



**BY-LAWS OF  
ALEXANDRIA AMERICAN LEGION POST 24, INC.**

**ARTICLE I – NAME AND POST HOME**

- Section 1            This Post shall be known as Alexandria American Legion Post 24, Inc.
- Section 2            The home of Post 24 is located within the Gadsby’s Tavern complex in the City of Alexandria, Virginia.
- Section 3            Post 24’s physical address is 400 Cameron Street, Alexandria, VA 22314.
- Section 4            Post 24’s mailing address is P. O. Box 402 – Main Station, Alexandria, VA 22313-0402.

**ARTICLE II – MANAGEMENT**

- Section 1            The Executive powers are entrusted to a committee of twenty (20) members, which shall be known as “The Executive Committee”. Membership of the Executive Committee shall consist of the following Post 24 members: Immediate Past Commander, Commander, First Vice-Commander, Second Vice-Commander, Third Vice-Commander, Finance Officer, Adjutant, plus thirteen (13) members elected by the Post in the manner hereinafter provided for by Post 24 elections. During their terms in office, members of the Executive Committee, including officers, must be current members of Post 24 in good standing and of good character and reputation, including, but not limited to, being bond-eligible for liability insurance.
- Section 2            Post 24 elections shall be held annually at the regular meeting of the Post in May of each year. In order to be considered for elected office of Post 24, candidates for Executive Committee and Officers must be current members of Post 24 in good standing and of good character and reputation, including, but not limited to, being bond-eligible for liability insurance.
- Due to the significant impact, responsibility, and authority of the Commander, Adjutant, and Finance Officer positions, potential candidates for these positions are required to have served for no less than two (2) years in prior elected office at Post 24. As used here, prior elected office refers to Post 24

Executive Committee members, Commander, First Vice-Commander, Second Vice-Commander, Third Vice-Commander, Finance Officer, or Adjutant.

Potential candidates for First Vice-Commander, Second Vice-Commander, and Third Vice-Commander are required to have served for no less than one (1) year of elected office at Post 24, as defined above.

Potential candidates for the Executive Committee are required to be current members of Post 24 in good standing and bond-eligible.

The Commander shall appoint a Nomination Committee at the March meeting to record members wishing to hold elected office for Post 24. Nominations for all elective offices shall be made by the Nomination Committee at the regular meeting of Post 24 in April of each year provided at least twenty (20) days shall lapse between nominations and elections, except in the case of Special Elections. The Nomination Committee shall provide the Adjutant a written copy of all nominations.

Additional nominations may be made from the floor at the April general membership meeting, provided that the nominee is present at the nomination meeting and gives verbal consent to be added to the ballot. Floor nominations shall be limited to one nomination per nominating member per position. There is no limit to the number of nominations that can be made via the Nomination Committee. For clarification – Any Post 24 member in good standing who failed to submit requested nominations via the Nomination Committee will have the opportunity to submit, from the floor, 1 nomination for Executive Committee, one (1) nomination for Adjutant, one (1) nomination for Finance Officer, one (1) nomination for Third-Vice Commander, one (1) nomination for Second-Vice Commander, one (1) nomination for First-Vice Commander, and one (1) nomination for Commander.

All nominees must present their current year American Legion Post 24 membership card and proof of eligibility (DD-214 or active duty orders) to the Nominating Committee no later than the April general membership meeting to be considered eligible for election. If needed, floor nominees may be afforded an additional forty-eight (48) hours from the time nominated to provide their current year American Legion Post 24 membership card and proof of eligibility (DD-214 or active duty orders) to the Nominating Committee. It is the nominee's responsibility to provide the required documentation to the Nomination Committee within the allotted timeline. All nominees will be afforded the opportunity to deliver nomination comments (not exceeding one minute in duration) during the April general membership meeting.

All elections shall be conducted by secret ballot, the candidate receiving a plurality of the ballot being thereby elected. The Commander will appoint three (3) non-nominee Post 24 members to be the Judges-of-Election; said Judges will be announced at the election meeting immediately prior to the

voting. Voting will be limited to current members of Post 24 in good standing; all members desiring to vote in the election will be required to present their current year American Legion membership card to the Sergeant-At-Arms at the door for validation.

- Section 3 Special Elections of Post 24 shall be held at the call of the Executive Committee. If called, the Executive Committee will give Post membership at least ten (10) days written notice that a Special Election shall be held at the next regular meeting of the Post or a Special Election meeting will be called in accordance with Article IV. Such notice shall specify the date of the meeting at which the Special Elections will be held and shall list the offices to be filled. All vacancies for the offices of Post Commander and/or the Executive Committee shall be filled by Special Elections conducted in the same manner as provided above for Annual Post Elections, except that nominations may be made and Special Elections held at the same meeting.
- Section 4 Executive Committee Members or Officers who accrue three (3) consecutive unexcused absences for meetings of the Post and/or the Executive Committee may be considered for disqualification/removal. The validity of excuses for absence shall be determined by the Executive Committee provided that any member disqualified pursuant to this Section shall have the right to appeal the decision at the regular Post meeting immediately following his/her disqualification. In such an event, the disqualified member shall have the opportunity to present their appeal to the Post membership for a general membership vote. Such a vote shall be binding upon both the member and the Executive Committee.
- Section 5 Delegates and Alternative Delegates to District and Department Conventions of The American Legion shall be elected following the annual Post election, provided that Special Elections for the purpose of this Section shall be held at least twenty (20) days prior to the date of such conventions. Delegates, limited to the number authorized for the Post, shall be elected followed by the election of alternate delegates.
- Section 6 Post 24 Officers shall be installed and shall assume the duties of their respective offices at the next regular or special meeting following the meeting at which they were elected.
- Section 7 Each Post Executive Committee shall have its first meeting at a date, time, and place to be fixed by the incoming Post Commander. This meeting shall in no event be more than twenty (20) days after the meeting at which installation of the incoming officers was held. Eleven (11) members or fifty (50) per centum of the Committee membership, whichever is the lesser number, shall constitute a quorum for the purpose of the Executive Committee meetings. At least one (1) meeting of the Executive Committee shall be held within each sixty (60) day period at a time, date, and place fixed by the Commander. If no meeting is held within any 60-day period, it shall be the duty of the Commander to call a meeting of the Executive Committee within 30-days

after being requested to do so in writing by five (5) or more members of the Executive Committee.

Section 8 The duties of the Officers and members of the Executive Committee shall be those duties prescribed by the Department of Virginia and National Headquarters and such additional duties as may from time to time be prescribed by the Executive Committee or by Post 24's membership at a regular meeting.

Section 9 All committees shall be appointed by the Post Commander, as the Post Commander deems necessary, and shall be answerable to the Post Commander for proper discharge of their duties.

### ARTICLE III – DISCIPLINE

Section 1 Charges. Members may be suspended or expelled from The American Legion only upon a proper showing of cause. Charges shall be based upon disloyalty, neglect of duty, dishonesty, and conduct unbecoming a member of The American Legion. Charges against any member shall be made under oath and in writing. Said charges shall specify with reasonable particularity the act or failure to act constituting the offense complained of, together with a definite statement as to the time and place of said act or failure to act. No member in good standing shall lose his or her membership until given a fair hearing as set forth in this article.

Section 2 Investigations. Charges against any member shall be presented to the Commander of Post 24. The Commander shall then, without making the nature of the charge or the name of any of the parties thereto known to the Post, submit the same to a committee of three members of the Post. This committee shall be appointed by the Commander, and shall investigate the matter and endeavor to reconcile the parties making the charges and the accused if the matter be merely personal. Should they fail to effect an amicable arrangement, or the charge is of such a nature as to require action of the Post, they shall report accordingly. If the Commander be charged, then the First Vice-Commander shall appoint the Investigation Committee.

Section 3 Findings/Recommendations. The Investigation Committee shall report their findings/recommendations to the Post Executive Committee. The Executive Committee shall approve/disapprove the recommendations of the Investigation Committee. The Commander shall carry out such actions approved by the Executive Committee. If the Commander is the offending party, then the First Vice-Commander shall carry out the actions approved by the Executive Committee.

Section 4 "Clubroom" suspension is not Legion suspension. Suspension or expulsion from privileges of the Post 24 Clubroom or other non-Legion activity for disciplinary reasons does not constitute suspension or expulsion from The American Legion, and the member so suspended or expelled does not lose any

rights or privileges that accompany membership in The American Legion, including the right to access to the Legion premises so to attend meetings.

Section 5 Appeals. When any member disagrees with any disciplinary action that may be taken against them by the Post Executive Committee, they shall have the right to appeal such decision to the Executive Committee. Such notice must be given, in writing, and within thirty (30) days after receiving notice of any disciplinary action from the Commander.

Section 6 Decision reversal. The Executive Committee shall have the right to reverse their decision based upon information, evidence, or other testimony as provided by the offending member.

ARTICLE IV MEETINGS

Section 1 The regular meetings of Post 24 shall be held in the Post home on the second Wednesday of each month at 8:00 p.m. provided that a majority of the membership of the Post Executive Committee may designate a different date and time for such regular meetings by duly notifying the Post’s membership of the new date and time not less than ten (10) days in advance of such meetings and specifying in such notice, any special matters to be brought before the meeting by the Commander; or a majority of the membership of the Executive Committee. When designated pursuant to this Section, such meeting shall for all purposes be considered regular meetings of the Post. Executive Committee meetings shall be held in the Post home on the fourth Wednesday of each month at 7:30 p.m.

Section 2 Special meetings of the Post may be called at any time by the Commander, or by a majority vote of the Executive Committee, in addition to the regular meetings in the same manner as herein provided for changing the date and time of regular meetings.

Section 3 At all meetings of Post 24, ten (10) per centum of the membership, or fifteen (15) members, whichever is the lesser, shall constitute a quorum.

Section 4 The Post Commander shall preside at all meetings of the Post Executive Committee. In his/her absence, the other officers of Post 24 shall succeed to the chair in the following order: First Vice-Commander, Second Vice-Commander, Third Vice-Commander, Adjutant, Finance Officer and other members of the Executive Committee in alphabetical order. Whenever an officer of the Post is absent from a general meeting or a meeting of the Executive Committee the Officer next in the order listed above shall assume the duties of such officer.

Section 5 All Post and Executive Committee meetings shall be conducted in accordance with sound parliamentary practice, of which Roberts Rules of Order shall be prima facie evidence provided; however, a simple majority of a quorum at any such meetings may prescribe such additional rules of procedure as may seem appropriate.

ARTICLE V – RESERVE AND SPECIAL FUNDS

Section 1           Such funds as may from time to time be designated by a majority of the full membership of the Executive Committee as Reserve of Special Funds or Assets shall not be available for appropriation for purposes other than those for which so designated except in the same manner as herein below provided for the amendment of these By-Laws.

ARTICLE VI – APPROPRIATIONS

Section 1           The Commander may appropriate not more than \$100.00 (One hundred dollars and 00/100) per month for any legitimate Legion purpose whatsoever. Appropriations of more than \$100 per month shall not be effective until and unless approved by the Post Executive Committee. The Executive Committee retains its authority to review and ratify such appropriations as to whether they are paid for a legitimate Legion purpose.

ARTICLE VII – AMENDMENTS


Section 1           These By-Laws may be amended at any regular meeting by a vote of two-thirds (2/3) of the members of Post 24 in attendance at such meeting, there being a quorum present provided that the proposed amendment shall have been submitted in writing and shall have been read at the last preceding meeting of Post 24 and provided that written notice of such proposed amendment shall have been given to members at least ten (10) days in advance of the meeting at which it is to be voted upon, specifying the date upon which the vote is to be taken.

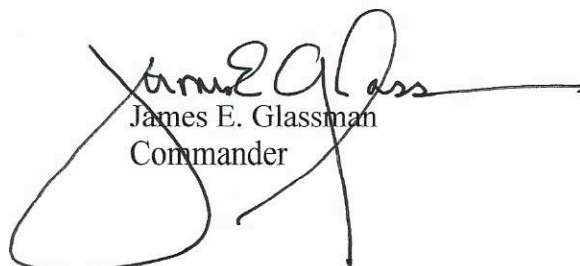
ARTICLE VIII – PUBLICATIONS

Section 1           Notice of the adoption of these By-Laws shall be given to all members of the Post within thirty (30) days following their adoption.

Section 2           A copy of these By-Laws shall be furnished by Post 24's Adjutant to each incoming member at the time such member is admitted to membership or reinstatement and to other members of Post 24 upon receipt of a written request.

Approved and adopted at the General Membership Meeting on 10 February 2016

  
Richard E. Evans  
Adjutant

  
James E. Glassman  
Commander