

Constitution and Bylaws for
Ralph L. Barsanti Memorial American Legion Post 265
Anderson Island, WA
Department of Washington

Contents

CONSTITUTION.....	3
ARTICLE I: NAME	3
ARTICLE II: PURPOSES	3
ARTICLE III: NATURE	4
ARTICLE IV: ELIGIBILITY	4
ARTICLE V: OFFICERS.....	4
ARTICLE VI: FINANCE.....	4
ARTICLE VII: POST HOME POLICY	5
ARTICLE VIII: AMERICAN LEGION AUXILIARY	5
ARTICLE IX: THE AMERICAN LEGION RIDERS.....	5
ARTICLE X: THE AMERICAN LEGION COMMUNITY CENTER	5
ARTICLE XI: AMENDMENTS	6
ARTICLE XII: OMISSIONS & DISSOLUTION	6
BY-LAWS.....	7
PREAMBLE.....	7
ARTICLE I: Name.....	8
ARTICLE II: Nature	8
ARTICLE III: Membership.....	8
ARTICLE IV: Officers.....	11
ARTICLE V: Duties of Officers	12
ARTICLE VI: Security	15
ARTICLE VII: Meetings	15
ARTICLE VIII: The Executive Committee.....	17

ARTICLE IX: Committees..... 17

ARTICLE X: American Legion Riders 19

ARTICLE XI: Delegates 20

ARTICLE XII: American Legion Auxiliary 20

ARTICLE XIII: American Legion Community Center..... 20

ARTICLE XIV: Matters of Policy..... 21

ARTICLE XV: Parliamentary Authority 22

Amendments to the By-laws..... 22

CONSTITUTION
Ralph L. Barsanti Memorial POST 265
THE AMERICAN LEGION
DEPARTMENT OF WASHINGTON

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ARTICLE I: NAME

Section 1: The name of this organization shall be Ralph L. Barsanti Memorial Post 265, The American Legion, and Department of Washington, located on Anderson Island, Washington.

ARTICLE II: PURPOSES

Section 1: The purposes of this Post shall be as set forth in the foregoing Preamble of the American Legion, to the extent and in the amount that the majority of the Post membership deems the Post is capable of performing.

ARTICLE III: NATURE

Section 1: This Post shall be a civilian organization with no member being addressed by his/her Service title in any Post meeting with membership.

Section 2: This Post shall be non-political and non-partisan and not used for the promotion of a person seeking public preferment or office.

Section 3: This Post shall be organized and operated as a nonprofit organization under the laws of the United States and the State of Washington.

ARTICLE IV: ELIGIBILITY

Section 1: Eligibility for membership shall be as set forth in the National Constitution of the American Legion.

ARTICLE V: OFFICERS

Section 1: All Officers as designated shall be elected annually. Once confirmed, all Officers shall be certified to the Department Adjutant not more than fifty (50) days or less than ten (10) days prior to the Annual Department Convention. Such Officers shall be responsible for upholding the principles of the American Legion and effecting the Post alignment to decisions and regulations set down by duly constituted bodies of the American Legion.

ARTICLE VI: FINANCE

Section 1: The revenues of this Post shall be derived from annual dues of membership and from such other sources as may be approved by the Post membership.

Section 2: National and Department membership dues shall be transmitted to the Department as prescribed by National and Department regulations.

ARTICLE VII: POST HOME POLICY

Section 1: It is, and will remain, a smoke free building, except for designated areas. This includes the use of electronic cigarettes (E-Cigs).

ARTICLE VIII: AMERICAN LEGION AUXILIARY

Section 1: The Post recognizes an auxiliary organization to be known as The Auxiliary Unit 265 of American Legion Post 265, The American Legion.

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

ARTICLE IX: THE AMERICAN LEGION RIDERS

Section 1: The Post recognizes The American Legion Riders to be known as The American Legion Riders Chapter 265 of American Legion Post 265, The American Legion.

Section 2: Membership in this organization shall be prescribed by the National Constitution of the American Legion and the National Resolution of the American Legion Riders.

ARTICLE X: THE AMERICAN LEGION COMMUNITY CENTER

Section 1: The Post recognizes The American Legion Community Center to be known as The American Legion Post 265 Community Center (ALCC) of American Legion Post 265, The American Legion.

Section 2: This Center will be managed by a Board of Trustees (BOT) with a General Manager and Chair of the BOT (1 year term appointed by the Commander and approved by the Post Executive Committee (EC)).

Section 3: The BOT will be comprised of the following positions and appointed by the General Manager and approved by the EC:

- (a) Facility Manager, 2 year term with an option for a second term
- (b) Finance Manager, this position is filled by the Post Finance Officer
- (c) Events Manager, 3 year term with an option for a second term
- (d) Trustee-at-large, Position 1, 3 year term with an option for a second term
- (e) Trustee-at-large, Position 2, 2 year term with an option for a second term

Section 4: Operations and Budget

- (a) The BOT will conduct at a minimum of one meeting a quarter and will follow the procedures outlined in their Operating Procedure (OP)
- (b) The OP shall be reviewed by the Post Judge Advocate and submitted to the EC for approval and amendments
- (c) The ALCC Budget will be developed by the BOT, presented to the EC for approval and follow the procedures of the Post budget requirements

ARTICLE XI: AMENDMENTS

Section 1: This Constitution is adopted subject to the provisions of the National Constitution of the American Legion and the Department of Washington. Any amendment to said National or Department Constitutions which is in conflict with any provision hereof shall be regarded as automatically repealing or modifying this Post Constitution to the extent of such conflict.

Section 2: This Constitution may be amended at any regular Post meeting in accordance with the rules set forth in the Post By-Laws, ARTICLE XV.

ARTICLE XII: OMISSIONS & DISSOLUTION

Section 1: Any question of procedure not otherwise provided for in this Constitution or Post By-Laws, will be governed by the National or Department of Washington Constitution of The American Legion or by Roberts Rules of Order.

Section 2: If the Executive Committee (EC) decides with a two-thirds (2/3) vote that the organization needs to be dissolved, the EC will comply with the most current Revised Code of Washington (RCW) for the dissolution of a nonprofit organization with membership (RCW 24.03A.904). After proper notification to the membership, a Special meeting will be called of the membership to vote for the Dissolution and can only be approved with at least a two-thirds (2/3) vote of the members in attendance.

(This area left blank to allow notation of future amendments.)

Bylaws

Ralph L. Barsanti Memorial POST 265

THE AMERICAN LEGION

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BY-LAWS

PREAMBLE

FOR GOD AND COUNTRY, We associate ourselves together for the following purposes:

To uphold and defend the Constitution of the United States of America

To maintain law and order;

To foster and perpetuate a one hundred percent Americanism;

To preserve the memories and incidents of our associations in all Wars;

To inculcate a sense of individual obligations 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 goodwill on earth;

To safeguard and transmit to posterity the principles of justice, freedom and democracy;

To consecrate and sanctify our association by our devotion to mutual helpfulness.

ARTICLE I: Name

The name of this organization shall be: The Ralph L. Barsanti Memorial Post 265 of The American Legion, (hereinafter called Post), having received its Charter from the National Organization of the American Legion and being organized under and subject to the laws of the State of Washington.

ARTICLE II: Nature

Section 1. Civilian Organization. The Post is a civilian organization. Rank does not exist in The American Legion and no member shall be addressed by a military title in any convention or meeting of The American Legion.

Section 2. Non-Political. The Post shall be non-political and shall not be used for the dissemination of partisan principles or for the promotion of the candidacy of any person seeking public office.

ARTICLE III: Membership

Section 1. Any person shall be eligible for membership in the Post who meets the eligibility requirements as established in the National Constitution of The American Legion.

Section 2. The only class of membership shall be that of Active Member and dues shall be paid annually or for life.

Section 3. No person may be a member at any time of more than one Post.

Section 4. The Post shall be the judge of its own membership EXCEPT THAT no person who is a member of an organization which has for its aim the overthrow of the United States Government by force or violence or who subscribes to the principles of any group opposed to our form of government shall be eligible to become or to remain a member.

(a) Each applicant for membership in this Post shall submit a fully executed official membership application or transfer form, together with the current dues, for a vote by the Post membership.

(b) Transfers to Other Posts. A member in good standing of this Post may transfer his or her membership to any other Post by submitting to the Adjutant of this Post an application for transfer signed by the member and the Adjutant of the Post to which transfer is desired. No refund of dues shall be made by this Post; provided, that if the State and collected by the Post are not yet submitted to the Finance Officer of the Department of Washington.

(c) Transfers from other Posts. A member in good standings of any other Post may apply for membership in Ralph L. Barsanti Memorial Post 265, by notifying the Adjutant of this Post and signing an application for transfer. Such application shall be delivered to the Adjutant of the Post from which transfer is desired; the name of such member shall be referred to the Membership Committee. If the member making such transfer has paid his/her dues in full for the current year to the Post from which transfer is made, no further payment of dues shall be required for such current year for such member, provided, that if the Post from which transfer is made had not paid to the Finance Officer of the Department of Washington the amount of the State and National per capita for such Member, the amount thereof shall be paid to the Finance Officer of this Post by such other Post.

(d) No person who has been charged by a Post with violation which could lead to expulsion or suspension shall be permitted to transfer to

another Post with-in the Department until those charges have been settled.

(e) When charges have been served, the Post shall file a copy of charges with the Department Adjutant. When those charges have been settled, a copy of the resolution of such charges shall be filed with the Department Adjutant.

(f) No person who has been expelled by a Post shall be admitted to membership in another Post without the consent of the expelling Post. The EXCEPTION is where such consent has been asked for and denied by the expelling Post, an appeal may be made to the Executive Committee of the Department for permission to be admitted to membership in another Post; and such person shall be ineligible for membership until such permission is granted.

Section 5. Dues. The annual dues shall be approved by the membership. Proposals for a change in the dues will be considered prior to the month of February and when approved the change will be transmitted to the Department for an effective date of the following dues year. Delinquencies: A member whose dues for the current year have not been paid by January first shall be classed as delinquent. If his/her dues are paid on or before February first, he/she shall be automatically reinstated. If he/she is still delinquent after February, he/she shall be suspended from all privileges. If he/she is still under suspension on June thirtieth (30th) of such year, his/her membership in this Post and The American Legion shall be forfeited. A member so suspended or whose membership has been so forfeited may be reinstated to active membership in good standing by vote of the Post and payment of current dues for the year in which reinstatement occurs. Provided, however, that the Post may waive the provisions thereof, upon payment of dues for the year in which reinstatement occurs, with reference to former members who have been prevented from the payment of dues by reason of active military service.

Section 6. Life Membership. Life Membership may be granted by this Post to its members, but once granted, the Post shall be responsible for payment of such members to the National and Department per capita as long as such members do not transfer out of the Post or resign from The American Legion membership, provided however, that any such

member may be suspended or expelled for the same causes as herein provided for the suspension or expulsion of any other member.

Section 7. Resignation. Any member desiring to resign from the Post shall submit his/her resignation in writing to the Adjutant, who shall present it to the Executive Committee for action.

ARTICLE IV: Officers

Section 1. The officers of the Post shall be: Commander, First Vice-Commander, Second Vice-Commander, Adjutant, Sergeant-at-Arms, Finance Officer, Judge Advocate, Chaplain, Service Officer, Historian, Bingo Manager, and Communications Officer. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Post.

Section 2. Nominations for the Office of Commander, First Vice-Commander, Second Vice-Commander, Sergeant-at-Arms, Adjutant, Finance Officer, Judge Advocate, and Service Officer, are for a three-year term (except for the Finance Officer) shall be open for such nominations annually. The nominations shall be held at the first meeting in May of each year. The Bingo Manager, Communications Officer, Chaplain and Historian will be appointed by the Commander by the first regular meeting in July of each year.

Section 3. The officers shall be elected by secret ballot if there is more than one candidate at the meeting in May to serve one (1) year (except Finance Officer who is elected for a five (5) year term or until their successor is elected). Members attending the meeting establishes the quorum and the candidate with the most votes wins the election.

Section 4. Eligibility. Any member of this Post in good standing shall be eligible to serve any office. All Nominations must be made and seconded by someone other than the proposed candidate and by a fellow member that is not the proposed candidate.

Section 5. No newly elected Post Officer, regardless of the date of installation, may assume their duties of office earlier than the first day following the close of the annual Department Convention.

Section 6. Attendance of Officers. If any officer is absent for three consecutive Meetings of the Post, the Commander shall make a report thereof to the Executive Committee. In the event that the Executive Committee shall not find that such officer was unavoidably absent on account of sickness, urgent business engagements connected with The American Legion, or other good cause, the sufficiency of which shall be determined by the Executive Committee, the office of such absence shall be declared vacant.

Section 7. Vacancies. Whenever a vacancy shall occur in an Elective Office of the Post, the Commander shall, at the next regular meeting, announce the existence of such vacancy and call for nominations for such office, and at the next succeeding regular meeting, nomination to be reopened and vacancy filled, to serve until the next annual meeting of the Post or until the successor is elected and installed. The Commander may appoint a member to fill the position if there is 4 months or less of the unexpired term with the approval of the Executive Committee.

ARTICLE V: Duties of Officers

Section 1. The Post Commander. The Post Commander shall preside at all meetings of the Post and of the Post Executive Committee. He/ She shall countersign vouchers prepared by the Post Adjutant or Finance Officer. He/ She shall perform all other duties usually devolving upon the chief officer of an organization.

Section 2. The Post Vice-Commanders. The First Vice-Commander shall exercise all of the duties of the Commander in the absence of the Commander. She/he shall also have full charge of membership growth and renewals. The Second Vice-Commander shall exercise all the duties of the Commander in the absence of both the Commander and the First Vice-Commander. The Second Vice Commander is in charge of all social events internal and external pertaining to the Post.

Section 3. Adjutant. The Adjutant shall act as Secretary at all meetings of the Post and Executive Committee; shall maintain and keep permanent books and records of the Post; shall keep an account of each member of the Post; preserve all correspondence and files belonging to

the Post and Executive Committee; shall send all notices as may be required of him/her; shall attest the Commander's signature to all resolutions, documents, contracts and other writings of the Post and of the Executive Committee; may be paid for his/her services such sum as may be set by the Executive Committee and ratified by the Post; may appoint an Assistant Adjutant who would be ratified by the Executive Committee.

Section 4. Finance Officer. The Finance Officer (FO) shall act as accountant for both the Post and ALCC. The FO shall receive and be responsible for all annual dues and all monies from donations and activities. The FO shall document both deposits and disbursements of funds. Moreover, the FO shall develop and maintain approved budgets for both the Post and ALCC, and provide a monthly report to the EC and membership detailing the income and expenses. The FO shall pay all routine monthly bills upon receipt. No monies shall be transferred or withdrawn from any fund accounts without a 2/3 majority vote of a quorum of the Executive Committee members, at either a regular meeting, or a special meeting, in favor of such withdrawals; The FO is required to sign proper authorization for said withdrawal and shall be present at the time of withdrawal; Call a meeting of the Finance Committee as required as soon as possible after election and prior to installation of the newly elected Finance Officer; Shall perform such other duties as prescribed by the Commander or Executive Committee.

Section 5. Sergeant-at-Arms. The Sergeant-at-Arms shall have charge of the entrance during the meetings. He/She shall escort visitors to the Commander, assist in the initiation of new members, aid in keeping order, and perform such other duties as usually pertain to the Office of Sergeant-at-Arms, or which may be required by the Commander.

Section 6. The Bingo Manager. The duties of the Bingo Manager shall be to ensure that all sessions be run in strict accordance with all State and local laws governing the operation of Bingo by a 501c(19). Ensuring that all monies are duly and properly dispersed, and the proceeds are deposited into the correct account. The Bingo Mgr. will also be responsible to train all volunteers, and stay current with all applicable Federal, State, and local laws. Ensure all licenses are maintained, and current. Prepare and give reports to the Executive Committee and an

overview each month to the General membership. Finally, submit to the Finance Officer any taxes to be paid required by the Federal, State and local government.

Section 7. The Post Chaplain. The duties of the Post Chaplain shall be as defined in the office as prescribed by The American Legion Officers Manual.

Section 8. The Post Historian. The duties of the Post Historian shall be to keep a complete history of the Post from its inception. He/She shall make an annual report to the Post at its annual meeting.

Section 9. Past Commanders. All Commanders retiring from office shall receive the Honorary Title of Past Commander upon the installation of their successor in office. The Past Commander who has been most recently in office shall be known as the Junior Past Commander and shall be an ex-officio member of the Executive Committee.

Section 10. Service Officer. The Post Service Officer shall bring to the attention of all veterans and their dependents the rights and benefits granted them by law; shall utilize the Service Officer's manual for basic direction; shall utilize all services and agencies available to assist veterans and dependents.

Section 11. Judge Advocate. The Judge Advocate shall read over all agreements, and contracts the Post wishes to enter as an organization. The purpose of this is to help ensure that all agreements, or contracts are both legal, and in line with the purpose/intent of the Post. The Judge Advocate cannot void a contract/agreement, but can send it back to the EC, with recommendations. The Judge Advocate can by-pass a vote to immediately table any motion, or contract/agreement until the next meeting. This is to allow the Judge Advocate time to research said motion, or contract/agreement.

The Judge Advocate can, at the written request of 10 members in good standing, put forth a motion of lack of confidence in the accounting of the finances, of any part/parts, of the Post. If a motion is made, and passed, the Post Commander shall arrange for a financial review to be done. The Judge Advocate cannot be on any signature card. The Judge Advocate is the Post parliamentarian. In the event of a matter of disciplinary action the Judge Advocate shall open the proceedings in

accordance with the National By-Laws of the American Legion. Unless specifically specified all votes require a simple majority of the quorum to pass.

Section 12. Communications Officer. The Communication Officer (CO) will oversee the Post's on - line presence, any advertisements, or postings. Moreover, the CO is the Post's webmaster and will update Post items as needed, or as directed by the Executive Committee, and/or the Commander. The CO will work with the Adjutant in writing, and sending articles to the Department for publication.

ARTICLE VI: Security

Security Requirements. When the sum of the Post funds exceed \$25,000, any Officer of the Post and Committee Chair regularly handling the Post monies shall be properly bonded as necessary with a good and solvent security bonding or insurance company to cover double the average annual funds handled by the individual(s).

ARTICLE VII: Meetings

Section 1. Regular meetings. The regular meetings of the Post shall be held on the 2nd Saturday of each month all year long unless canceled or postponed.

Section 2. The regular meeting held on the 2nd Saturday in May shall be known as the annual meeting and shall be for the purpose of electing officers and for any other business that may arise. If the situation warrants, meetings can be conducted virtually with at least three (3) days notice to the membership.

Section 3. Special meetings. Special meetings may be called by the Commander, or a majority of the Executive Committee, or upon the written request of five (5) members of the Post. The purpose of the meeting shall be stated in the call and will only cover the issue. Except in case of emergency, at least three (3) days written or electronic notice shall be given.

Section 4. Quorum. Members present at a Post meeting shall constitute a quorum.

Section 5. Executive special meeting. An Executive Committee special meeting may be called for by the Commander, or by the majority of EC members. This meeting can be called in either physical attendance, or as emails. A quorum is needed in either case. When an email emergency meeting is called, all votes must be unanimous in order to pass. A single no vote will cause the motion to be defeated.

Section 6. Order of Business. (Can be modified as appropriate)

- (1) Call to Order
- (2) Present Colors
- (3) Prayer
- (4) POW/MIA Empty Chair
- (5) Memorial to Departed Comrades
- (6) Headcount of Members for quorum
- (7) Reading of minutes of previous meeting
- (8) Committee Reports
- (9) Sick call, relief and employment
- (10) Unfinished Business
- (11) New Business
- (12) Balloting on applications
- (13) The Good of The American Legion (The membership shall be permitted to make any suggestions of any kind, character, or description, save of religion or partisan politics)

Section 7. Virtual Meetings. When conditions are such that an in person meeting is neither prudent nor practical, the Post Commander may direct that any Executive Committee, Special or General Membership meetings may be held by virtual means.

ARTICLE VIII: The Executive Committee

Section 1. Authority. The Executive Committee (EC) shall have general supervision of the affairs of the Post between meetings, fix the hour and place of meetings, make recommendations to the membership and shall perform such other duties as are specified in these Bylaws. The EC shall be subject to the orders of the membership and none of its acts shall conflict with action taken by the membership.

Section 2. Executive Committee membership. The Executive Committee shall be composed of all elected officers and members appointed by the Commander and elected by the Post membership and who shall be and installed in the same manner as other Post Officers and shall hold office for a period of one year or until a successor is elected and qualified.

ARTICLE IX: Committees

Section 1. Finance Committee. The Finance Committee shall be composed of the Executive Committee. A quorum (simple majority of all installed EC members) must be present. The Post Finance Officer shall serve as Chair of such committee. The purpose of the Finance Committee shall be to oversee the accounting procedures and methods of internal financial control as a means of conserving the financial interest of the Post at every level.

(a) It shall be the duty of this committee to prepare a budget for the upcoming fiscal year, which shall be presented for adoption or correction as soon as possible after installation of officers. The budget expenses can be no greater than the income plus any carryover from previous years.

(b) The Executive Committee, acting as the Finance Committee may from time to time submit amendments to the budget for the current fiscal year, which may be adopted by a majority vote of the members.

(c) Whenever a proposal is made at any regular or special meeting for an expenditure not covered by the budget, in the excess of Five Hundred Dollars (\$500.00), then, before its passage and allowance or rejection, the same shall be referred to the Executive Committee which

shall investigate the matter and determine its expediency, and shall report its approval or disapproval at the next regular meeting.

(d) The Executive Committee, acting as an ad hoc Post Auditing Committee, shall cause an annual financial review of the books of the Finance Officer, as well as the books of all Committees handling funds, whenever the Officer/Chairman of said committee changes.

(e) In any two consecutive fiscal years in which the Post's combined operations budget, capital budget, and all other Committee budgets exceed \$50,000, it shall be the responsibility of the Finance Committee/ Executive Committee to cause a Financial Review. Engaging a Certified Public Accountant to examine the Post's accounting records and render an audit report to the Post Executive Committee from that examination. Such examination is to be scheduled to coincide with the completion of the Finance Officers term of office or as conditions require.

Section 2. Contribution and Financial Support Committee.

Shall be composed of the First Vice Commander, Financial Officer, Second Vice Commander, and Bingo Manager. This committee shall review all requests for financial assistance annually. Making recommendations to continue, halt, or modify existing, and new requests to the Executive committee, at least 3 months prior to the annual budget meeting. The First Vice Commander shall provide an overview of the committee's activities to the general membership.

Section 3. Standing Committees. The Standing Committees of this Post shall be as follows (can be modified as appropriate):

Rehabilitation National Security (includes Civil Defense)

Americanism Community Service and Post Activities

Children and Youth Athletic

Boys State Scouting

Oratorical Educational

Law and Order Anti-Subversive

Nominating Committee (to start meeting in February)

Legislation (On call assistance to National and State legislation as requested)

Section 4. Ad hoc committees. Such other committees, standing or special, shall be appointed by the Commander as the membership or the Executive Committee shall from time to time deem necessary to carry on the work of the Post. The Commander shall be an ex-officio member of all committees except the Executive and Finance Committees.

Section 5. Vacancies. Vacancies may occur on any Committee by the death or resignation of any member and also by the failure of any member to attend three (3) consecutive regular meetings without cause, and the action of the Committee or Commander in declaring such vacancy shall be conclusive, and such vacancies, other than or unexpired term as the case may be; provided, that, should such absence be for a good cause a substitute may be appointed from the members of the Post to act during such absence.

ARTICLE X: American Legion Riders

Section 1. The Post shall be the host of an American Legion Riders (ALR) Chapter which is authorized by National Executive Committee Resolution 5 or current ALR National Resolution.

Section 2. The American Legion Riders Chapter will govern and finance them with oversight from the Post and in accordance with Resolution 5. All ALR Chapter members and officers shall be members of the American Legion Family i.e.; American Legion, American Legion Auxiliary or Sons of the American Legion.

Section 3. The ALR members shall conduct themselves according to not only their Constitution but also in accordance with the Constitution and By-laws of the Post.

Section 4. Chapter Officers will consist of Director, Assistant Director, Treasurer, and Safety Officer. Other positions may be created and or modified as deemed necessary by the ALR chapter leadership team in accordance with the established operating guidelines.

ARTICLE XI: Delegates

Section 1. Delegate selection. Delegates and Alternates to represent the Post at Department Conventions shall be either selected by the Post Commander or nominated and elected by a majority vote on a secret ballot, at such time as may be deemed in the best interest of the Post and Department. It is preferable for a member of the Executive Committee to be selected as one of the delegates.

Section 2. Selection by vote. If a vote is called for, the member receiving the greatest number of votes shall be the Delegate, and the member receiving the next greater number of votes shall be the Alternate.

Section 3. Reimbursement. Delegates will be reimbursed for hotel room, mileage, and any function of the convention.

ARTICLE XII: American Legion Auxiliary

Section 1. American Legion Post 265 recognizes an auxiliary organization, known as the American Legion Auxiliary Unit 265, and part of the American Legion Family.

Section 2. The American Legion Auxiliary Unit 265 will govern and finance themselves independent from the Post and in accordance with all governing documents from the National level, and the Department of Washington Auxiliary.

Section 3. The ALA members shall conduct themselves in accordance with their governing documents, Constitution and By-laws.

ARTICLE XIII: American Legion Community Center

Section 1. The American Legion Post 265 Community Center (ALCC) will be operated by members in good standing from the American Legion Post 265 and the American Legion Family. The ALCC will have a Board of Trustees consisting of five members. The Board of Trustees will be appointed by the AL Post 265 Commander from the American Legion Post 265 family and approved by the American Legion Post 265 Executive Committee and membership. All positions are for a term of one, two or three years and are subject to AL Post 265 By-Laws. In the

event of a Board vacancy the Post Commander may appoint an American Legion Family member in good standing for the remainder of the term of service. The Post Commander and General Manager grant uncontrolled access to the ALCC.

Section 2. ALCC Board of Trustee members. The ALCC Board of Trustee positions are as follows:

General Manager - Oversees all operations and reports to the AL Post 265 commander and Executive Committee. The term of service is one year.

Facility Manager - Maintains the building and grounds in good repair and reports to the General Manager. The term of service is two years.

Events Manager - Schedules, all events, provides fee schedule/billing to individuals and organizations utilizing the community center, and reports to the General Manager. The term of service is three years.

Trustee at Large #1 - Position, filled as needed for the operation of the ALCC, reports to the General Manager. The term of service is three years.

Trustee at Large #2 - Position, filled as needed for the operation of the ALCC, reports to General Manager. The term of service is two years.

Section 3. Voting. The ALCC Board of Trustees will have one vote on the American Legion Post 265 Executive Committee relevant to ALCC affairs.

Section 4. Reports. A monthly report will be provided to the AL Post 265 Executive Committee and an annual report to the membership.

ARTICLE XIV: Matters of Policy

All resolutions, motions or proposals relating to or affecting the general policy of the Post shall be first read, offered or made at a regular meeting of the Post, and shall thereupon be postponed by the Commander until the next regular meeting of the Post.

ARTICLE XV: Parliamentary Authority

These bylaws may be amended at any regular meeting of the Post by two-thirds (2/3) vote of members present, provided that the amendment has been submitted in writing and read to the members present at the previous regular meeting.

The Constitution and Bylaws were voted upon and passed by the Post membership on this December 9, 2023.

Signed: Douglas Richardson {Original Signature on file}
Commander

Signed: Kim Kowalski {Original Signature on file}
Adjutant

Attest By: _____

Amendments to the By-laws:

13 May 2023 Article XIII changed to include Term of Service for American Legion Community Center Board of Trustees members

12 Nov 2022 Article XIII changed to American Legion Community Center, Matters of Policy changed to Article XIV, Parliamentary Authority changed to Article XV

13 May 2022 Article X Section 4 added.... ALR chapter officers

12 Mar 2022 Article VII Section 7 added....Virtual Meetings

17 Nov 2019 Article IV added...Bingo Manager...

17 Nov 2019 Article IV added...Communications Officer

17 Nov 2019 Article V added...Acting as the Financial Committee...

17 Nov 2019 Article V Section 6 added... Bingo Manager

17 Nov 2019 Article V section 12.....Communications Officer....

17 Nov 2019 Article VII section 9... When an email emergency meeting is...

17 Nov 2019 Article VIII section 1 para e...\$50000,...Engaging...

17 Nov 2019 Article VIII section 2 ...Contribution, and Financial Support....

17 Nov 2019 Article IX section 1The Finance Committee shall be composed members of the Executive Committee....

17 Nov 2019 Article XII... American Legion Auxiliary