines, at the Post Annual Meeting following the election of Post Officers. All Post Delegates and Alternates must be selected at least 20 days prior to the date of the Department Convention. The preference for selection for Post Delegates shall be the newly elected Post Officers, the outgoing Post Commander and then any other Post member or members as needed. The Post Alternates may be any Post member as also prescribed by American Legion Department of Illinois guidelines.

Section 2. Each delegate is obligated to attend, at a minimum, the 12th District Caucus meeting and the opening session of the Department Convention in order to receive any reimbursement of expenses authorized by the Post and provide written receipts.

Section 3. The Delegation Chair shall present a report on the convention at the Post Legionnaire Membership Meeting following the convention.

Article XVII – Post Appointments

Section 1. The Post standing committees are Post Finance, Post Membership, Post Sons of The American Legion, Post Rules/Bylaws, Post Building, Post Americanism, Post Children and



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Youth and Post Veterans Affairs and Rehabilitation. The Post Commander, Post Executive Committee or Post Legionnaire Membership may also designate any of the following committees as Post Committees: Post Ceremonials, Post Economic, Post Graves Registration and Memorial, Post House and Entertainment, Post Legislative, Post National Security, and Post Public Relations and may designate such other non-standing committees as may be deemed appropriate. The Post Commander shall appoint each committee's chair, with approval of a majority of the Post Executive Committee. The committee's chair shall appoint the committee members, with approval of a majority of the Post Executive Committee.

POST STANDING COMMITTEES

Section 2. *Post Finance Committee.* The Post Finance Committee is the financial checks-and-balance committee for the Post and shall be charged with preparation of Post budget recommendations, oversight of the Post financial policy, oversight of Post receipts, oversight of Post disbursements, oversight of all Post funds and oversight of all who handle Post funds.

Section 3. *Post Membership Committee.* The Post Membership Committee shall have charge of all matters pertaining to the membership of the Post, including the procurement of new members, reinstatements and eligibility of all Post Legionnaire members. The Post Senior Vice-Commander shall chair this Committee and the Post Adjutant shall be a member of this Committee.

Section 4. *Post 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. The chair of this Committee also represents the Post as an advisor, liaison and ex-officio non-voting member at all Post Sons of the American Legion Meetings. If the chair is also a Post Sons of the American Legion member then the chair is also a voting member of the Post Sons of the American Legion.

Section 5. *Post Rules/Bylaws Committee.* The Post Rules/Bylaws Committee shall be responsible for maintaining and updating the bylaws and procedures of the Post. They shall also be the final interpreter of the bylaws. The Post Judge Advocate shall be a member of this Committee.

Section 6. *Post Building Committee.* The Post Building Committee shall be responsible for the maintenance, repair, upkeep and improvements of the Post home. They may recommend or make such repairs, recommend or perform such maintenance, recommend or provide for improvements and recommend or perform upkeep of the building, its related property, its surroundings, its parking areas and other real Post property within the confines of the budget and shall make additional recommendations to the Post Executive Committee for such upkeep, maintenance, repair and improvement which exceeds the budget.

Section 7. *Post Americanism Committee.* The Post 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 propaganda by education of the general public in American ideals through public forums, etc., and activities for community and civic betterment.



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Section 8. *Post Children and Youth Committee.* The Post 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; coordinating services and agencies in the community for the above purposes; acting as intermediary for any 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 insuring "a square deal for every child."

Section 9. *Post Veterans Affairs and Rehabilitation Committee.* The Post Veterans Affairs and Rehabilitation Committee shall supervise all matters pertaining to service to comrades, their families and their surviving family members, and the prosecution of all just claims against the United States or state government, employment, relief, etc. The Post Service Officer shall chair this Committee.

OTHER POST COMMITTEES (Per Article XVI, Section 1)

Section 10. *Post Ceremonials Committee.* The principal duty of the Post Ceremonials Committee is to ensure all new members are properly initiated. The committee also concerns itself with proper presentation of other rituals outlined in the Manual of Ceremonies-burial detail and the wearing of Legion regalia. Recommend the Post Junior Vice-Commander chair this Committee.

Section 11. *Post Economic Committee.* The Post Economic Committee is primarily concerned with local employment programs, Veterans' preference, government employment and Veteran/Service Member re-employment rights.

Section 12. *Post Graves Registration and Memorial Committee.* The duties of this committee involve recording of grave sites and completing information on veterans buried in cemeteries assigned to the Post. The Post Service Officer shall be a member of this committee and shall provide special assistance in obtaining flags, headstones or proper interment in National or State Veterans' cemeteries.

Section 13. *Post House and Entertainment Committee.* The Post House and Entertainment Committee duties involve promotion of Post advantages and arrangement for Post social activities and events. The Post Junior Vice-Commander shall chair this Committee and, if hired by the Post Executive Committee, the Post/Canteen Manager shall be an ex-officio non-voting member of this committee.

Section 14. *Post Legislative Committee.* The Post 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 the American Legion National or Department organization.

Section 15. *Post National Security Committee.* The Post National Security Committee shall work with and coordinate American Legion efforts with local Emergency Management Associations 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 homeland.

Section 16. *Post Public Relations Committee.* The Post 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 news



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services and by local publicity of Post programs and activities. Recommend the Post Historian as a member of this committee.

Article XVIII - 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 and approved by this Post shall merely embody the opinion of this Post on the subject and a copy of same shall be forwarded to Department Headquarters for its approval before any publicity is given or action other than mere passage by the Post is taken. Approval by this Post shall only be by majority vote of the regular membership at a Post Legionnaire Membership Meeting and with prior notice to the Post membership of at least 30 days.

Article XIX - Post Legionnaire Membership Meetings

Section 1. Post Legionnaire Membership Meetings shall convene at the Post on the third Tuesday of each month at 7:00pm (1900 hrs.), unless otherwise approved by the membership, and such meetings may transact such business as may be properly brought up for action.

Section 2. The Post Commander or a majority of the Post Executive Committee shall have power to call a Special Legionnaire Membership Meeting of the Post at any time upon 10 days' notice.

Section 3. Upon the written request of 20 Post Legionnaires, the Post Commander shall call a Special Legionnaire Membership Meeting.

Section 4. *A quorum shall consist of 5 members who are not delinquent or suspended pursuant to Article IV (except for the Post Annual Meeting in the month of May. For the Post Annual Meeting, a quorum shall be the members who are not delinquent or suspended pursuant to Article IV and are present.)* Unless otherwise determined by the Commander or Executive Board, any number of attendees up to and including all attendees, may participate in any Post meeting by remote communications. Participation in any meeting by remote communication shall constitute presence in-person at the meeting for all purposes, including quorum and voting.

Section 5. The Post membership may, at any Post Legionnaire Membership Meeting, overrule a decision of the Post Executive Committee, provided that any actions based upon said decision of the Post Executive Committee which was legal and within the authority of the Post Executive Committee that have been performed prior to the decision of the Post membership shall not be affected by such vote and such prior performed action may not be overruled.

Article XX - Notices

Section 1. Every Post member shall annually furnish the Post Adjutant with an email address.

Section 2. The Post Adjutant shall cause notice of the annual Post election to be given at



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least 14 days prior thereto.

Section 3. Subject to Paragraphs 4 and 5 below, all notices shall be by email to the email address last given by a member.

Section 4. Provided the date of mailing of the Post Newsletter is in accordance with the time requirements specified herein for a specific notice being given, any notice provided in the Newsletter shall constitute notice under this article, including notice to those who requested e-mail notification. Such notice provided in the Newsletter shall be sufficient notice as to all actions requiring notice.

Article XXI – Post Rules of Order

Section 1. All proceedings of this Post shall be conducted under and pursuant to Roberts' Rules of Order latest edition or such edition as announced at the commencement of the meeting, except as herein otherwise provided. The Chair of the Post Rules/Bylaws Committee, or designee, or in the absence of the Chair or designee, the Chair of the meeting, shall be responsible for the interpretation of the bylaws. The Chair of the Post Rules/Bylaws Committee, or designee, or in the absence of the Chair or designee, the Chair of the meeting, may appoint a parliamentarian for any membership or other meeting.

Article XXII - Limitations of 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.

Article XXIII – Post Bylaw Amendments

Section 1. These bylaws may be amended at any Post Legionnaire Membership Meeting by a vote of two-thirds of the members of said Post attending such meeting; Provided that the proposed amendment shall have been submitted in writing to the Post Adjutant and read at the next preceding Legionnaire Membership Meeting of said Post; and provided further, that written notice shall have been given to all Post Legionnaire members at least 20 days in advance of the date when such amendment is to be voted upon, notifying said Post Legionnaire members that at such meeting a proposal to amend the bylaws is to be voted upon.

Article XXIV – Bylaws Approval

Section 1. This document was approved as written by vote of Lt. Robert C.A. Carlson Post 1207, The American Legion, Department of Illinois, Legionnaire Membership on: **May 19, 2015.**



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(Original Signed) Date: _____
Post Commander, Terrell D. Lewis

(Original Signed) Date: _____
Post Senior Vice-Commander, Kathleen Hansen

(Original Signed) Date: _____
Post Adjutant, Lynn Heinkel-Moore