

**BOLINGBROOK AMERICAN LEGION
POST No. 1288**

BY - LAWS

ARTICLE I

Section 1. *The Post existing under these By-Laws is to be known as Bolingbrook Post No. 1288 of Bolingbrook, Illinois, The American Legion, Department of Illinois.*

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

ARTICLE II - MANAGEMENT

Section 1. *The Executive Board shall consist of the elected Officers, Adjutant, retiring Commanders (serving for three (3) years), and a minimum of two (2) and a maximum of four (4) lay members. Lay members shall be elected to this board for a term of one (1) year and all such elections shall take place at the regular election of Officers.*

Section 2. *In the event that any member of the Executive Board is unable to fulfill his complete term, such unexpired term shall be filled by appointment by the remaining members of the Executive Board.*

ARTICLE III - POST EXECUTIVE BOARD

Section 1. *Meetings of the Executive Board may be called by the Commander, or by any three (3) members of the Board. A two-thirds majority of Board members must be present to take action.*

Section 2. *It shall be the function of this Board to pass on and approve all expenditures of the Post funds not otherwise provided for at regular Post meetings, determine the depository of its monies, stocks, bonds or other assets and approve all investments of the Post funds, and shall have general charge and control, together with the Commander, of all business of the Post.*

ARTICLE IV - DUTIES OF OFFICERS

Section 1. (a) *Duties of the 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 of the Post between meetings, subject to approval of a majority of the Executive Board.*

Section 1. (b) *A Commander, who shall have served as such, or until the expiration of his term of office, shall be designated as Past Commander.*

Section 2. *Duties of the Senior Vice-Commander: The Senior Vice-Commander shall assume and discharge the duties of the Office of Commander in the absence or disability or the*

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Commander, or when called upon by the Post Commander. He shall be responsible for membership maintenance.

Section 3. *Duties of the Junior Vice-Commander: The Junior Vice-Commander shall assist the Commander and Senior Vice-Commander, and perform their duties when they are absent or unable to act. He shall supervise the program activities of the Post in cooperation with the committee appointed for that purpose.*

Section 4. *Duties of the Adjutant: The Adjutant shall have charge of and keep such records as the Department and National Organization 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. He shall be authorized to draw from Post funds a sum of money sufficient to cover the expense incident to his Office. Such withdrawals shall be validated by proper voucher.*

Section 5. *Duties of the Finance Officer: The Finance Officer of the Post shall have charge of Finances, hold and expend under the direction of the Executive Board all money or other assets of the Post committed to his custody, keep an accurate record of receipts, voucher all expenditures, and submit monthly and annual financial reports to the Post or Executive Board. He shall, before entering upon his duties of his Office, execute a bond in the amount of not less than fifty (50) percent nor more than seventy five (75) percent of the Post's funds at the time he takes Office, surety to be approved by the Executive Board. An Audit shall be performed annually by a committee appointed by the Commander.*

Section 6. *Duties of the Judge Advocate: The Judge Advocate shall supply professional advice in the conduct of the Post business, or shall procure proper counsel. He is the guardian of constitutional form of Post government. He shall serve as the Post's Parliamentarian.*

Section 7. *Duties of the Post Chaplain: The Post Chaplain shall be charged with the spiritual welfare of the Post Comrades and will offer Divine but nonsectarian service in the event of dedications, funerals, public function, etc., and perform such other duties as he is called upon to do so by the Post Commander.*

Section 8. *Duties of the Sergeant-at-Arms: The Sergeant-at-Arms shall preserve order at all meetings and shall perform other duties as may from time to time be assigned to him by the Post Commander. He shall be responsible for the care and custody of the Post flags, colors and weapons. He will be responsible for their safekeeping.*

Section 9. (a) *Duties of the Service Officer: It is the general responsibility of the Service Officer to look out for the welfare of all concerned. He shall keep a record of the location of Service Officers from other Posts in the vicinity. He shall cooperate with other Service Officers and the Department Employment Officers in assisting and securing employment for unemployed members. He shall be authorized to draw from Post funds a sum of money sufficient to cover the expense incident to his office. Such withdrawals shall be validated by proper voucher.*

Section 9. (b) *Birth, Death and Illness: In cases of death, the Post will provide flowers or other contributions as requested by the family limited to thirty-five (35) dollars. In case of birth or illness the Post will send appropriate greeting cards. The above is limited to the immediate family as follows: husband or wife, all unmarried dependent children of members and all unmarried children of which a member is legal guardian, it is the duty of each member to notify the Service Officer or other Officer of each occurrence.*

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Section 10. *Duties of the Post Historian: The Post Historian shall be charged with the individual records and incidents of the Post Members, and shall perform such other duties as may properly pertain to the Office as may be determined by the Commander or Executive Board. He shall make a report at the regular monthly meeting.*

ARTICLE V - APPOINTMENTS

Section 1. *The Post Commander shall appoint the following standing committees: Boys State, Poppy, Public Relations, Blood Donor, Legislative, Uniformed Groups, Boy Scouts, Education & Scholarship, Community Service, Auditing, Americanism, Child Welfare, and Grave Registration. The Chairman of such committees, or in his absence any other member of the committee, shall make reports when called upon by the Post Commander. The Commander shall have the authority to appoint such other committees, as he may deem necessary and other committees as may be authorized by the Post.*

ARTICLE VII - MEETINGS

Section 1. *The regular meetings of Bolingbrook Post No. 1288 shall be held on the first (1st) Monday of each month, unless the next preceding meeting shall elect another date.*

Section 2. *Special meetings may be called by the Post Commander, two other officers of the Post, or by the request of ten (10) percent of the members of the Post. The Adjutant, when notified, shall give notice of such meetings by mailing a notice thereof to all members of the Post at least seven (7) days prior to the date of such meeting. The notice shall state the purpose of the special meeting, and no business other than that for which it is called shall be transacted.*

Section 3. *Five (5) members in good standing shall constitute a quorum for the transaction of all business at any regular or special meeting, but a lesser number may adjourn any meeting from day to day.*

Section 4. *The order of business at all regular meetings shall be as follows:*

- 1) *Prayer by the Chaplain*
- 2) *Pledge of Allegiance*
- 3) *Recite in unison the preamble to The American Legion Constitution (according to ritual)*
- 4) *Roll call of Officers*
- 5) *Reading of minutes of the previous meeting.*
- 6) *Introduction of guests*
- 7) *Officers reports*
- 8) *Committee reports*
- 9) *Balloting or new members*
- 10) *Sick call and relief*
- 11) *Unfinished business*
- 12) *New business*
- 13) *Correspondence*
- 14) *Good of the Legion*
- 15) *Adjournment*

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ARTICLE VII - RULES OF ORDER

Section 1. *All proceedings of the Post shall be conducted and pursuant to Roberts Rules of Order, except as herein otherwise provided.*

ARTICLE VIII - AMENDMENTS

Section 1. *These By-Laws may be amended at any regular Post meeting by a vote of two-thirds of the members of said Post attending such regular meeting, provided that the proposed amendment shall have been submitted in writing and read at the next preceding meeting of said Post. And further provided that written notice shall have been given to all members at least five (5) 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.*

ARTICLE IX - SPONSORSHIP

Section 1. *In order for the Bolingbrook American Legion Post No. 1288 to sponsor a bowling team, all members of said team shall consist of members of the Bolingbrook American Legion Post No. 1288 and must be members in good standing.*