

CONSTITUTION & BY-LAWS



(Revised 27 MAY 2021)

JANUARY 21, 2020
BUCK-DUBIEL POST #101 INC
PO Box 101 Somers, CT

PREAMBLE

For God and Country We associate ourselves 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 per cent 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;

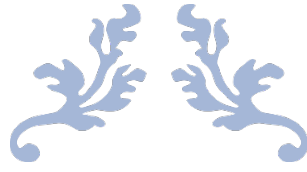
To promote peace and good will on earth;

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.



CONSTITUTION



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BUCK-DUBIEL POST #101 INC
PO Box 101 Somers, CT

CONSTITUTION

ARTICLE I

Name

Section 1

The name of this organization shall be Buck-Dubiel Post #101 Inc. The American Legion, Department of Connecticut.

ARTICLE II

Objectives and Purposes

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

Nature

Section 1

This Post is a civilian organization and membership therein does not affect nor increase liability for military or police service.

Section 2

This organization shall be non-political and non-sectarian and shall not be used for the dissemination of partisan principles or for the promotion or criticism 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

Membership

Section 1

Eligibility to membership in this Post shall be 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 Post Executive Committee.

Section 3

All applications for membership shall be acted upon at the next Post meeting following the making of such application, and shall at such meeting be accepted, rejected, or referred for further investigation and consideration. If a majority of the members present cast their vote against the acceptance of said application, then such application shall be recorded as rejected.

Section 4

An applicant for membership in this Post who has been suspended from another Post in the American Legion for misconduct or misrepresentation shall not be admitted in this Post, until a thorough investigation has been made by the Post membership committee, with their recommendations given to the Post Executive Committee for final disposition.

Section 5

Any member of this Post may be expelled for just cause by two thirds vote of the members present. The charges must be put in writing and that a written notice is to be sent to all members when any such action is contemplated.

Section 6

A member who has been expelled from this Post for any cause may be reinstated to membership by two thirds vote of the members present. Written notice shall be sent to all members stating that action is to be taken on the application for reinstatement. If reinstated the member shall make a payment of any arrears in his dues at time of the expulsion and his reinstatement.

ARTICLE V Code of Conduct

Section 1

Refer to By-Laws Article IX Code of Conduct

ARTICLE VI Officers

Section 1

The administrative affairs of this Post of the American Legion shall, except as may be otherwise provided by the by-laws, be under the supervision of the Executive Committee of this Post. The Post, by its by-laws, may provide for such other standing committees as the business of the organization may require.

Section 2

The officers of this Post shall be a Post commander, Senior Vice Commander, Junior Vice Commander, Vice Commander, Adjutant, Judge Advocate, Finance Officer, Supply Chain Management officer, Post Chaplain, Post Historian, Post Service Officer, Assistant Post Service Officer, Sergeant at Arms, Assistant Sergeant at Arms, three executive committeemen and such other officers as be deemed necessary by this organization who shall be nominated from the floor at the meeting preceding the annual election.

Section 3

All officers and executive committeemen shall be elected annually, and the officers shall hold office until their successors are duly installed as otherwise provided herein. An executive committeeman shall hold office for two years.

NOTE: Officers with multi-year terms may only be considered for replacement at the end of their existing term of office or upon resignation or death.

Section 4

Any officer may be removed for serious violations of the law or Post By-laws by two thirds vote of the members present being necessary to affect such a removal. Written notice must be sent to all members that such action is to be taken.

Section 5

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

Section 6

The duties of officers and committees shall be those usually appertaining to such officers or committees and as further provided in the by-laws.

ARTICLE VII Finance

Section 1

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

Section 2

The annual Post dues shall be fixed and determined by this Post.

1. For those members who reach a minimum of 50 years of continuous membership, the post shall pay the annual dues for the member, forever.
2. The Post will pay the annual dues for all World War II veterans of Buck-Dubiel Post 101, forever.
3. The Post will pay annual dues for all active-duty Buck-Dubiel Post 101 members of the Armed Forces.
4. Past Post Commanders shall have their annual dues paid by the Post, for years served as the Buck-Dubiel Post 101 Commander. See Constitution Article III, Section 1.2.

Section 3

The Post shall pay to Departmental headquarters the National and Departmental annual membership dues for every member of the Post.

ARTICLE VIII Amendments

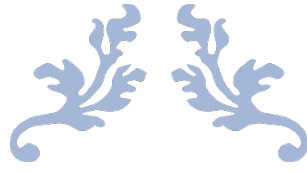
Section 1

This constitution is adopted subject to the provisions of national Constitution of the American Legion and Department Constitution of the Department of Connecticut, and The American Legion. Any amendment to said national or department constitution which in conflict with any provisions hereof shall be regarded as automatically repealing or modifying the provisions of this constitution to the extent of such conflict.

Section 2

This constitution may be amended at any regular Post meeting, by a vote of two-thirds of the

members of said Post attending such regular meeting, providing proposed amendment be read at the previous meeting and that the members are notified to be present at this meeting. Notification to be provided to Post members via telephone and/or email communications.



BY-LAWS



(Revised 27 MAY 2021)

JANUARY 21, 2020
BUCK-DUBIEL POST #101 INC
PO Box 101 Somers, CT

BY-LAWS

ARTICLE I NAME, OBJECTIVES and PURPOSES

Refer to Articles I & II of Constitution

ARTICLE II Management

Section 1

Post Officers shall be elected annually and shall take office immediately following the June election by the administration of the oath of office. All elections of officers and executive committeemen shall be by ballot and the candidate or candidatures receiving the highest number of votes shall be elected to the respective office for which they are candidates.

Section 2

All vacancies existing in any office of this Post for any cause other than expiration of term shall be filled by majority votes of the members present at the meeting, and person so elected shall hold office for the unexpired term of the office that he succeeds. A vacancy shall exist when an officer is absent from this Post for three consecutive meetings without a reasonable excuse accepted by the Post Commander or Adjutant.

ARTICLE III Post Executive Committee

Section 1

The post Executive Committee shall consist of all Past Commanders while in good standing in this post, and the elected and appointed officers of this post. All Past Commanders, except the immediate Past Post Commander, of Buck-Dubiel Post#101, in good standing, are members of the Executive committee with voice, but no vote, and may not make or second a motion on said committee.

1. The immediate past Commander will be a member of the Executive Committee for one year with voice and vote and make or second a motion on said committee.
2. All Past Post Commander will have their Post 101 annual dues paid by the Post for years served as Buck-Dubiel Post 101's Commander, see Constitution, Article VII, Section 2.4.
 - a. They must remain a member of good standing and be available to serve as mentor and/or consultant to the new administration.
 - b. They must conduct themselves in accordance with Post 101, By-Laws, Article IX, Code of Conduct and Department of Connecticut American Legion By-Laws, Article IX, Discipline.
 - c. These are privileges and are revokable should the conditions not be met.

Section 2

Duties of the Executive Committee: Government and management of the post is entrusted to the executive committee. 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 the installation of the new officers. Thereafter, it should meet regularly or as often as the commander deems necessary, but not less than once monthly. The commander shall call a meeting of the Post Executive Committee upon the joint written request of three members of said Post Executive Committee, 3 three members of the committee shall constitute a quorum thereof.

Section 3

The post executive committee is further charged with hiring employees, authorizing, and approving all routine expenditures i.e., monthly, and yearly obligations, requiring adequate bonds from those with custody of post funds, hearing reports of post committee chairpersons, and providing oversight over post affairs. Delegation of these functions to the executive committee is in no way intended to usurp the powers of the membership through regular post meetings. Rather, this allows the routine operational affairs of the post to be handled outside of post meetings. Committee reports and other issues of general interest to members should be handled during post meetings. The key to interesting post meetings is using the executive committee effectively.

ARTICLE IV Duties of Officers

Section 1

Duties of Post Commander:

- Our Commander has many duties, the most important of which is to inspire the growth and strength of our Post. Our Commander assesses the overall Post position and figures out what needs to be worked on. It is our Commander's responsibility to preside over all Post meetings. Our Commander sees to it that programs implemented by our Post are carried through to completion. Our Commander also familiarizes themselves with all the policies and traditions of our Post. The Commander has the duty of teaching and protecting the cardinal principals of the American Legion throughout the entire Post. The Commander has supervision of the duties of all other officers of the Post, is the guardian of Justice and Freedom, and bears the full responsibility of the Post complying with the policies and the traditions of our Post and of the American Legion. The Commander shall work closely with the Finance and Supply Chain Management Officer, approve approving all orders directing the disbursement of funds. The Commander shall furnish surety of bond in such sums as shall be fixed by the Post Executive Committee. He shall perform other such duties as directed by the Post.

Section 2

Duties of Vice Commanders:

- The Vice Commanders shall assume and discharge the duties of the office of commander in the absence or disability of or when called upon by the Post commander. Specific duties include but are not limited to:
 1. Senior Vice Commander:
 - a. Responsible for cooperating with the Commander, especially with the interest of the membership of the Post. The Senior Vice Commander's focus revolves around membership. The need for membership in any post is vital to its success and therefore the Senior Vice Commander works diligently to obtain as many new members as they can during the year. The Senior Vice Commander has the duty of safeguarding the honor of the Flag of our Country and is the teacher of "Democracy." Our Senior Vice Commander's duty is to step up if the Post

Commander or Commander cannot perform their position for one reason or another. The Senior Vice Commander studies ceremonial procedures and protocol for regular meetings since they will probably have to run a meeting or two during the year.

2. Junior Vice Commander:

- a. The Junior Vice Commander shall assist the Commander with all duties. Particularly with interest in patriotic observances of all kinds, in developing Post activities, and in the entertainment features which mark all meetings. The main job of our Junior Vice Commander is to boost moral within the post and make sure every member is pleased to be part of the American Legion and their post. The members of the post are to have fun while at the same time working to improve the American Legion, the Junior Vice Commander is the leader in this, and it is a particularly important job and is always looked at closely by the post. The Junior Vice Commander is also Chairman of the Fund-Raising Committee. Our Junior Vice Commander's duty is to step up if the Senior or the Post Commander cannot perform their position for one reason or another. The Junior Vice Commander studies ceremonial procedures and protocol for regular meetings since they will probably have to run a meeting or two during the year.

3. Vice Commander (Chief Operations Officer)

- a. The duties of the "Chief Operations Officer" are many and varied. Being a competent Operations Officer involves planning and supervising all the operational functions of Post 101. The Vice Commander is responsible for process improvement, identifying various compliance issues and strategic planning, development and most of all, the flow and continuity of the Post. The position requires attention to internal controls such as funds and assets, establishing competent record keeping and the supervision of purchasing, receiving as well as oversight/operation of events & activities of the Post. This Vice Commander's duty is to step up if the Post Commander or Vice Commanders cannot perform their positions for one reason or another. This Vice Commander studies ceremonial procedures and protocol for regular meetings since they will probably have to run a meeting or two during the year.

Section 3

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 organization 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 4

Duties of Judge Advocate:

- The Judge Advocate is assigned the most important duty for which their legal training and/or past Legion experience may apply. The Judge Advocate acts in a manner which reinforces to membership that the Post belongs to all its members, not just of the Executive Board/Committee. The primary duty of the judge advocate is to supply advice for the conduct of the Post business or to procure proper counsel. Duties also include the interpretation of the Constitution and By-Laws of the Post and the Judge Advocate may be called on to rule on the actions and decisions insofar as these affect the good of the American Legion. The judge advocate Chairs the Post Audit Committee and has the duty, with others, of auditing post financial accounts. This is done annually or more frequently at the discretion of the Post

Commander or the Judge Advocate, usually before the election of officers. The Judge Advocate is the guardian of constitutional form of Post government. The judge advocate should be available to supply valuable assistance to other Post committees and officers. Any Post committee can benefit from the judge advocate's contacts with the office holders of local government.

Section 5

Duties of Finance Officer:

- The Finance Officer holds a particularly important responsibility of the posts finances and must be experienced in handling financial and accounting affairs. This Officer is the keeper of the monies and in them is reposed the financial responsibility for the Post. The duty includes the year's budget and the payment of all obligations when proper authorization has been given for such payment. As with any post, our post relies solely on finances and does well with the expert advice and management of its finances by the Finance Officer. The Finance Officer serves as the chair of the finance committee and oversees receiving and distributing our posts funds. Our posts Supply Chain Management Officer, Finance Officer and Post Commander work closely together to finance our post events and programs. The finance Officer of the Post shall have charge of all finances and see that they are safely deposited in a local bank or banks and shall report once a month to the Post the condition of 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 be responsible for all checks disbursing the moneys of the Post. He shall furnish such surety bond in such sums as shall be fixed by the Post Executive Committee.

Section 6

Supply Chain Management Officer:

- Our Supply Chain Management Officer performs integral and significant duties for our post, ensuring conflicts of interests do not exist between the ordering, payment and receipt of supplies and services. All Post members requesting supplies or services shall initiate their requests through our Supply Chain Management Officer using the approved forms available online at www.SomersPost101.org. The Supply Management Officer shall obtain Executive Committee/Membership expenditure approval, Post Commander disbursement of funds approval & Finance Officer disbursement of funds via check, conduct market research, order, receive, distribute, document and interacting with Executive Committee regarding all purchases of supplies and services. The Supply Management Officer shall furnish surety of bond in such sums as shall be fixed by the Post Executive Committee.

Section 7

Duties of Post Chaplain:

- Our Chaplain is a huge leader in our Post. The Post Chaplain is given the spiritual leadership of the post and responsibility for religious ceremonies for the Post or a comrade, adhering to such ceremonial rituals as are recommended by the nations or department headquarters from time to time. Our Chaplain is our moral leader in ceremonial services and patriotic occasions. The position of Chaplain greatly improves the usefulness of the Post in our community. Our Chaplain also holds the important duty of overseeing that those who have served this country and have passed have their grounds decorated accordingly on Memorial Day. Our Chaplain works with families of deceased members to see that all their wishes are taken care of. All such ceremonies are made more commemorative using Legion rituals.

Section 8

Duties of Post Historian:

- Our Historian is of growing importance. Our Historian works closely with the Adjutant. Our Post Historian keeps in close contact with the Department Historian to keep records up to date. It is important to our Post that all activities of the Post are recorded accurately and timely. The work of post historian is cumulative. There should be close cooperation between the post adjutant and the historian. An annual report should be made to the department historian prior to the department convention. Copies of printed material regarding the post should be deposited in local and state libraries, as well as in the post and department archives. This will prevent complete loss of records through fire or other catastrophe, as well as provide source material for those looking for information about The American Legion. The post historian should attend department conventions and make a point of knowing what historians of nearby posts are doing. The department historian can advise post historians on department and national post history contests, historians associations, and materials to assist in maintaining best practices.
- The Post Historian shall perform such other duties as may properly pertain to the office as may be determined by the Post Executive Committee.

Section 9

Duties of Post Service Officers:

- Our Service Officers are our biggest connection to the nation and the community. Through our Service Officers, our Post can provide our community with many unique services to veterans and other community members. With our Service Officers national connection, our Post can keep up to date with all the services available to veterans and programs that could be implemented within our community to benefit all. The Post Service officer is responsible for bringing to the attention of all veterans and their dependents the rights and benefits granted them by law. This officer must know how to utilize the expert services available through legion channels, as well as those of other agencies in his community. His is the job of getting information to the full-time professionals to make certain that every veteran and his dependents are adequately represented. Dependents should be visited by the Post Service Officer as soon as feasible after a veteran's death. The Post Service Officer shall serve as Chairman of the Committee. The Auxiliary Unit, The Post Employment Officer, and the Visitation Committee may frequently need their help.

Section 10

Duties of 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. The Sergeant-at-Arms is also the outer guard of our post and will especially guard against the loss of The American Legion's greatest possessions – our deep and abiding spirit of comradeship. He will learn the identity and introduce to the Commander all visiting comrades and guests of the Post. Our Sergeant-At-Arms is knowledgeable in how to arrange the meeting hall and assists our Post's Commander and Adjutant in the preliminary arrangements for meetings which includes the proper care of the colors. Into his hands is given the charge of the stand of colors which you will properly display at all Post meetings and on ceremonial occasions. Our Sergeant-At-Arms is our flag etiquette person and uses this knowledge to lead the Post color guard, burial detail, and other pageantry that is a part of The American Legion. Our Post believes every member is important and the Sergeant-At-Arms will properly welcome and introduce a new member to the Post and its members.

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 twenty days prior to the date of such convention.

Section 2

Expenses to be paid by the Post to the delegates and alternates to the state convention shall only include registration fee and but may include other expenses such as lunch and/or lodging at the convention if Post finances are available.

ARTICLE VI

Appointments

Section 1

The Post commander, immediately upon taking office each year, shall appoint the following standing committees, if unfilled:

- A. Americanism
- B. Ceremonial
- C. Children and Youth
- D. Economic
- E. Finance
- F. Foreign Relations
- G. Graves Registration and Memorial
- H. House and Entertainment
- I. Legislative
- J. Membership
- K. Public Relations
- L. Veterans Affairs and Rehabilitation
- M. National Security
- N. Sons of The American Legion
- O. Visiting or VAVS

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

Section 2

Americanism Committee

- The Americanism Committee shall be charged with the inspiration of patriotism and good citizenship by arrangements for proper observance of patriotic occasions; encouragement of patriotic and civic phases of instruction in schools; Americanization of aliens; combating anti-American propaganda by education of the public in American ideals through public forums, etc., and activities for community and civic betterment.

Section 3

Ceremonials Committee

- The principal duty of the Ceremonials Committee is to 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.

Section 4

Children and Youth Committee

- This 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 and in coordinating services and agencies in the community for the above purposes. To act as intermediary for the needy child of a veteran in obtaining the fulfillment of the Legion's pledge that "no child of a war veteran shall be in need of the necessities of life" and "a square deal for every child."

Section 5

Economic Committee

- The Post Economic Committee is primarily concerned with local employment programs, Veterans' preference, government employment and re-employment rights.

Section 6

Finance Committee

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

Section 7

Foreign Relations

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

Section 8

Graves Registration and Memorial Committee.

- The duties of this committee involve recording of grave sites and complete information on veterans' burial in cemeteries assigned to the Post. Special assistance can be given the service officer in providing flags, headstones, or proper interment in national cemeteries.

Section 9

House and Entertainment Committee

- The House and Entertainment Committee promote club post advantages and arranges for social activities.

Section10

Legislative Committee

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

Section11

Membership Committee

- The Membership Committee shall have charge of all matters pertaining to the membership of the Post, including the procuring of new members, reinstatements, and eligibility of members.

Section12

Public Relations Committee

- The 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 service and by local publicity of Post programs and activities.

Section 13

Veterans Affairs and Rehabilitation Committee

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

Section 14

National Security Committee

- The National Security Committee shall work with and coordinate Legion efforts with the local Civil Defense Council on matters pertaining to national, civilian, and home defenses.
- It shall assist the armed forces of the United States in recruiting efforts and in every way be active in community activities for the defense of the nation and the security of the American home.

Section 15

Sons of the American Legion Committee

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

Section 16

Visiting or VAVS Committee

- This committee is charged with visiting and comforting members and their families when sick or bereaved, and with visiting ex-service personnel in hospitals.

ARTICLE VII 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 shall merely embody the opinion of this Post on the subject and copy of same shall be forwarded to the Department headquarters for approval before any publicity is given or action other than mere passage by the Post is taken.

ARTICLE VIII Meetings

Section 1

The regular meetings of this Post shall be held the fourth Thursday of each month at seven P.M., 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 officers 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 written request of ten members, the commander shall call a special meeting of the Post.

Section 4

Six members shall constitute a quorum.

Section 5

Buck-Dubiel Post #101 of the American Legion post meetings are run according to Legion Manuals and Constitution & By-Laws. Roberts Rules are only used when the previous documents do not cover the issue.

ARTICLE IX Code of Conduct

Section 1

Articles

1. The American Legion Post 101 serves our community, state, and nation through the principles laid out in the aims and purposes of the American Legion's four Pillars: Veterans Affairs and Rehabilitation (VA&R), Children and Youth (C&Y), Americanism, and National Security.
2. Post 101 is an independent organization that is part of the association called The American Legion. Our Post has no affiliation with, and has no obligation to associate with, any other organizations, and operates independently to meet our goals. Members looking to be all inclusive should look to membership in another Post.
3. The Chain of Command begins with the Post Commander and shall not be broken. Doing so undermines the authority of the Commander and is considered disloyalty and conduct unbecoming a Legionnaire.
4. Only the Post Commander speaks on behalf of the Post unless the Commander delegates that authority to another person. No member may commit our Post to support any activity or organization without the expressed permission of the Commander or Executive Committee.
5. All Post members publicly represent Post 101 and should do so in a professional manner.
6. All disputes or issues concerning Post management or affairs shall remain within the Post. A member who has an issue or dispute concerning Post business shall present the issue or dispute to the Post Executive Committee in writing. No outside individuals shall be contacted without first giving the Executive Committee the opportunity to address an issue or dispute. Every member has the right to file a complaint at the District or Department level without repercussion.
7. Post 101 chooses which programs, organizations, and events we support, and are not compelled to support other Posts or organizations. Recommendations for approval to support other organizations are decided by the Executive Committee, which gives priority to those organizations that reciprocate with their support.

8. Communication with Post members is a privilege and is restricted to official Post business. Members will not be contacted without first obtaining their permission to do so. Requests for dissemination of information shall be made through the Post Adjutant or Commander, and any exceptions to that shall be at the direction of the Executive Committee.
9. The Post actively uses social networking to communicate with our members and the outside world. There is no expectation of privacy on Post members' personal social networking sites. Slander, defamation, and disparaging remarks aimed at the Post or our members is considered conduct unbecoming a Legionnaire.
10. The ceremonial services of The American Legion must be conducted with the solemnity befitting the dignity of this organization.
 - A. No one shall be admitted during opening, initiation, or closing ceremonies of an American Legion meeting.
 - B. Cell phones should be turned off, muted or on vibrate.
 - C. Courtesy, justice, impartiality, and equality shall be promoted, to include but not limited to:
 - i. When the Commander/Chair calls the meeting to order, members and guests shall take their seats promptly and conversation shall stop.
 - ii. Those members giving reports during the meeting take seats in front to save time.
 - iii. Members rise to be recognized by the commander and do not speak out of turn.
 - iv. Cross talk, speaking out of turn or disrupting the meeting in any way is considered out of order and the offender will be disciplined, relative to the seriousness of the breach, in accordance with Section 2, Special Problems, (g) Discipline of Members During the Meeting.”
 - v. Members always refer to other members and officers in the third person.
 - vi. In debate, all remarks are made through and to the Commander.
 - vii. Members shall not cross talk or talk directly to each other when another is speaking.
 - viii. Members keep discussion to the issues, not to personalities or other members' motives.
 - ix. When correcting a member, the presiding officer does not use a member's name.
 - x. Members speak clearly and loudly so all can hear.
 - xi. Members listen when others are speaking.

11. Guests

- A. A Guest is anyone who is not a member of Post 101 or another American Legion Post. A Post member in good standing must sign in all sponsored Guest(s).
- B. The sponsoring Legion member who registers the Guest(s) will be responsible for that Guest(s) and their actions while attending the Post function.
- C. Guests, as non-members, shall observe all ceremonial services and protocol of the meeting/function yet are NOT permitted to participate in Post meetings other than as guest speakers for pre-approved topics.
- D. All Guests must leave the Post function when their Sponsoring Legion member leaves.
- E. Any Member or Guest(s) violating these Rules will be subject to discipline, relative to the seriousness of the breach, in accordance with Attachment (1), Roberts Rules, Section B - Special Problems, (g) Discipline of Members During the Meeting.

12. Animals at Post Meetings/Sponsored Events

- A. Animals shall not be permitted at Post meetings or sponsored functions. The sole exception to this rule shall be the allowance of specially trained dogs assigned as service animals for wounded/disabled veterans or a physically handicapped person (e.g., a seeing-eye dog).

Section 2:

Special Problems (Roberts Rules of Order):

1. The Unruly Member at Meetings. One of the duties of a Post Commander is to serve as the presiding officer or chair of the meetings. It is the duty of the chair to run the meetings efficiently and to prevent unruly members from unduly prolonging the meeting or disrupting the meeting.
 - a. Agenda
 - i. Make an agenda that lists the order of business and stick to it.
 - b. Direct all Comments to the Chair
 - i. Do not allow cross talk between members. There should be no discussion between members.
 - ii. Everyone should address the chair.
 - c. New Topics Should be Discussed Under New Business
 - i. During the meeting, new topics that are brought up should be debated during the "New Business" portion of the meeting.
 - d. Call for a Motion
 - i. If the Commander allows a member to complain, ramble and consume time discussing a topic of business, it will solve nothing. Call for a motion to do something.
 - ii. After the motion is made, another member must second the motion.
 - e. Focus Debate
 - i. If speakers "for" and "against" the motion get off topic, direct them to talk only about the pending motion.
 - f. Alternate Debate
 - i. Do not allow endless debate on one side of the issue.
 - ii. If members only want to speak "for" or "against" the motion, the chair should call for the question.
 - g. Discipline of Members During the Meeting:
 - i. Slight Breach: Light rap of the gavel, point out the fault, and advise the member to avoid it (e.g., addressing another member instead of the chair in debate or failing to confine remarks to the merits of the pending question.)
 - ii. More Serious Breach: Warn the member or "call the member to order" by saying, "The member is out of order and will be seated."
 - iii. Obstinate or Grave Breach of Order: After repeated warnings, the Commander should ask the Adjutant to take down the objectionable conduct of the member. The chair has no authority to impose a penalty or to remove the offending member from the meeting/function. The Commander should ask, "What penalty shall be imposed on the member?" Only the majority of the members can vote to sanction the member by ordering an apology or removal from the meeting.

ARTICLE X

Notices

Section 1

Every member shall furnish the Post adjutant with his or her address for mailing purposes, phone numbers and email address.

Section 2

The Post adjutant shall cause notice of the annual election to be given at the prior month's meeting.

Section 3

The Post adjutant shall cause notice of a special meeting to be given at least two days prior thereof or as soon as possible, via telephone or email.

Section 4

The Post adjutant shall notify each member of this Post upon the death of a comrade, and to send cards of sympathy to immediate family, and near relatives.

ARTICLE XI 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 XII 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, providing that proposed amendment be read at the previous meeting and that the members are notified to be present at these meetings. Notification to be provided to Post members via telephone and/or email communications.

ARTICLE XIII Order of Business

Section 1

The order of business for Post meetings shall be:

- A. Opening ceremonies
- B. Roll call to determine if quorum is present
- C. Reading of minutes of previous meeting
- D. Introduction of guests and prospective and new members
- E. Committee reports
- F. Balloting on applications
- G. Sick call, relief, and employment
- H. Post service officer's report

- I. Unfinished business
- J. Initiation of candidates
- K. New business and correspondence
- L. Memorial to a departed Post member
- M. The good of The American Legion
- N. Closing ceremonies

ARTICLE XIII
Revisions to Constitution and By-Laws

Section 1

The membership shall be permitted to make suggestions of any kind, character, or description, save except matters of religion or partisan politics.

Respectfully submitted,

Chuck Woodruff, Chairman
David McCaffrey
Richard Szoka
Sherri Marquis
Paul Martinello
Mike Craddy

Committee on Constitution and By-Laws

Respectfully submitted on June 2, 2019 to amend previous edition of June 26, 2014.

The following amendments were presented at the 22 April 2021 meeting and approved by both the Executive Committee and Post Membership on 27 May 2021.

1. Constitution Page 5: Article VII, Section 2, Items 2, 3 & 4.
2. By-Laws Page 8: Article III, Section 1

End of Changes approved.