

**ALEXANDER BRADLEY BURNS POST NO.80
THE AMERICAN LEGION**

CONSTITUTION

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 THE GREAT 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
NAME**

The name of this organization shall be **ALEXANDER BRADLEY BURNS POST NO. 80, INC. THE AMERICAN LEGION, DEPARTMENT OF ILLINOIS.**

ARTICLE II

PURPOSE

Section 1.

The purpose of this Post shall be to promote the principles and policies as set forth in the foregoing Preamble and the National and Department of Illinois Constitutions of The American Legion.

ARTICLE III

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 nonsectarian, 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. No candidate for or incumbent of a remunerative elective public office shall hold any office in this Post of The American Legion, and the declaration of candidacy for a public office by any person who is an officer of this Post of The American Legion shall operate automatically to vacate his office in this Post, and the same shall be filled as herein provided.

Section 3.

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

ARTICLE IV

ELIGIBILITY

Section 1.

Eligibility to membership in this Post shall be as prescribed by the National Constitution of The American Legion. *The following eligibility dates are: WWI April 6, 1917-November 11, 1918, WWII December 7, 1941-December*

31, 1946, Korean War June 25, 1950-January 31, 1955, Vietnam War February 28, 1961-May 7, 1975, Lebanon/Granada August 24, 1982-July 31, 1984, Panama December 20, 1989-January 31, 1990, Gulf War/War on Terrorism August 2, 1990-Present.

Section 2.

Applications for new membership shall be made in writing by filling in the data required on the application cards issued by the American Legion Department of Illinois.

Section 3.

A member of the Post shall recommend applications for new membership. The application shall be referred to the Membership Committee, and such committee must require the presentation to it by any applicant, of official papers showing the honorable discharge of the applicant or his or her release from active service and report their findings to the Post on each applicant. The names of all persons recommended for admission into membership by the Membership Committee, shall be presented at any regularly called meeting of the Post. Applications may be rejected by a majority of the members present.

ARTICLE V POST OFFICERS

Section 1.

The Officers of this Post shall be designated as follows: Commander, Senior Vice-Commander, Junior Vice-Commander, Adjutant, Finance Officer, Sergeant-At-Arms, Historian, Chaplain, and Judge-Advocate all of whom shall be elected by the Post. The Post Adjutant and Service Officer shall be appointed by the Post Commander Elect to serve during his or her term, *and be designated as officers of this Post.*

Section 2.

The duties of the officers shall be those normally pertaining to such officers, and as further defined and provided in the By-laws.

Section 3.

All elective officers shall be elected as provided in the By-laws and shall be installed at the annual meeting. All elective officers shall hold office for one (1) year. All officers shall hold office until their successors are installed. No elected officer shall assume the duties of his or her office until they are installed.

Section 4.

If the office of any officer shall become vacant by reason of death, resignation, disqualification, suspension, inability to act as such officer, or as a member of the Board of Directors, the membership of the Post present at the next regular business meeting, shall elect a qualified member of the post to fill such office for the unexpired term thereof, unless otherwise provided herein.

Section 5.

In case of a vacancy in the office of Commander, the Senior Vice-Commander shall become Commander for the unexpired term. In case of a vacancy in the office of Senior Vice-Commander, the Junior Vice-Commander shall become the Senior Vice-Commander for the unexpired term. In case of a vacancy in the office of Junior Vice-Commander, the vacancy shall be filled by the election of a qualified member of the Post as elsewhere provided herein. In case of a vacancy in any of the appointive offices, the vacancy may be filled by an appointment in the original manner provided herein.

Section 6.

Every member of the Post in good standing shall be eligible to hold office in the Post unless otherwise provided herein.

Section 7.

No Commander shall be designated Past Commander unless he or she shall have served as Commander until the expiration of his or her term of office, except in the case of his or her death during his or her term of office, which conclude with the installation of the Commander Elect.

**ARTICLE VI
PAST COMMANDER'S COUNCIL**

Section 1.

The Past Commander's Council shall consist of all Past Commanders who shall act as a Board of Advisors to the Board of Directors when called upon to do so.

**ARTICLE VII BOARD OF DIRECTORS
(POST CONSTITUTION)**

Section 1.

The Administrative Affairs, property, and funds of this Post of The American Legion, shall, except as may be otherwise provided by the By-laws, be under the control and general management of a Board of Directors of seventeen (17) members, which shall consist of the Commander, Senior Vice-Commander, Junior Vice-Commander, Finance Officer, Sergeant-At-Arms, Junior Past Commander, Adjutant, Historian, *Service Officer*, *Chaplin*, Judge Advocate, and six (6) additional Elected Members.

Section 2.

Each member of the Board of Directors shall have one (1) vote.

Section 3.

The six elected members of the Board of Directors shall serve for three (3) years, and their terms of office shall expire in such a manner that two members shall be elected each year.

Section 4.

Those members of the Board of Directors, who hold elected or appointed offices of the Post shall serve on the Board of Directors during the term for which they were elected or appointed.

Section 5.

Notwithstanding the foregoing provisions, the Junior Past Commander shall serve as a member of the Board of Directors until he or she is relieved through the normal succession of Post Officers.

**ARTICLE VIII
AMENDMENTS TO THE CONSTITUTION**

Section 1.

This Constitution may be amended at any regular business meeting of the post by a vote of two-thirds (2/3) of the members of said Post attending such regular business meeting; provided, that the proposed amendment shall have been submitted in writing, read at a regular business meeting of the Post and placed on file with the Post Adjutant, and further provided, that said proposed amendment shall have been published to the membership at least five (5) days before the date when such amendment is to be voted on. Said proposed amendment shall be voted on at the next regular meeting following said notice to the Post.

**ARTICLE IX
REPEAL**

Section 1.

This Constitution on adoption by this Post repeals all previous By-laws, resolutions, rules and regulations affecting the operation, management, and government of the Post.

BY-LAWS

ARTICLE I NAME

Section 1.

The Post existing under these By-laws is to be known as ALEXANDER BRADLEY BURNS POST NO. 80, INC. THE AMERICAN LEGION, DEPARTMENT OF ILLINOIS.

ARTICLE 11 TRANSFERS

Section 1.

A member having a valid transfer card may be admitted to *membership* having been referred to the Membership Committee for action in the same manner as new applications, "AND THE COMMITTEE SHALL ADHERE TO THE PROCEDURES OF TRANSFER AS SET FORTH IN THE NATIONAL AMERICAN LEGION AND DEPARTMENT OF ILLINOIS CONSTITUTION AND BY-LAWS."

ARTICLE 111 DISCIPLINE

Section 1.

Upon proof of disloyalty, neglect of duty, dishonesty or conduct unbecoming a member of The American Legion, a member may be expelled from the Post, as provided in the National Constitution and By-laws of The American Legion.

Section 2.

The provisions of the National Constitution and By-laws of The American Legion shall govern the matter of discipline of members of this Post. Charges against members shall be presented in writing and under oath to the Board of Directors, which shall set a time for hearing thereon, and the

person against whom any charge is made shall be furnished with a copy thereof, and shall be given adequate opportunity to be heard thereon. After a hearing on charges the Board of Directors may, by a three-fourths vote of the whole Board of Directors, expel the member accused or suspend such members from the privileges of the Post if they find such punishment deserved.

ARTICLE IV DELEGATES

Section 1.

According to Department of Illinois By-laws, Delegates and alternates to each Department Convention shall be elected by ballot by the membership present at a regular business meeting, to be held not less than (30) days nor more that (60) days before the Convention, and report them on such forms as are required by the Department Adjutant.

Section 2.

When allotted to this Post, Delegates and alternates to a National Convention shall be elected by ballot by the membership present at a regular business meeting, to be held not later than the April business meeting of the Post.

Section 3.

The Post shall pay for housing reservations for Delegates and alternates to a Department Convention, as well as a National Convention, insofar as funds may be available. The Post may authorize additional expense allowances.

ARTICLE V ELECTION OF OFFICERS

Section 1.

The annual Election of Post Officers, and Directors shall be held at a regular business meeting, not less than thirty (30) days nor more than sixty (60) days *before* the Department Convention.

ARTICLE VI

DUTIES OF OFFICERS

Section 1.

The Commander shall be the chief executive officer of the Post and shall have general control and supervision over the business affairs and all activities of the Post, subject to the approval of the Board of Directors. He or she shall preside at all general meetings of the Post and of the Board of Directors. He or she shall see that the Constitution, By-laws, Rules and Regulations of the Post are enforced and shall perform all other duties that may be prescribed from time to time by the Board of Directors, or by the members of the Post at regular or special meetings. The Commander shall be responsible for the safe keeping of all legal and historical documents of the Post, which shall be held in a safe depository approved by the Board of Directors. The Commander shall sign all written contracts and obligations as Chief Executive Officer of the Post, and shall countersign all checks, orders or drafts of the Post, provided such contracts and obligations have been approved by the members of the Post, or the Board of Directors, and further provided that the execution of such contract has not been otherwise authorized and directed by the members of the Post or the Board of Directors. He or she shall, by and with the consent and approval of the Board of Directors, appoint all standing committees of the Post, and shall be an ex-officio member of all standing committees. He or she shall also, from time to time, appoint such other committees as the Board of Directors or members of the Post may duly authorize. At the end of the term of office, he or she shall submit a written report covering the activities of the Post during the period of his or her administration and shall present this report to the Post at the first regular meeting following the annual meeting. Such report shall be filed with the Adjutant and made a part of the records of the Post. The Commander shall furnish suitable surety bond in such sums as shall be fixed by the Board of Directors, the premium to be paid by the Post.

Section 2.

The Senior Vice-Commander shall, under the direction of the Commander, have general charge and Chairmanship of the Membership Committee of

this Post, and shall have the duty of keeping old and securing new members. He or she shall, under the direction of the Board of Directors, assume and discharge the duties of the office of Commander in the absence, or disability of the Commander, or when requested to do so by the Commander.

Section 3.

The Junior Vice-Commander shall, under the direction of the Commander, have general supervision of Veterans' and Memorial Days celebrations, and shall act as Sick Visitation Officer of the post. He or she shall assist and cooperate with the Senior Vice-Commander in the membership activities of the post. He or she may, with the approval of the Board of Directors, be assigned various other activities by the post Commander. The Junior Vice-Commander shall assume the duties of the office of Senior Vice-Commander during the absence or disability of or inability to act, or when requested to do so, by the Commander or Senior Vice-Commander. In the absence, or disability, or inability to act, of both the Commander and the Senior Vice-Commander, the Junior Vice-Commander shall, under the direction of the Board of Directors, thereupon succeed to the powers and perform the duties of the office of Commander.

Section 4.

The Adjutant shall have charge of and keep a complete and accurate record of all proceedings at all general or special meetings of the Post and of all meetings of the Board of Directors. He or she shall keep such records as the National and Department organizations of The American Legion may require. He or she shall see that proper notice is transmitted to the membership of any special meetings of the Post or of the Board of Directors. He or she shall conduct all correspondence of the Post as requested by the Commander, the Board of Directors or by the Post. He or she shall also serve as Secretary of the corporation and in that capacity shall sign all legal documents with the Commander and affix the Official Seal of the Post thereto.

Section 5.

The Adjutant with the approval of the Board of Directors may appoint an Assistant Adjutant. He or she shall aid and assist the Adjutant and shall perform such duties as the Adjutant shall assign to them. In case of the

temporary absence of the Adjutant, he or she shall act as the secretary of any meeting of the Post or of the Board of Directors, but shall not have the right of a vote in a meeting of the Board of Directors.

Section 6.

The Finance Officer shall receive and deposit all monies in such banks as may be designated by the Board of Directors with the approval of the membership of the Post. He or she shall disburse the funds of the Post from the " *Operating Account*" of the Post only when the expenditures are a part of the budget, or upon the order or approval of the Board of Directors, provided that the Board of Directors are authorized to approve such expenditures, and otherwise only upon the order or approval of the members of the Post. He or she shall *monitor and* disburse the funds of the Post from the "Investment(*Vanguard*) Account" of the Post only as provided elsewhere in the Constitution of the Post. *The Finance Officer shall have authority to sign all checks, orders or drafts, with the Commander of the Post or the Commander's designee, and shall turn over to the authorized accounts bookkeeper, whose duties and responsibilities are provided elsewhere in this document all bills, receipts, vouchers of expenditures and records of all income received during the fiscal year, for preparation of the financial books of the Post, to take effect during the fiscal year, and shall present a written statement of the financial condition of the Post at each regular meeting of the Post, and to the Board of Directors and the Post, an annual report of the financial condition of the Post at the end of the fiscal year.* He or she shall be the custodian of all bonds, mortgages, notes, insurance policies, certificates of value and other securities of the Post, and shall keep such securities in a safe depository, approved by the Board of Directors. He or she shall furnish such surety bond in such sums as shall be fixed by the Board of Directors, the premium to be paid by the Post.

Section 7.

The Finance Officer, with the approval of the Board of Directors may appoint an Assistant Finance Officer. The Assistant Finance Officer shall assist the Finance Officer and perform such duties, as the Finance Officer shall assign to them. In case of the temporary absence of the Finance Officer, the Assistant Finance Officer shall act in their stead, provided that the Assistant Finance Officer shall not assume responsibility over the

monies of the Post unless he or she has provided a surety bond as may be required of the Finance Officer. The Assistant Finance Officer shall not have the right of a vote in a meeting of the Board of Directors.

Section 8.

The Historian shall collect all records and data of value and interest to the post and shall each year prepare a history of the activities of the Post and its members, giving special attention to those matters which are not on record. The Post history shall be incorporated as a part of the Annual Report of the Commander.

Section 9.

National Headquarters may recommend adhering to such ceremonial rituals as the Chaplain shall be the Spiritual Advisor of the Post membership and shall perform such nonsectarian divine services as may be necessary, from time to time.

Section 10.

The Sergeant-At-Arms shall preserve order at all meetings of the Post, and shall verify the active membership of any individual who may attend meetings, when requested to do so. He or she shall care for the National and Post Colors, and make sure that the National Colors are presented at every meeting of the Post and at other Post activities as directed by the Post Commander. He or she shall also have full charge of and keep a record of all that attend Post meetings.

Section 11.

The Judge Advocate shall act as Parliamentarian at all regular and special meetings of the Post, and shall advise the Commander and Board of Directors, when requested to do so, as to the correct interpretation of the Constitution, By-laws, *Rules and Regulations*. He or she shall also act as *Chair* of the Legal Committee, as provided elsewhere in this document. He or she shall perform such other duties as are incidental to the office. *Without* the Parliamentarian, the Commander may appoint a member to act in that capacity during a meeting of the Post.

Section 12.

All officers, including members of the Board of Directors, shall serve without pay.

Section 13.

A financial advisor is made available to the Finance Officer to assist in the preparation and processing of rental invoices and other complex documents. The financial advisor will be compensated for his or her assistance as directed by the Board of Directors.

ARTICLE VII
BOARD OF DIRECTORS

Section 1.

Nominations for the office of member of the Board of Directors shall be made in the same manner and at the same time as is provided for the nominations of officers of the Post. The two candidates receiving the highest number of votes at the election shall be declared elected to the Board of Directors for a term of three (3) years each.

Section 2.

The Commander shall preside and is ex-officio Chair of the Board of Directors at each meeting. The Senior and Junior Vice-Commanders of the Post shall be Senior and Junior Vice-Chairman, ex-officio, respectively, of the Board of Directors.

Section 3.

The Board of Directors shall meet on the fourth Wednesday of each calendar month. The Board of Directors may change the regular meeting of the Board of Directors to another date in the same calendar month. Special meetings of the Board of Directors may be called by the Commander, or any three (3) members of the Board of Directors, but only to consider one or more specific slated subjects. Such special meetings may be held by means of a conference call when necessary at the discretion of the Commander.

Section 4

Nine (9) members shall constitute a Quorum for the transaction of business by said Board of Directors and a Majority of the Members present shall be sufficient to act upon any matter properly before the meeting. Each member of the Board of Directors shall have the right to make motions and to vote.

Section 5.

The Board of Directors shall have no authority to spend, or to transfer from one account to another, more than five hundred dollars (\$500.00) of the funds of the Post for any purpose, or similar purpose, without authorization of the members of the Post duly granted at a regular or special meeting of the Post.

Section 6.

Any Director shall cease to hold office upon suspension or upon his or her failure to remain a member of the Post in good standing; or he or she may be removed from the Board of Directors by a two-thirds vote of the entire Board of Directors, if he or she shall fail to attend three (3) consecutive meetings of the Board of Directors without giving proper notice and cause.

Section 7.

If the office of any Director shall become vacant by reason of death, resignation, disqualification, or inability to act, the membership of the Post present, at the next regular business meeting of the Post, shall elect a qualified member of the Post to fill such office for the unexpired term thereof.

Section 8.

The power of the Board of Directors shall be:

1. To advise the Post Commander,
2. To be in charge of the affairs of the Post during the interim between meetings.
3. To formulate policies, and recommend certain expenditures, to be presented for consideration by the membership at the next regular business meeting of the Post,

4. To consider all matters of a special or unusual nature which may come to its attention, or may be referred to the Board of Directors by the Commander.

Section 9.

In the case of a disagreement between the Board of Directors and an officer of the Post *about* the performance of an administrative function or functions pertaining to his or her office, the matter shall be referred by the Commander to the Post at its next regular business meeting. The action of the Post *at a* business meeting shall be final.

Section 10.

All Elective and Appointive Officers, who are not members of the Board of Directors, and all Committee Chair, as well as the *Rental Agent*, may be required to attend meetings of the Board of Directors and will have the privilege of the floor but shall not be entitled to a vote.

Section 11.

The Minutes of the Board of Directors meetings shall be read at the next regular business meeting of the Post.

ARTICLE VIII PARLIAMENTARY AUTHORITY

Section 1

The Parliamentary Procedure for all meetings of the Post shall be governed by “Roberts Rules Of Order, Revised,” as here in modified.

Section 2.

The Order of Business meetings of the Post shall be as follows, or as the Commander shall determine:

1. Call to order
2. Reading of previous minutes
3. New membership presentation
4. Reports of committees
5. Unfinished business
6. New business
7. Resolutions
8. Communications
9. Adjournment

Section 3.

Every member in good standing shall have the right to attend business meetings of the Post; to participate in debate and to vote on all issues brought up for action before the membership. The foregoing notwithstanding, only members in attendance in their person shall have the right to vote. Voting on any issue by proxy, whether verbal or written shall not be permitted.

**ARTICLE IX
AMENDMENTS TO POST BY-LAWS**

Section 1.

These By-laws are adopted subject to the provisions of the National and Department of Illinois By-laws of The American Legion. Any amendments to the National and Department of Illinois By-laws of The American Legion, which are in conflict with any provision within this document shall be regarded as automatically repealing or modifying the provisions of the By-laws of the Post to the extent of such conflict *until such Post By-laws shall be amended by the approval of the Post as elsewhere provided here in.*

Section 2.

These By-laws may be amended at any regular business meeting of the post by a vote of two-thirds of the members of said post attending such regular business meetings; provided, that the proposed amendment shall have been submitted in writing, read at a regular business meeting of the Post and placed on file with the Post Adjutant, and further provided, that said proposed amendment shall have been published to the membership at least (5) five days prior to the date when such amendment is to be voted on. Said proposed amendment shall be voted on at the next regular meeting following said notice to the Post.

Standing Rules

Article I-Meeting

Section 1.

The meeting held on the first Wednesday of each month at 7:30 PM shall be designated the “Business Meeting” of the Post.

The Board of Directors, or the Membership present at a regular meeting, shall have the power to postpone, not to exceed two weeks, the regular first Wednesday meeting of January and July, if they conflict with a National Holiday or a regular and important activity of the Post.

Section 2.

The annual meeting of the Post, as approved by the Board of Directors shall not occur before the second Saturday of August, nor after the last Saturday of that month.

Annual installation of the Post officers shall take place at this meeting.

Section 3.

The first regular meeting of each fiscal year shall be the September business meeting.

Section 4.

Fifteen (15) members of the Post shall constitute a Quorum for the transaction of all business requiring approval by the members at any annual, regular or special meeting, but a lesser number may adjourn any meeting from day to day

Article II-Dues

Section 1.

The amount of annual Post dues shall be *Forty Dollars (\$40)* for each fiscal year, The annual dues shall remain at the above stated amounts unless and until the Board of Directors shall recommend a dues increase. The Commander will present a recommendation to the Post for action at the next regular business meeting.

Section2.

The Post shall pay to the District the established per capita fee and to the National Headquarters and Department of Illinois' annual membership dues for every member of the Post. No membership card shall be issued without the payment of the dues above stated, except upon special orders of the Board of Directors.

Article III-Delinquency

Section 1.

A member whose dues for the current year have not been paid by February 1st, shall be classed as a delinquent. If he or she is still delinquent after April 1st, they shall be suspended from all privileges, *and* their membership in the Post shall be forfeited.

A vote of the Post and payment of current dues for the year in which the reinstatement occurs may reinstate a member so suspended to active membership in good standing.

Article IV-Election

Section 1.

The election of *Post Officers and Directors* shall be by secret ballot *if more than one (1) candidate is nominated for a designated officer position*. The adjutant shall cause ballots to be provided listing each office to be voted for and the names of each candidate duly nominated. *If a list of officers are unopposed a motion maybe made on the floor to accept the list by the majority of the members present at the regular meeting.*

Section 2.

The Commander shall appoint a chairman of the annual election, as well as such other judges and tellers as may be necessary. The chairman shall be furnished a list of current members of the Post, and only such paid up members shall be entitled to vote. The chairman shall report the results in writing, of the election to the Post meeting. In case of a tie between two or more, unless otherwise herein provided, further votes will be taken until a winner has been declared.

The Board of Directors shall prescribe such additional rules and regulations that maybe necessary, which are not in conflict with these By-laws, for the conduct of the election. The Board of Directors shall determine all contests as it may have existed prior to the election at which such contest arose.

Section 3.

At the September business meeting of the Post, the Commander shall appoint a Nominating Committee, for the ensuing year. The Nominating Committee shall consist of three (3) members of the Post.

Section 4.

On or before the regular May business meeting of each year, a ticket of candidates, according to the offices of the Post to be filled at the next annual election, shall be selected by the Nominating Committee. After securing the acceptance of the proposed candidates, such ticket shall be *transmitted* to all members of the Post, at least fourteen (14) days prior to the regular June business meeting. At the regular June business meeting the membership present shall vote on the ticket of candidates in a manner described elsewhere in this article of Standing Rules.

Section 5.

Any member of the Post may make nominations for any office from the floor, for any member in good standing. These nominations from the floor, to be valid, must be preceded by the nominees written acceptance for that office and received by the Adjutant not less than five (5) days prior to the date of the election.

Article V Standing Committees

Section 1.

The Post Commander, immediately on taking office each year, shall appoint the following Standing Committees: (1) Membership; (2) Finance; (3) Service; (4) Boys State; (5) Americanism; (6) Counter Subversion and National Security; (7) Athletic; (8) Graves Registration; (9) Gifts for Hospitalized Veterans; (10) Programs Entertainment; (11) House and Grounds; (12) Legal; (13) Publicity; (14) Veteran's Memorial Scholarship Committee. Such standing committees shall consist of a chairman and members, as shall be designated by the Post Commander unless otherwise provided for herein.

Section 2.

Membership Committee:

The Membership Committee shall be under the general Chairmanship of the Senior Vice Commander, who shall as ex-officio member of the Post, *shall be* including the securing of new members, transfer, reinstatement and eligibility of members, subject to the *approval of the* Post. The Junior Vice Commander shall assist and be an ex-Officio member of this committee.

Section 3.

Finance Committee:

At the September business meeting of the Post, the Commander shall announce an appointment of a Finance committee for confirmation at the September meeting of the Board of directors.

The Finance Committee shall be under the chairmanship of the Finance Officer, who shall be an ex-officio member, and the committee shall be responsible for the preparation of the financial policy, supervision of receiving, disbursing and accounting of all Post funds, which shall be reflected in written reports to the Post and the Board of Directors every three months.

The Committee, not more than *sixty* (60) days after the annual installation of officers, shall prepare a Budget of Expenditures for the Post activities during each fiscal year, which shall reflect the estimated gross income *and expenses* for the ensuing fiscal year. This budget, when recommended by the Board of Director, *shall be distributed* to the membership *attending the next business meeting after approval by the Board of Directors*. And *when* approved by the Post, shall be deemed an approval of expenditures of such funds.

The Committee shall retain the services of an Accountant Book - keeper, the expense for which shall be paid for by the Post, whose general duties shall be to keep an accurate record of all bills, receipts, expenditures and all income of the Post, in the proper ledger or journal, during the fiscal year. He or she shall also be charged with the duties of preparing an accurate profit and loss

statement and a balance sheet every month as well as an accurate annual statement of the finances of the Post, for the presentation by the Committee to the Post. The Committee shall arrange all other specific duties of the bookkeeper after approval by the Post.

At the end of each fiscal year the Finance Committee shall submit the books of the Finance Officer for an audit, to be performed by an auditing firm, the expense for which shall be paid by the Post. This shall be presented, in writing to the Post not more than sixty (60) days after the end of the fiscal year. All committee reports on receipts and expenditures of Post monies, shall be subject to the annual audit.

Section 4.

Service Committee:

The Service Officer shall supervise all matters pertaining to veteran's relief work of the Post with its members and other veterans. The Committee shall be responsible for all matters pertaining to the prosecution of all just claims against the Federal and State Government agencies, employment relief, hospital confinements for all members and funerals. The *Service Officer* shall make reports to the Post when requested to do so.

Section 5.

Americanism Committee:

The Americanism Committee shall be responsible for instilling patriotism, good citizenship, and true American ideals within the Post, the schools and civic organizations, by arranging suitable patriotic observances through public forums. The Committee shall each year make every effort to secure a candidate to represent the Post in the American Legion Oratorical contest. Each year the Committee shall present a representative student with the annual high school Americanism History Awards, as well as suitable Citizenship Awards to other schools, civic organizations, and individuals.

Section 6.

Boys State Committee:

The Boys State Committee shall be responsible for promoting and securing suitable high school students to represent the Post at the annual Department of Illinois Premier Boys State, the for which will be paid for by the Post. The students that have represented the Post, following the annual Boys State Outing, shall appear and make a report to the membership at a regular business meeting. The Committee shall make reports when requested to do so.

Section 7.

Counter Subversive and National Security:

The C.-S. & N.-S. Committee shall be responsible for instructing and informing the Post, civic organization and public of the dangers of anti-American propaganda, subversion. The Committee shall prepare suitable educational programs designed to alert the membership as to the efforts of national and local groups who are combating anti-Americanism.

Section 8.

Athletic Committee:

The Athletic Committee shall be responsible for the promotion of all activities of the Post and its members, and shall cooperate and support the general recreational and athletic programs of the community. The Committee shall the direct responsibility for fostering and organizing the Post participation in the Department and National American Legion Baseball Program. The Committee shall also prepare reports when requested to do so.

Section 9.

Graves Registration Committee:

The Graves Registration Committee shall be responsible for the securing and the maintaining a complete registry of Americans of all American wars that are buried in cemeteries in or near Downers Downers Grove, Illinois, or in such cemeteries that may be allocated to the Post by the Department of Illinois or any geographical sub thereof. The Committee shall perform such duties as maybe required of it by the National and Department Organizations of the American Legion, and shall be specifically responsible for the flag decorations of graves on Memorial Day. They shall prepare reports when requested to do so.

Section 10.

Gifts for Hospitalized Veterans: (Formerly Known as Gift for Yanks)

The Gifts for Hospitalized Veterans shall have the responsibility for raising funds to be used solely to obtain gifts of an appropriate nature for hospitalized veterans and Post members. these funds will be disbursed in such a manner consistent with procedures suggested by the Department of Illinois.

Section 11.

Programs and Entertainment Committee:

The Programs and Entertainment Committee shall be responsible for providing a speaker, musical talent, movies, and any suitable programs at Post meetings. The Committee shall also have charge of parties and dances for the membership and their guests, which shall be announced in advance by the Committee.

Section 12.

House and Grounds Committee:

The Commander shall appoint five (5) members from the Post to act as sub-chairmen of the House and Grounds Committee. The Commander shall be an ex-officio member and coordinate a chairman of the committee. One sub-chairman from the House and

Grounds Committee will be selected by them to represent the House and Grounds Committee on the Board of Directors. The House and Grounds Committee shall be assigned the responsibility for the operation of: (1) building maintenance; (2) grounds keeping; (3) custodial care; (4) bar and rent operations; (5) planning for ways and means of development of the Post; (6) These sub-chairmen shall have authority to appoint members of the Post to assist them in their responsibilities. The House and Grounds Committee shall be responsible directly to the Board of Directors for the general operation of the Post Headquarters and shall submit reports of said operations to the Board of Directors when requested.

The Rental Agent shall be appointed by the Commander. The Rental Agent shall cooperate and work with the House and Grounds Committee. He or she shall report all rental proposals, which are outside the normal rate schedules to the House and Grounds Committee for approval. All proposed changes in rental and bar rates shall be reported to the Board of Directors for approval.

In addition to the aforementioned rental responsibilities, the House and Grounds Committee shall have sole charge of the formulating and enforcement of all rules and regulations regarding the use of the Post Headquarters.

Section 13.

Legal Committee:

The Legal Committee shall be under the chairmanship of the Post Judge Advocate, and shall be responsible for the legal supervision of Post affairs. When requested the Committee shall have the duty of preparing resolutions.

All proposed changes in the Post Standing Rules, By-laws and Constitution shall be submitted to the committee for preparation and presentation to the membership in the manner provide elsewhere in this document. The Committee shall also handle all matters requiring legislative procedure.

Section 14.

Publicity Committee:

The Publicity Committee shall be responsible for the promotion of and sustaining public support of the Post's programs as well as those of The American Legion. The Committee shall maintain liberal use of the The American Legion Magazine, Department and National American Legion News Services thru the Post's News Publications, in order to make the public aware of the Post's programs and activities.

Section 15.

Veteran's Memorial Scholarship Committee:

The Scholarship Committee shall be responsible for the promotion for setting up the rules for the scholarship program. The Scholarship Committee will provide questions for the scholarship program and send out to all eligible children requesting forms. The Board of Directors must approve any changes to the Veteran's Memorial Scholarship Program.

Any member in good standing three (3) or more years of Downers Grove Post 80 living or deceased, makes their children or grand children eligible for the Veteran's Memorial Scholarship Fund of Downers Grove Post 80 meeting all rules of the scholarship program.

ARTICLE VI FINANCE

Section 1.

The revenue for the operation of the Post activities, as set forth in the annual budget, shall be derived from membership dues, *donations* dividends, or interest from invested capital, rentals of the Post facilities,

and from such other sources as may be recommended by the Post Board of Directors, and/or approved by the majority of the Post membership present at a regular business meeting.

Section 2.

The funds of the Post shall be divided in four (4) accounts, which shall be known as the (1) "INVESTMENT(Vanguard) ACCOUNT," (2) "REAL PROPERTY ACCOUNT," (3) "OPERATING ACCOUNT", and "RESERVE ACCOUNT".

The funds of the Post invested in the Savings Account in Banks, Savings and Loans Associations, Stocks, Bonds, Mortgages, mutual funds and Gift for Yanks Scholarships shall be known as the "Investment (Vanguard)Account". Funds shall be transferred into or out of the "Investment(Vanguard) Account", or from one category of the "Investment(Vanguard)Account" to another, only by the following procedure. At a regular business meeting of the Post, notice shall be given in writing of the intent to transfer funds into or out of the "Investment (Vanguard) Account", or from one category of the account to another category, stating the amount and the particular category of the "Investment Account" involved. This notice of intent shall be communicated in writing to the membership at least ten (10) days prior to the next regular business meeting of the post. At the next regular business meeting of the Post, the question of the intent to transfer shall be brought to the floor and opportunity for discussion shall be given without the privilege to change the category of the account mentioned in the notice of intent, or to change the amount, except to reduce the amount. A vote shall be taken and a two-thirds (2/3) MAJORITY ROLL CALL vote of the membership PRESENT shall be required to authorize the transfer of the funds from the "INVESTMENT(Vanguard) ACCOUNT" as stated in the notice of intent to transfer.

Notwithstanding the foregoing, the funds of the Post invested in stocks *or mutual fund* may be transferred only from one stock *or mutual fund* to another, without the necessity of the aforementioned Post approval, not to exceed 20% of the total portfolio of stocks *or mutual fund* in one fiscal year.

All funds of the Post not included in the "*Investment Account*," as herein

defined, shall be designated as the "*Operating Account*."

The "REAL PROPERTY ACCOUNT" is defined as property held by deed or other such instrument. The "REAL PROPERTY ACCOUNT" can be changed, transferred, title conveyed, converted to cash or other certificates of value only by the following *acts in* chronological order. A written notice of intent to change, transfer, convey title, convert to cash or other certificates of value shall be read, accepted, published, debated and voted as described in the "*INVESTMENT(Vanguard) ACCOUNT*" transfer procedures. Thereafter, on a favorable notice of intent *to change* vote, the Commander shall appoint a committee, composed of three (3) members of the Post at large, three (3) members of the Board of Directors and the Commander as ex-officio member *and Chair*, who shall be empowered to investigate and negotiate the proposed notice of intent, except that all contracts or agreements must be reviewed and approved by an attorney retained by the Post. Thereafter, on unanimous agreement of the committee, the proposal shall be read at a regular business meeting of the post, accepted, offered for publication to the entire membership at least ten (10) days prior to the next regular

business meeting, when at that time the membership present shall have the opportunity to debate the issue, but not to amend the issue, except to reduce the proposal, after which only a three-fourths (3/4) majority roll call vote of the membership present shall authorize the change, transfer, conveyance of title, conversion to cash or other certificates of value of the "REAL PROPERTY ACCOUNT" as herein described.

Any negative action during the aforementioned order of procedures shall immediately terminate all action, which cannot be reinstated until after a period of six (6) consecutive months, and a real and substantial change in the proposal, in order to begin the procedures again.

Section 3.

The "RESERVE ACCOUNT has a special account identified for emergency use. This account is used when time is an issue in settlement of an incurred debt. The "RESERVE ACCOUNT" can be used in the event of

an emergency, where the expenditure is more than a normal repair. To use this "RESERVE ACCOUNT", the following procedure must be used. The Commander shall convene a special meeting of the Board of Directors in person or by conference call, and the special meeting must have a quorum of the Board present. To withdraw from the "RESERVE ACCOUNT", it must have a majority roll call of the Board of Directors present at the meeting to authorize the expenditure from the "RESERVE ACCOUNT".

Section 4.

The fiscal year shall be from September 1 to August 31.

Section 5.

The Post shall provide a suitable surety bond, or bonds, with sureties approved by it, conditioned on the faithful performances of the duties of each Post officer and member authorized to handle funds, contracts, and obligations, the premiums to be paid by the Post.

**ARTICLE VII
AMERICAN LEGION AUXILIARY**

Section 1.

This Post recognizes an auxiliary organization to be known as the Auxiliary Unit of Alexander Bradley Burns Post No. 80, The American Legion.

Section 2.

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

**ARTICLE VIII
SONS OF THE AMERICAN LEGION**

Section 1.

This Post recognizes male descendants of Legion members to be known as Alexander Bradley Burns Squadron 80. The American Legion.

Section 2.

Membership in the Sons of the American Legion including adopted sons and stepsons shall be prescribed by Article IV, Section 1, of the National Constitution of the American Legion, or who died subsequent to their honorable discharge from such service, shall be eligible for membership in the Sons of The American Legion.

ARTICLE IX LEGION RIDERS

Section 1.

This Post recognizes all current members in good standing in the American Legion,
American Legion Auxilliary and/or Sons of the American Legion.

Section 2.

Must be the legally registered owner of a motorcycle of at least 350cc in size and possesses a valid drivers license in their state of residence (military equivalent acceptable). Or the spouse of an owner who is a member.

Article X Amendments to Standing Rules

Section 1.

Standing Rules are adopted by a majority vote *of the Post* and may be amended by two-thirds (2/3) vote at any business meeting.

An Amendment was passed at the August 6, 1986 Business Meeting to raise dues to \$15.00 per-year.

An Amendment was passed at the October 4, 2000 Business Meeting to raise dues to \$25.00 per-year.

Constitution-Article VIII-Section 2
Raise dues from \$12.00 to \$15.00 per year for membership

Constitution-Article VIII-Section 2
Raise dues from \$15.00 to \$25.00 per year for membership

Retyped with permission of the Board of Directors on June 7, 1989 by
Commander David Wisbrock

Retyped with permission of the Board of Directors on October 24, 2001 by
Commander Robert Isenberger.

By-Laws-Article VI-Section 4
The number of Board of Director Members required for a Quorum be
changed from eleven (11) members to nine (9) members.

A single vertical line placed in the margin of the page identifies text changes
or removal.