

**BYLAWS OF INGLEWOOD POST No. 82**

Inglewood Post No. 82  
Department of Tennessee  
The American Legion

**ARTICLE I Authority**

Section 1. The post existing under these Bylaws is to be known as Inglewood Post No. 82, Department of Tennessee, The American Legion.

Section 2. The objects of this post are as set forth in its constitution.

**ARTICLE II Management**

Section 1. The government and management of the post is entrusted to a committee to be known as the "Executive Committee."

Section 2. The Executive Committee shall be comprised of three elected (3) members and the elected officers of the post, all of whom shall be elected annually at the April meeting and take office at the May meeting. All elections of officers and Executive Committee members shall be by secret ballot and the candidate or candidates receiving the highest number of votes shall be elected to the respective office or offices for which they are candidates.

Section 3. All vacancies existing in the Executive Committee, or in any office of the post from any cause other than the expiration of the term for which elected, shall be filled by a majority vote of the remaining members of the Executive Committee, and a person so appointed shall hold office for the unexpired term of the member of the committee or officer whom he/she succeeds. A vacancy shall exist when Article V, Section 3, of the Post 82 Constitution is enacted by the Executive Committee.

Section 4. The duly elected Finance Officer shall have custody and control of the finances of the post home, which shall be deposited in a bank in Nashville, Tennessee, said account to be designated so as to show that it contains the funds of said facility. The Finance Officer is empowered to make deposits therein and to supervise the issuance of all checks disbursing funds from the accounts for proper purposes. The Finance Officer shall be covered by crime insurance obtained through National Headquarters.

Section 5. The Executive Committee shall have authority to employ, fix the compensation of and discharge a manager of said facility. Said manager shall be charged with the day-to-day operation of said facility and shall have authority to hire and discharge necessary employees and to fix their compensation subject to the approval of the Executive Committee; and the manager will be subject to control of, will report regularly to, and will consult with the Executive Committee in connection with the operation of the facility. The Executive Committee will be responsible for the execution of these responsibilities in the absence of a facility manager.

Section 6. The Executive Committee shall promulgate and amend house rules controlling the conduct in and about the facility, which house rules shall be printed or typed, and a copy posted in a conspicuous place on each floor of the facility.

Section 7. The Finance Officer shall make reports on the financial condition and operation to the Executive Committee at its meeting every month and to the membership of Post 82 at the general monthly meeting.

### **ARTICLE III Post Executive Committee**

Section 1. The Post Executive Committee shall meet at the call of the Commander at least every month and as often as said Commander may deem necessary. The Commander may call a meeting of the Executive Committee upon the joint written request of three or more members of said committee, with four (4) members of the committee constituting a quorum.

Section 2. The Executive Committee shall authorize and approve all expenditures; shall hear the reports of post committee chairmen; and generally, shall have charge of and be responsible for the management of the affairs of this post. All officers shall be covered by crime insurance obtained through National Headquarters.

### **ARTICLE IV Duties of Officers**

Section 1. Duties of Post Commander. It shall be the duty of the 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. The Commander shall approve all orders directing the disbursements of funds and shall make an annual report covering the business of the post for the year and recommendations for the ensuing year.

Section 2. Duties of First Vice-Commander. The First Vice-Commander shall assume and discharge the duties of the Office of Commander in the absence of or disability of or when called upon by the Commander. The First Vice-Commander shall also be in charge of membership drives, and it shall be The First Vice Commander's duty to expand the membership.

Section 3. Duties of the Second Vice-Commander. The Second Vice-Commander shall assume and discharge the duties of the Office of First Vice-Commander in the absence of or disability of the First Vice-Commander. The Second Vice-Commander shall also have overall charge and supervision of the post home, subject to approval of the Commander and Executive Committee.

Section 4. Duties of Post Adjutant. The Adjutant shall have charge of and keep a full and correct record of all proceedings of all meetings and 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. Duties of the Post Finance Officer. The Finance Officer shall have custody and control of all finances and see that they are safely deposited in a local bank or banks and shall report once a month to the Executive Committee 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 shall supervise the issuance of all checks disbursing the monies of the post. The Finance Officer shall furnish a surety bond in such amount as shall be fixed by the Executive Committee.

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

Section 7. Duties of the Post Chaplain. The 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 function, etc., and adhere to such ceremonial rituals as are recommended by the national or departmental headquarters from time to time.

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

Section 9. Duties of Post Service Officer. The Service Officer shall assist the membership in all contacts with administrative and/or military bodies.

#### **ARTICLE V Delegates**

Section 1. Delegates and alternates to a department convention shall be chosen at the last regular meeting prior to the opening of such convention by such means as may be established by the Executive Committee.

#### **ARTICLE VI Appointments**

Section 1. The Commander, immediately upon taking office each year, may appoint the standing committees as outlined in the sections of this article, and any other committees as they deem necessary. The standing committees shall consist of a chairman and such members as shall be designated by the Commander.

Section 2. Membership Committee. The Membership Committee shall have charge of all matters pertaining to the procurement of new members, renewals, reinstatements, and transfers, insuring the eligibility of all applicants.

Section 3. House and Entertainment Committee. The House and Entertainment Committee shall have charge of all matters pertaining to the care of post quarters, promotion of post advantages and arrangements for social activities. This committee will serve under the Second Vice-Commander.

Section 4. Finance Committee. The Finance Committee shall be charged with the administration of the financial policy, preparation of budget recommendations and the supervision of receiving, disbursing, and accounting of all post funds, and bi-annual audits.

Section 5. Legal Committee. The Legal Committee shall be charged with legal supervision of post affairs. This committee shall formulate rules and regulations governing the annual election of post officials – subject to the approval of the membership – and conduct the elections.

Section 6. Publicity Committee. The Publicity Committee shall be charged with the promotion of public support of the American Legion's program by the establishment of proper contact with the American Legion Magazine, department and national news services and by local publicity of post programs and events.

Section 7. Rehabilitation and Service Committee. The Rehabilitation and Service 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.

Section 8. Visiting Committee. The Visiting Committee is charged with the visiting and comforting of members and their families who are sick or bereaved and visiting veterans in nearby hospitals.

Section 9. Americanism Committee. The Americanism Committee shall be charged with the inspiration of patriotism and good citizenship by arranging for proper observance of patriotic occasions; Americanization of aliens; combating anti-Americanism propaganda by education of the general public in American ideals through forums, etc., and activities for community and civic betterment.

Section 10. Athletic Committee. The Athletic Committee shall be charged with the promotion of physical development and clean sports by the organization of post athletic teams, recreation, etc., and by cooperation and support in the general recreation and athletic program of the community.

Section 11. Disaster Relief Committee. With the consent and advice of the constituted authorities a permanent post committee on disaster relief should be organized.

Section 12. Child Welfare Committee. Child Welfare 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 service 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 American Legion's pledge that "no child of a World War veteran shall be in need of the necessities of life" and "a square deal for every child".

Section 13. Defense Committee. This committee shall work with the local defense council on matters pertaining to national, civilian and home defenses; to assist the armed forces of the United States in recruiting efforts and in every way be active in community activities for the defense and the security of the American home.

Section 14. Nominating Committee. The committee shall select one (1) nominee for each elected office of the post and three (3) nominees for the Executive Committee. The chairman shall report to the general membership one (1) month prior to the designated date for the annual election.

### **ARTICLE VII Meetings**

#### **Section 1. Regular Meetings.**

(a) Regular meetings of the post shall be held at the post home on the second Thursday of each month which shall include the transaction of normal post business.

(b) Regular meetings may be changed by a two-thirds vote of those present at a preceding monthly meeting.

#### **Section 2. Special Meetings.**

(a) The Commander or a majority of the Executive Committee shall have the power to call a special meeting of the post at any time.

(b) Upon the written request of a majority of the members, the Executive Committee shall call a special meeting of the post.

#### **Section 3. Seven (7) members shall constitute a quorum.**

### **ARTICLE VIII Notices**

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

Section 2. The Post Adjutant shall cause notice of the annual election to be given to the membership prior to the election and shall post a complete slate of nominees/candidates in an appropriate location or in an appropriate publication.

### **ARTICLE IX Rules of Order**

Section 1. Roberts' Rules of Order shall supplement the Constitution and Bylaws in any area of procedure not covered by the Constitution or Bylaws of this Post, Department of Tennessee, or The Charter of The American Legion National Constitution and Bylaws.

### **ARTICLE X Limitation of Liabilities**

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

**ARTICLE XI Amendments**

Section 1. These Bylaws may be amended by a favorable vote of two-thirds of the members of said post attending a regular meeting, a quorum being present; Provided, that the proposed amendment shall have been reduced to writing and delivered to the Post Adjutant in sufficient time to allow notice to the general membership of the intent of the amendment and the date for consideration thereof.

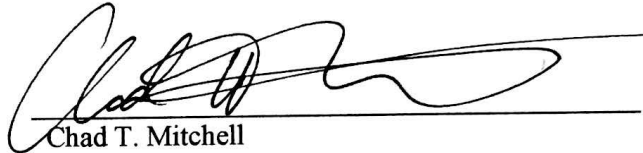
THIS DOCUMENT, HAVING BEEN SUBMITTED FOR CONSIDERATION BY THE GENERAL MEMBERSHIP OF INGLEWOOD POST 82, DEPARTMENT OF TENNESSEE, THE AMERICAN LEGION, WAS APPROVED UNANIMOUSLY AT THE REGULAR MEETING OF THE MEMBERSHIP, THIS NINTH DAY OF MAY, IN THE YEAR OF TWO THOUSAND TWENTY FOUR.



Shannon Rasmussen  
Commander, Post 82

6.4.24

Date



Chad T. Mitchell  
Adjutant, Post 82

2024 05 04

Date