

**BOLINGBROOK AMERICAN LEGION  
POST # 1288**

**CONSTITUTION**

**PREAMBLE**

For God and country, we associate ourselves together for the following purposes: To uphold and defend the Constitution of the United States of America; To maintain law and order; To foster and perpetuate a one hundred percent Americanism; To preserve the memories and incidents of our associations in the great wars; To inculcate a sense of individual obligation to the community, state and nation; To combat the autocracy of both the classes and the masses; To make right the master of might; To promote peace and good-will on earth; To safeguard and transmit to posterity the principles of justice, freedom and democracy; To consecrate and sanctify our comradeship by our devotion to mutual helpfulness.

**ARTICLE I - NAME**

**Section 1.** The name of this organization shall be Bolingbrook Post No. 1288 of Bolingbrook, Illinois, The American Legion, Department of Illinois.

**ARTICLE II - OBJECTS**

**Section 1.** The objects and purposes of this Post shall be to promote the principles and policies as set forth in the foregoing preamble, and the National and Department Constitutions of The American Legion.

**ARTICLE III - NATURE**

**Section 1.** This Post is a civilian organization and membership therein does not affect or increase liability for military or police service.

**Section 2.** Rank does not exist in The American Legion: no member shall be required to be addressed by his Military or Naval title in any meeting of this Post.

**Article IV - Membership**

**Section 1.** Eligibility to membership in this Post shall be as prescribed by the National Constitution of The American Legion.

**Section 2.** Application for membership shall be made on the form provided, it is accompanied by the necessary fees herein described.

Bolingbrook Post No. 1288 Constitution (Continued)

**Section 3.** Any applicant receiving the affirmative vote of at least two-thirds of all members present shall be considered as elected to membership.

**Section 4.** Any member of this Post desiring to transfer to another Post shall upon application to the Adjutant, be furnished with a transfer card, provided all dues and assessments shall have been paid to date. Any member desiring to transfer to this Post from another Post shall be presented with a transfer card by the Post from which he desires to transfer from and may be admitted to membership in the same manner as prescribed for the new members in Section 3 above.

**Section 5.** The eligibility of members shall be confined to the classes fixed by the National Constitution of The American Legion and the election of any person to membership outside of such classes shall be null and void; provided, that such person may apply to the Post Executive Board for a hearing upon his eligibility and in the event such Executive Board adheres to the pidgegment of exclusion, said applicant may appeal to the Department Executive Committee transferring with his said appeal all the records in this matter.

**Section 6.** Charges against members shall be presented in writing to the Executive Board, which shall set a time for a hearing thereon; and the person against whom the charge is made shall be furnished with a copy thereof, and shall be given adequate opportunity to be heard thereon. Any member against whom a judgement of expulsion has been rendered by the Executive Board may appeal to the Department Executive Committee, transmitting with said appeal a copy of the charges and findings.

## ARTICLE V - OFFICERS

**Section 1.** The elected Officers of this Post shall be: Commander, Senior Vice-Commander, Junior Vice-Commander, Finance Officer, Judge Advocate, Chaplain and Sergeant at Arms. Other Officers may be authorized by the Post.

**Section 2.** The Commander shall appoint the following Officers: Adjutant, Service Officer and Historian. The Commander shall have the authority to appoint such other Officers of the Post as he may deem necessary.

**Section 3.** All Officers and Executive Committeemen shall be elected and appointed annually. They shall assume their duties at the first meeting following the annual Department Convention, and shall hold Office for one year or until their successors are duly elected. Election to Office requires a majority.

**Section 4.** Every member of this Post in good standing shall be eligible to hold Office in the Post.

**Section 5.** Whenever any elected Officer shall, without good and sufficient reason, be absent from three consecutive meetings: said Office may be declared vacant by the Post membership. The following shall be considered good or sufficient reason for absence of an Officer: Absence from the city, sickness, welfare work or business engagements. All excuses may be investigated prior to being accepted. Other excuses, not named, will be subject, to approval by majority vote of the Post membership present at a meeting.

Bolingbrook Post No. 1288 Constitution (Continued)

**Section 6.** The fiscal year begins with the first meeting following the close of the Department Convention.

**ARTICLE VI - FINANCE**

**Section 1.** Each member shall pay as dues to this Post annually the sum as set forth by the Post membership. Dues are payable in advance. Legion membership is annual, the Legion year being from January 1, to December 31. If dues are not paid in advance by January 1 of each Calendar year. the member continues to be a member in good standing until February 1: and thereafter, for two months (February and March) the member is classified as delinquent. If dues have not been paid by April 1, members are suspended, but never-the-less members with no privilege except that of reinstatement by vote of the Post and payment of dues: and dues not being paid, such membership continues for a period of nine months, to December 31. at which time the member is dropped from the roll of Constitutional mandate and the membership is forfeited.

**ARTICLE VII - CHARTER MEMBERS**

**Section 1.** Members who joined the Post prior to January 1, 1972 shall be known as charter members.

**ARTICLE VIII - AMERICAN LEGION AUXILIARY**

**Section 1.** The Post recognizes an Auxiliary Organization to be known as the Auxiliary Unit of Bolingbrook Post No. 1288, The American Legion.

**Section 2.** Membership in the Auxiliary shall be prescribed by the National Constitution of The American Legion Auxiliary.

**ARTICLE IX - AMENDMENTS**

**Section 1.** This Constitution is adopted subject to the provisions of the National Constitution of The American Legion and of the Department Constitution of the Department of Illinois, The American Legion. Any amendment to said National Constitution or Department Constitution, which is in conflict with any provisions hereof, shall be regarded as automatically repealing or modifying the provisions of this Constitution to the extent of such conflict.

**Section 2.** This Constitution may be amended at any regular Post meeting by a vote of two-thirds of said Post members attending such regular meeting, providing that the proposed amendment shall have been submitted in writing and read at the next preceding regular meeting of said Post, and providing further, that written notice shall have been given too 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 constitution is to be voted upon.

**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*

Bolingbrook Post No. 1288 By-Laws (continued)

*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 seventy-five (75) 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.*

Bolingbrook Post No. 1288 By-Laws (continued)

**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 third (3rd) 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.*