

BY-LAWS OF THE WEISKE-FARRELL POST 351 SONS OF THE AMERICAN LEGION
DEPARTMENT OF WISCONSIN MONTELLO, WISCONSIN

ARTICLE I - Name

SECTION I. The Post existing under these by-laws shall be known as the Sons of the American Legion, Weiske-Farrell Post 351, Montello, Wisconsin. The Post thus named in honor of Montello veterans George Weiske, killed in action WWI, and John Farrell Killed in action WW II.

ARTICLE II – Purpose

SECTION 1. Preamble to the Constitution of the Sons of The American Legion:

"Proud possessors of a priceless heritage, we male descendants of the veterans of all wars, associate ourselves together as the "Sons of The American Legion" 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 true spirit of Americanism;
- To preserve the memories of our former members and the associations of our members and our forefathers 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 goodwill earth;
- To safeguard and transmit to posterity the principles of justice, freedom and democracy;
- To consecrate and sanctify our friendship by our devotion to mutual helpfulness;

- To adopt in letter and spirit all the great principles for which American Legion stands and to assist in carrying on for God and country"

ARTICLE III - Management

SECTION 1. The governing and management of the post will be entrusted to an executive committee, which shall consist of all elected officers, an appointed member at large, the immediate past commander, and shall be known as "The Executive Committee"

SECTION 2. Election of officers shall be held at the June general meeting and elected officers shall serve for one year. The Executive Committee shall be chaired by the current

commander and will take office Immediately following the swearing in that is to be done no later than the last day of June of that year.

SECTION 3. Any vacancy that may cause to exist in the executive committee, or any office of the post from any cause, other than expiration of the term, shall be filled by a majority vote of the remaining members of the executive committee. A person so chosen shall hold office for the unexpired term of the officer of whom he or she succeeded, and will also be a member of the executive committee for that term. A vacancy shall exist when an officer is absent from the post for continuous period of time considered detrimental to the best interest of the post by the executive committee. To help establish a time period, a two month in a row absence rule is established to assist the executive committee for determining cause for consideration

ARTICLE IV – Post Executive Committee

SECTION 1. The Post Executive Committee shall meet for organization and other business as it may come before It at the call of the post commander. Regularly scheduled meetings shall be held once per month at 6:00 pm on the 3rd Tuesday of each month except for the month of December. A simple majority of the executive committee shall constitute a quorum.

SECTION 2. On any issue voted upon by the executive committee, the commander will vote only in case of A tie and that vote shall count as the vote that breaks the tie.

ARTICLE V - Duties of Officers

SECTION 1. Duties of the post commander: It shall be the duty of the post commander, in addition to those called for by higher authority, to preside at all meetings of the post, to have general supervision over all the business of the post, to be the chief executive officer at executive committee meetings, and the post commanders vote shall count as the tie breaking vote in any instance where a decision cannot be determined. The post commander shall be the chief spokesperson for the post. The post commander shall be responsible for appointing all committees and alternate committee members if necessary.

SECTION 2. Duties of the first vice commander:

The first vice commander shall assume and discharge the duties of the office of commander in the absence or disability of or whenever called upon by the commander. The primary concern of the first vice commander shall be the membership and accordingly will be the chairperson of the membership committee. The first vice commander shall be the commander's right-hand person on all policy and organizational matters.

SECTION 3. Duties of the post adjutant:

The post adjutant shall have the charge and keeping of a full and accurate record of proceedings of all meetings, keep such records as the department and national organizations may require and to render reports of membership annually or when called upon, and under the direction of the commander shall handle all correspondence for the post. Additionally, the post adjutant shall publish all official orders, announcements and instructions.

The adjutant shall assure the eligibility of new members and transfers and process annual member dues thru the department.

The adjutant shall insure a copy of the previous meeting minutes is distributed to all members at least seven days before the meeting.

SECTION 5. Duties of the post finance officer:

The post finance officer shall receive all finances and ensure that they are safely deposited in a local bank and shall report once a month on the condition of the finances of the post, at the post meetings and to the executive committee. The post finance officer shall be the chairman of the finance committee. The post finance officer shall sign all checks disbursing money for the post and required by the executive committee, the commander shall also sign the checks. If this is required, the commander, the adjutant and the finance officer shall meet each week to sign checks and pay bills. One person may hold the position of finance officer and adjutant if approved by a vote of the members at the annual election.

The post financial officer shall insure a copy of the current financial report is distributed to all members at least three days prior to the meeting.

SECTION 6. Duties of the post historian:

The post historian shall be charged with the historical records and happenings of the post and post members. The historian will work in close contact with the department historian and provide information for those seeking information concerning The Sons of the American Legion. The post historian shall compile photos, newspaper articles, etc. in albums or binders for future reference.

SECTION 7. Duties of the post chaplain:

The post chaplain shall be available at public functions etc. to offer prayer and adhere to rituals as recommended by the department and national headquarters.

SECTION 8. Duties of the post sergeant-at-arms.

The post sergeant-at-arms shall preserve order at all meetings, shall be custodian of the colors and should be in charge of all color details. The sergeant-at-arms shall be the flag etiquette person and shall ensure that all guests and new members are welcomed, introduced and made to feel important at all meetings. The sergeant-at-arms will post and retire the POW banner at the beginning and ending of post meetings.

ARTICLE VI – Audit Committee

SECTION 1. Audit Committee:

The audit committee shall consist of the post commander and two members at large. The audit committee shall be charged with the audit of the post's financial records semi-annually after June 30th and after December 30th each year.

ARTICLE VII - Meetings

SECTION 1. Meetings

The regular meetings of the post shall be held in the meeting room on the third Tuesday of each month at 6:00 pm. At which business of the post may be brought up for action. The officers meeting shall be held on the same date.

SECTION 2. Special Meetings

The post commander or a majority of the executive committee shall have the power to call a special meeting of the post, with prior notice given.

SECTION 3. Seven members shall constitute a quorum at post meetings.

ARTICLE VIII - Amendments

SECTION 1. These by-laws may be amended at any regular post meeting by a vote of three-fourths of the members present, providing that the proposed amendment was submitted in writing and read at the preceding regular post meeting.

ARTICLE IX - Rules of Order

SECTION 1. All proceedings of this post shall be conducted under the Roberts Rules of Order.

ARTICLE X - Committee Reports

SECTION 1. All committee reports to be given by committee chairpersons at regular post meetings. Committee reports shall be included in the minutes of that meeting.

SECTION 2. Committee Expenses:

All committee expenses will be paid by the finance officer and approved by the executive committee. All bills and/or receipts to be turned over for payment or reimbursement. \

ARTICLE XI - Donations

SECTION 1. All donations to the post, unless otherwise specified by the donor, will be placed in the general fund.

ARTICLE XII – Dues

Dues shall be in the amount of \$40.00 per year and are payable on or before the 1st of June annually.

ARTICLE XIII - Expulsion

SECTION 1. The expulsion of any member may be made by the unanimous vote of all members of the executive committee, or by two thirds vote of any meeting of the membership. No one shall be so expelled without first having been invited to appear in his or her own defense and may be accompanied by council. It shall be unnecessary to invite a member to appear if the charges against him or her have been proven in a court of law.

SECTION 2. Grounds for expulsion shall exist when, in the judgement of the executive committee, or of a post member, shall have conducted himself or herself in such a manner as to discredit or tend to discredit the post.

ARTICLE XIV - Termination of membership

Termination of membership may result from forfeiture, expulsion, or transfer of membership

Post Commander