

**AMERICAN LEGION
DEPARTMENT OF MINNESOTA**



**BYLAWS OF ROTHIE POST 330
HAYFIELD, MN**

As Amended
November 8, 2022

BYLAWS OF ROTHIE POST 330 DEPARTMENT OF MINNESOTA

	ARTICLE I - GENERAL
Section 1.	The Post existing under these Bylaws is to be known as Rothie Post 330, the American Legion, Department of Minnesota.
Section 2.	The objects of this Post are as set forth in the Constitution.
	ARTICLE II - ELECTIONS
Section 1.	Elections of Officers and Directors are to be held at the May regular meeting, Officers and Directors are installed in June, and duties commence as deemed necessary by Post business.
Section 2.	Notice of the elections shall be posted at least fourteen (14) days prior to the elections meeting.
Section 3.	The elected Officers of this Post are as set forth in the Constitution. The term of office of each Post Officer shall be one (2) years. In addition to the elected Officers, the Commander shall appoint an Adjutant to serve a one (2) year term.
Section 4.	The Officers shall be elected by secret ballot. The candidate or candidates receiving the highest number of votes shall be elected to the respective office for which they were candidates.
Section 5.	No member shall be allowed to hold more than one (1) elected position as defined in the Post Constitution at the same time.
Section 6.	No member may be elected that is not present at the election meeting without accepting the nomination or having a letter of intent on file with the Adjutant.
Section 7.	All Officer or Director vacancies, from any cause other than expiration of term, shall be filled by appointment by the Commander, with the approval of the Executive Committee, to serve out the remainder of the elected term. A vacancy shall exist when an Officer or Director has an unexcused absence from Post meetings or Executive Committee meetings for three (3) consecutive meetings, since such absences are considered detrimental to the interests of the Post.
	ARTICLE III - EXECUTIVE COMMITTEE
Section 1.	The government and management of the Post are entrusted to a committee of seven (7) members to be known as the Executive Committee.
Section 2.	The Executive Committee which shall consist of seven (7) members which shall include the Commander, 1st Vice Commander, 2nd Vice Commander Adjutant, Finance Officer, the Past Commander, and Gambling Manager. The Commander shall serve as Chairman of the Executive Committee. Each member of the

	Executive Committee shall have one (1) vote on any matter brought before the Committee, except that the Commander shall cast a vote only to break a tie vote.
Section 3.	The Executive Committee shall meet for organization and such other business as may come before it at the call of the Commander within thirty (30) days after the installation of the new Officers and Directors. Thereafter, the Executive Committee shall meet at the call of the Commander at least every forty-five (45) days and as often as the Commander may deem necessary. The Commander shall call a meeting of the Executive Committee upon the joint written request of three (3) or more members of the Executive Committee. Five (5) members of the Executive Committee shall constitute a quorum.
Section 4.	The Executive Committee shall have the authority to make time sensitive decisions concerning the post or the management of the Legion Hall if a decision is necessary before the next scheduled membership meeting. The rationale for the decision must be presented at the next scheduled membership meeting.
Section 5.	The Executive Committee shall hire such employees as may be necessary, shall authorize and approve all expenditures, shall require adequate bonds from all persons having the custody of Post funds, shall hear the reports of Post committee chairpersons, and generally shall have charge of and be responsible for the management of the affairs of this Post.
Section 6.	Any Post member, in good standing, is encouraged to attend the Executive Committee meetings to provide continuity and to advise when requested but will not have a vote on any matter brought before the Committee, nor move a question, nor make a motion, nor second a motion.
ARTICLE IV - DUTIES OF OFFICERS	
Section 1.	Post Commander (elected): The Post Commander shall preside at all meetings of the Post and have general supervision over the business and affairs of the Post and shall be the Chief Executive Officer of the Post. The Commander shall approve all orders directing the disbursement of funds. The Commander shall make a report covering the business of the Post, and make recommendations for the ensuing year, which is to be read at the conclusion of the membership year. The Post Commander will sit on the Post Executive Committee to promote the American Legion programs. The Post Commander shall receive an annual stipend of \$125.
Section 2.	First Vice Commander (elected): The First Vice Commander shall assume and discharge the duties of the office of Commander in the case of absence or

	<p>disability or when called upon to do so by the Commander. The primary duty of the First Vice Commander shall be membership. In order to oversee all membership activities, the First Vice Commander shall assume the Chairmanship of the Membership Committee. The First Vice Commander shall bring forth to the membership, the recommendations of the Executive Committee.</p>
Section 3.	<p>Second Vice Commander (elected): The Second Vice Commander shall assume and discharge the duties of the First Vice Commander in case of absence or disability or when called upon to do so by the Commander. The Second Vice Commander shall assume the Chairmanship of the Americanism Committee. The Commander will depend on Second Vice Commander to provide programs to enhance the Post social and patriotic activities. One of the duties of the Second Vice Commander shall be to coordinate activities with other veteran and civic groups so that all patriotic holidays and observances receive the attention they deserve.</p>
Section 4.	<p>Finance Officer (elected): The Finance Officer shall have charge of all finances and shall insure that all funds are safely deposited in a local bank or banks. Further, the Finance Officer shall report once a month to the Executive Committee, and at the regular meeting, the condition of the finances of the Post. This is to include recommendations for raising funds with which to carry on the activities of the Post. The Finance Officer shall furnish such surety bonds as may be required in amounts as shall be fixed by the Executive Committee. The Finance Officer shall be a voting member on the Executive Committee.</p>
Section 5.	<p>Sergeant-At-Arms (elected): The Sergeant-At-Arms shall preserve order at all meetings. Further it is a responsibility to ensure that new members are welcomed, introduced, and made to feel they are important to the Post.</p>
Section 6.	<p>Gambling Manager (appointed): The Gambling Manager shall be responsible for the management of all the Post gaming activities and shall receive a monthly stipend of \$400.</p>
Section 7.	<p>Adjutant (appointed): The Adjutant shall have charge of, and keep, a full and correct record of all proceedings of meetings, and when called upon at a meeting and under direction of the Commander, handle all correspondence of the Post. The Adjutant shall be a voting member on the Executive Committee. The Adjutant is an important member of the Membership Committee responsible for the procedures and processes of membership.</p>

Section 8.	Historian (appointed): The Historian shall be charged with the individual records and incidents surrounding the Post and Post members. The Historian should attend Department Conventions and keep in touch with other Post Historians.
Section 9.	Chaplain (appointed): The Chaplain shall be charged with the spiritual welfare of the Post and Post members and shall offer divine, but non-sectarian, service in the event of dedications, funerals, public functions, etc., and shall adhere to such ceremonial rituals as are recommended by the National or Department Headquarters. The Chaplain shall be charged with the visiting and comforting of members and their families in case of sickness or bereavement, and with visiting ex-servicemen in nearby hospitals.
Section 10.	Service Officer (appointed): The Service Officer shall be charged with bringing to the attention of all veterans and their dependents the rights and benefits granted them by law. The Service Officer shall work closely with the local area governmental Service Officer and shall work closely with the Chaplain on matters related to sickness and welfare of distressed veterans.
Section 11.	Judge Advocate (appointed): The primary duty of the Judge Advocate is to supply advice in the conduct of the business of the Post, or to procure proper counsel. The Judge Advocate is the guardian of the constitutional form of the Post government and shall serve as the Post parliamentarian at Executive Committee.
Section 12.	All Post Officers shall perform such other duties as may properly pertain to the office as may be determined by the Commander or the Executive Committee.
Section 13.	A two thirds (2/3) vote of the Post Executive Committee may remove any Officer for inefficiency.
ARTICLE V - DELEGATES TO DEPARTMENT CONVENTION	
Section 1.	Delegates and alternates to a department convention shall be elected by ballot by the Post at a regular meeting of the Post to be held at least twenty (20) days prior to the date of such convention.
Section 2.	In order to qualify for reimbursement of delegate registration fees or such other expenses as determined by the Executive Committee, said delegate shall have attended at least one-half of all regular meetings held during the previous year.
ARTICLE VI - COMMITTEES	
Section 1.	The Commander, immediately upon taking office each year, may appoint the following committees at will. Such standing committees consist of such members, and chairpersons as shall be designated by the Commander.

Section 2.	Americanism Committee: Shall be charged with the inspiration of patriotic and civic phases of instruction in schools, Americanization of aliens, combating anti-American propoganda by education of the general public in American ideals through public forums and activities for community and civic betterment.
Section 3.	American Legion Riders Committee: Shall have supervision over the operations of the Post chapter of the American Legion Riders.
Section 4.	Ceremonial Committee: Shall insure that all members are properly initiated. This committee shall also concern itself with proper presentation of other rituals, as outlined in the Manual of Ceremonies, for burial detail, and the wearing of Legion regalia.
Section 5.	Charitable Gambling Committee: Shall be charged with handling all affairs related to gambling. The Commander shall appoint the Charitable Gambling Committee chairperson with the approval of the Executive Committee.
Section 6.	Children and Youth Committee: Shall be charged with aid and service to children of veterans, laboring for the betterment of the children's conditions, and in coordinating with services and agencies in the community for the above purposes. The committee shall 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 war veteran shall be in need of the necessities of life" and "a square deal for every child."
Section 7.	Economic Committee: Shall be primarily concerned with local employment programs, veteran's preference, government employment and re-employment rights.
Section 8.	Finance Committee: Shall be charged with the administration of the financial policy, preparation of budget recommendations and supervision of receiving, disbursing, and accounting of all Post funds.
Section 9.	Foreign Relations Committee: Shall be active as America has recognized its responsibility as a world leader. Maintaining and securing world peace and friendship abroad through community endeavors have become as essential as any aspect of treaty law.
Section 10.	Graves Registration and Memorial Committee: Shall involve recording of grave sites and complete information on veterans' burial in cemeteries assigned to the Post. Special assistance can be given the Post Service Officer in providing flags, headstones or proper internment in national cemeteries.

Section 11.	Entertainment Committee: Shall have charge of all matters pertaining to promotion of club advantages and arrangements for social activities.
Section 12.	Legislative Committee: Shall have knowledge of matters in Congress and what the Post favors or opposes and should be ready to initiate action in support of a position when requested by the National or Department organizations.
Section 13.	Membership Committee: Shall have charge of all matters pertaining to the membership of the Post, including the procuring of members, reinstatements, and eligibility of members.
Section 14.	Public Relations Committee: Shall be charged with the promotion of public support of the Legion's program by the establishment or proper contact with the American Legion Magazine, Department and National American Legion news service and by local publicity of Post programs and activities.
Section 15.	Security Committee: Shall work with and coordinate the Post's effort with the local civilian and government agencies associated with home defenses. It shall assist in the local recruiting efforts of the Armed Forces of the United States, and in every way be active in community activities for the defense of the nation and the security of the American home.
Section 16.	Sons of the American Legion Committee: Shall have supervision over the operations of the Post Squadron of the Sons of the American Legion.
Section 17.	Veterans Affairs and Rehabilitation Committee: Shall supervise all matters pertaining to service to comrades in the prosecution of just claims against the United States or State Governments, and matters of Relief, Assistance, Employment, Education, and other.
Section 18.	Veterans Administration Voluntary Services (VAVS) Committee: Shall be charged with the visiting and comforting of members and their families when sick or bereaved and with visiting ex-servicemen in nearby hospitals.
ARTICLE VII - 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 a 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.
Section 2.	Resolutions are the responsibility of the Executive Committee.
ARTICLE VIII – MEMBERSHIP MEETINGS	

Section 1.	The regular meeting of the Post shall be held at the Post Home on a day decided upon by the membership.
Section 2.	The Commander or a majority of the Executive Committee shall have power to call a special meeting of the Post at any time.
Section 3.	Upon the written request of five (5) members of the Post, the Executive Committee shall call a special meeting of the Post.
Section 4.	A quorum at the regular meeting, or any special meeting, shall consist of a majority of the Executive Committee plus five (5) Post members not on the Executive Committee.
ARTICLE IX - RULES OF ORDER	
Section 1.	All proceedings of this Post shall be conducted under and pursuant to Robert's Rules of Order Newly Revised, Edition XI, except as herein otherwise provided.
ARTICLE X - LIMITATION OF LIABILITY	
Section 2.	This Post shall incur, or cause to be incurred, no liability nor obligations whatever which shall subject to liability any other Post, subdivision, group of men or women members of the American Legion, or other individuals, corporations or organizations.
ARTICLE XI - SUBSIDIARY UNITS	
Section 1.	The Post may allow subsidiary units to be formed in the Post on a basis that they are for the betterment of the Post and its members. Examples of such subsidiary units might be a Past Commanders unit, rifle squad, or a color guard unit.
Section 2.	Subsidiary units may elect their own Officers from the membership of their respective units provided that the Finance Officer of the Post shall be the auditor of any funds.
Section 3.	The voting membership of all subsidiary units shall be confined to members in good standing in this Post.
Section 4.	All monies received by any subsidiary unit shall be deposited with, and all expenditures shall be made through the Finance Officer of the Post.
Section 5.	No rules, or regulations, adopted by any subsidiary unit shall be in conflict with the Constitution and Bylaws of this Post or the American Legion.
ARTICLE XII – HONORARY LIFE MEMBERSHIP	
Section 1.	Candidates for Honorary Life Membership will be chosen by the Commander.
Section 2.	All candidates for Honorary Life Membership will be voted on by the Post at a regular meeting.

Section 3.	Members of this Post who have served as District, Department, or National Commander shall be considered Honorary Life Members and the post will pay their dues for the rest of their lives.
ARTICLE XIII - BANK CHECKING ACCOUNTS	
Section 1.	Post, Gambling, and Kitchen/Bar accounts will have two (2) signatures required on all checks.
ARTICLE XIV – CONFLICT OF INTEREST	
Section 1.	Whenever an Officer, Director, or member has a financial or personal interest in any matter coming before the Executive Committee or a regular meeting, the affected person shall fully disclose the nature of the interest and withdraw from voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority determines that it is in the best interest of the Post to do so.
ARTICLE XV - AMENDMENTS	
Section 1.	These Bylaws are adopted subject to the provisions of the National Constitution of the American Legion and the Department Constitution of the Department of Minnesota. Any amendment to said National Bylaws or Department Bylaws which is in conflict with any provisions hereof shall be regarded as automatically repealing or modifying the provisions of these Bylaws to the extent of such conflict.
Section 2.	These Bylaws may be amended by a vote of two-thirds (2/3) of the members of the Post attending a regular meeting provided that the proposed amendment shall have been posted at least fourteen (14) 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 Bylaws is to be voted upon.
Section 3.	All proposed Amendments must to be brought to the Executive Committee. The Executive Committee will review the proposed amendment and make its recommendation to the entire membership within three (3) months.

BYLAWS OF ROTHIE POST 330 DEPARTMENT OF MINNESOTA

These Bylaws supersede and replace all previously adopted Bylaws and amendments.

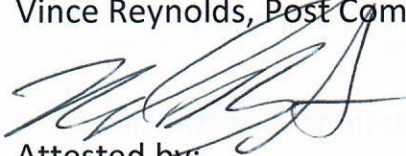
I certify that due notice of the proposed adoption of the above Bylaws has been given as required.

Further, approval of adoption of these Bylaws was granted by at least two-thirds of the members present at the regular post meeting held on Tuesday, November 8, 2022.



Dated as of November 8, 2022

Vince Reynolds, Post Commander



Attested by;

Mike Stasko, Post Adjutant