

**CONSTITUTION
OF
TINLEY PARK POST NO. 615
THE AMERICAN LEGION
DEPARTMENT OF ILLINOIS**

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 Association 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 goodwill on Earth; to safeguard and transmit to prosperity the principles of Justice, Freedom and Democracy; to consecrate and sanctify our comradeship by our helpfulness.

ARTICLE I

Section 1. The name of this organization shall be the Tinley Park American Legion Post No. 615, Department Of Illinois, a corporation not for pecuniary profit and existing under and by virtue of the Laws of the State of Illinois. Hereafter referred to as Post 615.

Section 2. The business address of the above corporation, Post 615, shall be 17423 S. 67th Court, Tinley Park, IL 60477

Section 3. The objective of Post 615 shall be to promote the principles and polices in the Preamble of the Constitution of the National American Legion. To this end Post 615 ascribes to and will be governed by the Constitution and By Laws of the National American Legion in effect on this date.

Section 4. This Constitution may be amended at any time by an affirmative vote of two –thirds of all members present at a regular meeting provided that the proposed amendment(s) has been presented in writing signed by five current members and read at a prior meeting and the proposed amendment(s) has been posted on the Post bulletin board and on the Post website at least seven days prior to the meeting at which the voting is to take place.

Amended in Committee (Date)

Approved and Adopted (Date)

Effective (Date)

Constitution Committee

Norm Pestlin Past Commander

David Montee Past Commander

Robert Shaffner Commander

William Mc Nellis Acting Chaplin

By Laws

Article I Executive Committee

Section 1. The Executive Committee shall consist of all elected officers, all Past Post Commanders and the Post Adjutant. This committee shall meet at least once a month at least one hour prior to the scheduled Post business meeting or at the call of the Senior Vice Commander or three Executive Committee members. The Senior Vice Commander will be the Executive Committee Chairperson and the Adjutant shall take the minutes of all Executive Committee meetings. Six current Executive Committee members shall constitute a quorum. The Executive Committee shall act in accordance with the duties as set forth in the most current "Post Officer's Guide and Manual of Ceremonies" as published by the American Legion National office.

Section 2. The Executive Committee shall at the February meeting appoint a Nominating Committee consisting of three Post members having the requisite qualifications to judge candidate's capability and fitness for office in the forthcoming election. The Nominating Committee Chairperson shall submit the committee's recommendations for elected officers on the first night of nominations. After this report, other candidates may be nominated from the floor by any member in good standing. Nominations for any office may not be closed until after three calls for nominations have been made. All members in good standing that have been a member of Post 615 for at least one calendar year and if the office requires certain skill sets possess those skill sets are eligible for office. In case of extenuating circumstances such as a perpetual tie vote from the floor the final decision for that specific office will be made by the Executive Committee.

Article II Officers

Section 1. The elected officers of Post 615 shall be Post Commander, Senior Vice Commander, Junior Vice Commander, Finance Officer, Assistant Finance Officer, Chaplain, and Sergeant-at-Arms.

Section 2. Appointed officers shall be the Adjutant, Service Officer, Judge Advocate, delegates and alternate delegates to the District, Division and Department as stated in the National's By Laws.

Section 3. The duties of the Officers shall be as set forth in the current American Legion Post Officer's Guide and Manual of Ceremonies.

Section 4. The Post Commander and the other elected Officers shall assume office at the first meeting following the Department Convention. At this meeting the new Post Commander shall name the appointed Officers, Standing Committee Chairpersons', and delegates and alternate delegates to the District, Division and Department.

Article III Membership

Section 1. Membership in Post 615 will be governed by the requirements set forth by the National.

Section 2. The Senior Vice Commander shall receive all membership applications or renewals along with the required annual dues. The Senior Vice Commander shall turn in all dues to the Finance Officer who shall send out new membership cards within a week.

Section 3. Every application for membership must be in writing on a American Legion application card, signed by the potential member and be accompanied with the annual dues.

Section 4. Members in good standing of Post 615 that are placed on active military service full time will have their dues waived for the time they are on active service.

Article IV Post Meetings

Section 1. The regular meeting of Post 615 shall be held the first Tuesday of each month at 1930 hours at the Post. Change of date or location shall be announced, posted and communicated at least two months before the change. A quorum shall be at least twelve members in good standing.

Section 2. Prior to the start of each Post 615 meeting the Sergeant-at-Arms or his alternate shall post the Post 615 and National Colors. The Sergeant-at-Arms shall clear the Canteen and also log in each member prior to the beginning of the meeting and give a count of the attendees to the Adjutant to determine if the required quorum of twelve members are present.

Section 3. The “annual” meeting shall be the first meeting following the Department Convention at which time all annual reports for the preceding year shall be read.

Section 4. Special meetings may be called by the Post 615 Commander or any three elected Officers of Post 615 Or by the majority vote of the members present at any meeting of Post 615 or by written request of twelve members in good standing of Post 615. In the event of such special meeting a notice shall be mailed to all members of Post 615 by the Post Adjutant. The notice shall state the purpose of the special meeting, and no other business shall be transacted at said meeting.

Section 5. The order of business at all regular meetings of Post 615 shall be as set forth in the American Legion Guide and Manual of Ceremonies. Procedure of all business meetings shall be governed by Robert’s Rules of Order.

Section 6. A roll call of all Officers shall be made by the Adjutant immediately after the meeting has been called to order and become part of the minutes. The Adjutant shall maintain an attendance record of all Officers and be able to make these records available to all interested members.

Article V

Delinquency, Resignation and Transfers

Section 1. Legion membership is annual with the Legion year being January 1 to December 31. Dues are payable in advance, immediately following the Department Convention. If dues are not paid in advance of January 1 of each year the member continues to be a member in good standing until January 31, and from February 1 to March 31 member is classified as delinquent. If dues have not been paid by April 1 member is suspended. Member will remain suspended, without Post 615 privileges, except that of reinstatement by vote of Post 615 and the payment of dues. If due are not paid by December 31 of that year the member shall be dropped from the roll and the membership forfeited.

Section 2. A member may resign from Post 615 at any time while their dues are paid, and can thereafter join another Post as a new member and will continue their Legion membership. The only method of transferring from one Post to another to insure continuity of membership is by formal transfer using authorized Legion forms. The Legion states a member cannot be a member of more than one Post at any given time. Before a transfer from Post 615 can be approved the member must have their dues paid for the current year and no portion of these dues are refundable.

Section 3. A member of another Post may request transfer into Post 615. Post 615's Senior Vice Commander will contact the member's current Post to insure the requesting member is in good standing at their current Post and the requesting member must complete and sign a formal transfer request plus pay the current year's dues and cap fee to Post 615 before member will be accepted into Post 615.

Article VI

Office Vacancy

Section 1. Any elective officer, or appointed officer, who may absent themselves without valid reason from three consecutive Post, Executive or committee meeting as recorded by the Post Adjutant shall by the Post Adjutant be sent formal notice of said violation and intention to have a vote at the next regular meeting to declare the office vacant. At the next regular meeting a vote of two thirds of the membership in attendance approving the action will vacate the office. Election to fill the vacancy will be held at the next regular meeting following the approved vote to vacate the office and in the interim the vacancy can be filled by appointment by the Executive Committee.

Article VII

Finances

Section 1. The Finance Officer shall have and maintain the necessary banking arrangements to allow for the safety and availability of Post 615 funds. From this fund the Finance Officer may routinely pay normal bills such as but not limited to utilities, salaries, maintenance, etc but any expenditure not preapproved by the membership must first have this approval.

Section 2. The Post finances will be audited annually by a qualified auditor immediately following the Department Convention.

Section 3. The incoming Post Commander shall appoint a qualified auditing committee consisting of three qualified Post members excluding the Finance Officer and the Assistant Finance Officer.

Section 4. No Officer or committee chairperson shall change any current method of bookkeeping or record keeping in any office or committee unless approved beforehand by the Executive Committee

Section 5. Under no circumstance shall any Officer or committee of Post 615 contract any financial obligation without prior approval of the membership at a regular business meeting. There are three exceptions:

- A. Post 615 Commander will have \$500 per event in discretionary funds.
- B. The Service Officer will have up to \$50 for each member confined due to prolonged illness.
- C. Post 615 Commander or Chaplain \$100 for funeral memorial, or to issue a check for \$100, to the next of kin upon the death of a member.

Article VIII

Funeral

Section 1. Upon the death of a Post member, the Chaplain or Post Commander shall ascertain from the deceased member's family if they desire a Legion funeral. In the event a Legion ceremony is desired by the family the Post Sergeant-at-Arms shall ascertain the services are conducted in conformity with the United States Army, Navy, Air Force or Marine Corps regulations for Military Burials and with the National's Department Regulations for Legion Funerals.

Section 2. Immediately upon the death of a member, the Chaplain shall post as complete as possible what details are available on the Post bulletin board.

Article IX

Post Maintenance

Section 1. The Commander ,with the approval of the Executive Committee, shall appoint a House Committee of seven members. The responsibilities of this committee shall be the management of the operation, administration and maintenance of the Post's physical facilities.

Section 2. The House Committee shall select their own chairman but shall be responsible to the Executive Committee. A quorum shall consist of four members.

Section 3. The House Committee shall appoint a Post member for Bar Chairman who shall supervise the operation of the Bar Facilities.

Article X Post Booking

Section 1. The House Committee shall appoint the Booking Agent who shall be responsible only to the Chairman of the House Committee.

Section 2. All Post 615 members, Legion or Aux. or SAL , in good standing and have been a member of Post 615 for at least one calendar year are eligible for hall rental for his/her personal use at fifty percent of the normal rate, excluding miscellaneous fees.

Article XI Miscellaneous

Section 1. The Post 615 Commander shall have a voting right on all committees, but only to break a tie.

Section 2. Alcoholic beverages shall not be allowed into the regular meeting

Section 3. These By Laws may be amended at any time, after two readings at consecutive regular meetings, by an affirmative majority vote by the members present at the second reading.

These By Laws shall be effective _____ and shall remain until properly amended.

From Committee on _____

First reading on _____

Second reading on _____

Approved on _____

By Laws Committee:

Bob Shaffner - Commander

Norm Pestlin – Past Commander

Dave Montee – Past Commander

Bill Mc Nellis – Acting Chaplain

