By-Laws

Article I - Name

Section 1. The post exiting under these By-Laws is to be known as Norval Stafford Post 125, The American Legion, Department of Missouri.

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

Article II - Management

Section 1. The government and management of this post is entrusted to an Executive Committee of 9 members to be known as the "Executive Committee".

Section 2. The Executive Committee shall consist of 3 members in addition to the officers of the post and together with the other officers of this post shall be elected annually on the June meeting and take office at the August meeting. All elections of officers and executive committeemen shall be by ballots and the candidates receiving the highest number of votes shall be elected to the respective office or offices for which they are candidates. All candidates must have 1 (one) full year membership in Post 125 prior to the election date (June) to be an eligible candidate.

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 whom he succeeds. A vacancy shall exist when a member or officer is absent from his 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 installation of the new officers. Thereafter the post Executive committee shall meet a 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, 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 the custody of post funds; shall hear the reports of post committee chairman; and generally, shall have charge of and be responsible for the management of the affairs of this post.

Section 3. All Executive Committeemen shall, upon taking office, furnish a copy of their DD-214 form.

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. He 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 shall perform such other duties as directed by the post.

Section 2. Duties of First Vice Commander. This officer shall assume and discharge the duties of the office of commander in the absence of, or disability of, or when called upon by the post commander. The officer will also be responsible for membership at the direction for the post commander.

Section 3. Duties of the Second Vice Commander. This officer will be to serve as oversite of all the Post Programs such as advertising, public relations, and project management.

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, render reports of membership annually or when called upon at a meeting, and under direction of the commander handle all correspondence of the post.

Section 5. 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 Executive Committee the condition of the finances of the post, with such recommendations as he may deem expedient or necessary for raising funds with which to carry on the activities of the post. He shall sign all checks disbursing the moneys of the post. He shall furnish such surety bonds in such sum as shall be fixed by the post Executive Committee.

Section 6. 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 7. Post Chaplain. The post chaplain shall be charged with the spiritual welfare of the post comrades and will offer divine but non-sectarian services in the event of dedications, funerals, public functions, etc.., adherer to such ceremonial rituals as are recommended by the national or department headquarters from time to time.

Section 8. 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 by the post Executive Committee.

Section 9. Judge Advocate. This officer oversees all legal questions as to the operation of the post. This includes assuring the meetings are held according to Robert's Rules of Order. This officer shall be in charge of any audit of the finances of Post 125's funds and the spending properly in all their projects.

Section 10. Past Commander. This position has a prerequisite of being a former Commander of Post 125 in good standing. This officer will advise and assist as needed using their experience and knowledge, working closely with all the other officers in the post.

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.

Article VI - Appointments

Section 1. The post commander, immediately upon taking office each year, shall appoint the following standing committees: Americanism, Ceremonials, Children and Youth, Economic, Finance, Foreign Relations, Graves Registration and Memorial, House, and Entertainment, Legislative, Membership, Public Relations, Veteran Affairs and Rehabilitation, National Security, Sons and Daughters of the American Legion, and Visiting.

Such standing committees shall consist of such members and the chairman thereof, as shall be designated by the post commander.

Section 2. For description of the duties and responsibilities pertaining to such standing committees, see Post Officers Guidebook.

Article VII - Resolutions

Section 1. The regular meeting of the post shall be held at the club room on the second Thursday of the month at 6:00PM, at which 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 officer of the post.

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 5 members, the committee shall call a special meeting of the post.

Section 4. Five members shall constitute a quorum.

Article VIII - Notices

Section 1. Every member shall furnish the post adjutant with his or her 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 IX - Rules of Order

Section 1. All proceedings of this post shall be conducted under and pursuant to Roberts Rules of Order, except as herein otherwise provided.

Article X - Limitations of Liabilities

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

Article XI - Amendments

Section 1. These By-Laws 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 five days in advance of the date when such amendment is to be voted upon, notifying said members that as such meeting a proposal to amend the By-Laws is to be voted upon.

This document is the accurate By Laws of American Legion Post 125 to the best of my knowledge as Commander of Post 125.

_____	_____
Commander	Date
_____	_____
Adjutant	Date