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THE AMERICAN LEGION DEPARTMENT OF GEORGIA

POST BY-LAWS

ARTICLE I - NAME

Section 1. The Post, existing under these By-Laws, is to be known as Tift County Post No. 21, the American Legion, Department of Georgia.

Section 2. The objects of this Post are as set forth in the Constitution.

ARTICLE II - MANAGEMENT

Section 1. The government and management of the Post is entrusted to an Executive Committee of 13 members, to be known as the "executive committee" as set up in the Post Constitution.

Section 2. The Executive Committee shall consist of the immediate Past Commander, in addition to the elected Officers of the Post, and together with the other Officers of this Post, shall be elected annually, no earlier than 60 days and no later than 15 days prior to the date of the Department Convention and take office at the meeting next following the Department Convention. All elections of Officers and Executive Committee members shall be by raising one hand or by ballot and the candidate(s) receiving most votes shall be elected to the respective Office(s) for which they are candidates.

Section 3. All vacancies existing in the Executive Committee, or in any elective committee or Office of the Post from any cause other than the expiration of the term, shall be appointed by Commander and approved by a majority vote of the remaining members of the Executive Committee, and a person so elected shall hold Office for the unexpired term of the member of the Committee or Officer whom he or she succeeds. A vacancy shall exist when a member or Officer is absent from his Post for a continuous period of three (3) meetings deemed unexcused or considered detrimental to the interest of the Post by the Executive Committee.

ARTICLE III - POST EXECUTIVE COMMITTEE

Section 1. 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, the Post Executive Committee shall meet at the call of the Commander monthly and as often as said Commander may deem necessary. The Commander shall call a meeting of the Post Executive Committee upon the joint written request of three or more members of this Post's Executive Committee. seven (7) members of the Executive Committee shall constitute a quorum.

Section 2. The Post Executive Committee shall hire such employees as may be necessary (such as the Post Home Facility Manager and the Fairgrounds Facility Manager); The Executive Committee shall authorize and approve all expenditures, with an approved budget; shall require bonds from all persons having custody of Post funds or insurance for rentals of all American Legion properties; shall hear the reports of Post Committee Chairperson and generally shall have charge of and be responsible for the management of the affairs of this Post. The Post Home Manager and Fairgrounds Manager shall be a member in good standing of the American Legion Post 21. The Facility Manager shall be accountable to the Commander, Fairgrounds/Post Home Manager on all jobs, projects and maintenance approved by the Executive Committee.

Section 3. The Committee reports will also be read at the next Post meeting, as well as any other reports not heard in the Executive Committee.

ARTICLE IV - DUTIES OF OFFICERS

Section 1. The duties of Post Commander. It shall be the duty of the Post Commander to preside at all meetings of the Post and to have general supervision over the business and affairs of the Post, and such Officer shall be the Chief Executive Officer of the Post, shall approve all orders directing the disbursement of funds and shall make an annual report covering the business of the Post for the year, and recommendations for the ensuing year, which shall be read at the Annual meeting and a copy thereof immediately forwarded to the Department Adjutant. He shall perform such other duties as directed by the Post. The Commander may authorize the disbursement of no more than $500.00 for any single situation deemed by the Commander for the betterment of the Post. The Commander of the post shall be the ex officio member of all committees.

Section 2. The duties of Senior Vice Commander. The Senior Vice Commander 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. The Sr. Vice Commander is charged with the responsibility of Post membership.

Section 3. The duties of Junior Vice Commanders. The Post shall have two Jr. Vice Commanders. One is charged with responsibility of programs and entertainment; the other shall assist the Adjutant with all duties pertaining to that Office.

Section 4. The 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 organizations 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 5. The duties of Finance Officer. The Finance Officer of the Post shall have charge of all finances and see that they are safely deposited in local bank or banks that are insured and shall report once a month to the membership the condition of the finances of the Post, with such recommendations as the Finance Officer may deem expedient or necessary for raising funds with which to carry on the activities of the Post. The Finance Officer, Commander and Adjutant may sign all checks disbursing the moneys of the Post and all checks shall require two signatures. The Finance Officer shall furnish such Surety Bond in such sum as shall be fixed by the Post Executive Committee.

Section 6. The duties of Post Historian. The Post Historian shall be charged with the individual records and incidents of the Post and Post members and shall perform such other duties as may properly pertain to the Office as may be determined by the Post or the Executive Committee.

Section 7. The duties of Post Chaplain. The Post Chaplain shall be charged with the spiritual welfare of the Post members and will offer divine but non-sectarian service in the event of dedications, funerals, public functions, etc.; adhere to such ceremonial rituals as are recommended by the Department or National Headquarters from time to time. The Chaplain is directed to send an offering, such as flowers, memorial bible, card, or donation to the family of a deceased Post 21 legionnaire or legionnaire's wife, mother, father, or his children, not to exceed a reasonable amount. The Chaplain shall also keep in touch with them on a regular basis and give a report at the next Membership meeting.

Section 8.   
The duties of Sergeant-at-Arms. The two Sergeants-at-Arms shall preserve order at all meetings and shall perform such other duties as may be, from time to time, assigned to them by the Post Executive Committee.

Section 9. The duties of Judge Advocate. The Judge Advocate shall be the advisor of the Commander and other Post Officers on legal questions and upon all matters involving the interpretations of parliamentary procedure and of the Constitution and By-Laws of the Tift County Post 21, the American Legion, Department of Georgia.

Section 10. The duties of Service Officer. It is the duty of the Service Officer to aid and assist veterans in their needs.

ARTICLE V - DELEGATES

Section 1. The Delegates and Alternates to the District and Department Conventions shall be elected by secret ballot by members at a regular meeting of the Post to be held at least 20 days prior to the date of such Convention.

ARTICLE VI - SPECIAL COMMITTEES

Section 1. Duties of Fair Committee.

(1) The Fair Committee is charged with the responsibility of planning, promoting, and operating the Coastal Plain Agricultural Fair.

(2) The Fair Committee shall consist of ten members of which five are to be elected, one each year, to serve for a five-year term. Each year the senior member is dropped, and the elect becomes the junior member. The remaining five members are to be elected each year to serve for one year.

(3) The Nominees shall be selected by the Executive Committee at the December Committee meeting from the paid-membership roster.

(4) The election of the Fair Committee will be held at the December regular membership meeting, for the new Committee to start planning the Fair at the January meeting. The floor shall be opened for other nominees and each nominee for the Fair Committee is to be voted on individually, starting first with the junior member of the five-year term and then the five, one-year terms. The nominees receiving the most votes are elected to the Committee and their terms begin immediately upon election.

(5) The Fair Committee shall meet immediately after adjournment of the December regular Post meeting in which the election was held and will elect its own Chairman, Vice Chairman and Secretary to serve one year. The Post Commander presides over the election of these Committee Officers.

(6) Any vacancy or dismissal occurring on the Fair Committee shall be filled by the same procedure as outlined in Article II, Section 3, of these By-Laws.

Article VII – Committees

Section 1. The Post Commander, immediately upon taking office each year, shall appoint the following standing Committees: (1) Americanism, (2) Children and Youth, (3) Finance, (4) Membership, (5) Veterans Affairs and Rehabilitation, (6) Legion Riders and (8) Sons of the American Legion (9) Nominating Committee. Such standing Committees shall consist of such members, and the chairman thereof, as shall be designated by the Post Commander.

(1) The Americanism Committee shall be charged with the inspiration of Patriotism and good citizenship by arrangements for proper observances of Patriotic occasions, the distribution of Legion flags, 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 through activities for community and Civic betterment.

(2) The Children and Youth 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. This Committee shall also act as an intermediary for the needy child of a veteran in obtaining fulfillment of the Legion's pledge that "no child of a veteran shall be in need of the necessities of life" and "a square deal for every child."

(3) The Finance Committee, chaired by the Finance Officer, shall be charged with the administration of the financial policy; preparation of a budget; and recommendations and supervision of receiving, disbursing, and accounting for all Post funds.

(4) The Membership Committee, chaired by the Sr. Vice Commander, shall have charge of all matters pertaining to the membership of the Post, including procuring new members, reinstatement(s) and eligibility of members.

(5) The Veteran Affairs and Rehabilitation Committee shall supervise all matters pertaining to service to veterans in the prosecution of all just claims against the United States or State governments, employment, relief, etc.

(6) The Sons of The American Legion Committee shall have supervision over the operations of the Post's Squadron of the Sons of the American Legion.

(7) The Nominating Committee shall present a nominee for each elective Office of the Post at the Annual Election. The Nominating Committee will select nominees qualified to perform the duties of the Office for which they are nominated. The Nominating Committee will contact each nominee before being nominated, to see if they will agree to serve.

Article VIII - 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 its approval before any publicity is given or action other than mere passage by the Post is taken.

Article IX - Meetings

Section 1. The Executive Committee meetings of this Post shall be held at the Post home on the first Monday of each month at 5:30 pm. Seven (7) members of this committee shall constitute a Quorum.

Section 2. The Post Commander, or a majority of the Executive Committee shall have power to call a special meeting of the Executive Committee at any time, provided all members of the Committee are notified 24 hours in advance. Seven (7) voting members of this Committee shall constitute a Quorum.

Section 3. The regular meetings of the Post shall be held at the Post Home on the second Monday of each month at 6:30 pm unless changed by majority vote of the membership at a Post meeting, at which may be transacted such business as may properly be brought up for action; such meeting may be converted into an entertainment meeting, as may be deemed advisable by the Officers of the Post. A Quorum for this meeting shall be twelve (12) members.

Section 4. The Commander may call a special meeting of the Post at any time, or upon the written request of five (5) members. Twelve (12) members shall constitute a Quorum.

Section 5. All members shall be notified of a special called meeting.

Section 6. The Annual meeting of this Post shall be held on the second Monday of each June.

Article X - Notices

Section 1. Every member shall furnish the Post Adjutant with his or her contact and email address for mailing purposes.

Article XI - Rules of Order

Section 1. All proceedings of this Post shall be conducted under, and pursuant to, Robert's Rules of Order, except as herein, or otherwise provided.

Article XII - Limitation of Liabilities

Section 1. This Post shall incur, or cause to be incurred, no liability for obligations which shall subject to liability of any other Post, subdivision, group, members of the American Legion, or other individuals, corporations, or organizations.

Section 2. The Post is authorized to borrow funds upon the approval of the Executive Committee. A copy of the minutes indicating the authorization will be presented to the lending institution. The Commander and either the Finance Officer or the Adjutant will negotiate and sign such papers as needed.

Article XIII

Rental Guidelines

1. In accordance with American Legion liability insurance, no person shall bring any equipment, person, supplies or any items not American Legion property on said property until a contract signed by both party’s is on file. Renter shall also provide a liability waiver for the dates listed on the contract and have the American Legion listed as additional insured.
2. After the contract is signed by both parties and the waiver is in place, a copy of all items will be sent to the Commander before the start of the rental date.

Article XIV he American Legion Riders

This Post has established an American Legion Riders to be known as the American Legion Riders Chapter 21 of Tifton, Post No.21 The American Legion. Membership in the American Legion Riders shall be as prescribed by the National Constitution of the American Legion Riders.

**Article XV Son’s of The American Legion**

This Post has established a Sons of the American Legion, to be known as the Sons of the American Legion Squadron 21 of Tifton, Post No. 21, The American Legion. Membership in the Sons of the American Legion shall be as prescribed by the National Constitution of the Sons of the American Legion.

Article XVI The American Legion Auxiliary

This Post recognizes an Auxiliary Organization to be known as the Ladies Auxiliary Unit 21 of Tifton, Post No. 21, The American Legion. Membership in the Auxiliary shall be as prescribed by the National Constitution of The American Legion Auxiliary.

Article XVII - Amendments

Section 1. These By-Laws may be amended at any regular Post meeting by a vote of two-thirds of the members attending provided that the proposed amendment shall have been submitted in writing and read at the preceding regular meeting of this Post, and providing further, that written notice shall have been given to all members at least 10 days in advance of the date when such amendment is to be voted upon, notifying said members that at such meeting a proposal to amend the By-Laws is to be voted upon.

These By-Laws were read at the regular meeting.

on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and approved at the regular meeting.

on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POST COMMANDER : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POST ADJUTANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_