

HILLSBORO POST #6, THE AMERICAN LEGION, DEPARTMENT OF OREGON
BY-LAWS

ARTICLE I

- Section 1. The Post existing under these By-Laws is to be known as Hillsboro Post #6, The American Legion, Department of Oregon.
- Section 2. The mission of this Post is as set forth in the National Constitution of The American Legion.

ARTICLE II—MANAGEMENT

- Section 1. The government and management of the Post is entrusted to an executive committee of 10 members, to be known as the “Executive Committee”.
- Section 2. The Executive Committee shall consist of three members at-large in addition to the Officers of the Post and the last Past Post Commander. The Officers of this Post shall be elected to a one year term. Executive Committee Members shall be elected to a rotating 3 year term, one member per annum.
- Section 3. All vacancies existing in the Executive Committee, or in any office of this Post for any cause other than expiration to the term, shall be filled by the majority vote of the remaining members of the committee, and a person so appointed shall hold office for the unexpired term of the member of the committee or office whom he/she succeeds. A vacancy shall exist when a member or officer is absent from his/her office for a continuous period considered detrimental to the interest of the Post by a majority of the Executive Committee.

ARTICLE III-- EXECUTIVE COMMITTEE

- Section 1. The Post Executive Committee shall meet for organization and such other business as may come before it at the call of the Post Commander, within 10 days after the installation of the new officers. Thereafter, the Executive Committee shall meet at the call of the Post Commander at least once a month or as often as said Commander may deem necessary. The Commander will call a meeting of the Executive Committee upon the joint written request of three or more members of said Executive Committee, six members of the committee shall constitute a quorum thereof.

Section 2. The Post 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 chairmen; and generally, shall have charge of and be responsible for the management of the affairs of this Post.

Section 3. In the event of a Declaration of Emergency pursuant to Section XIV of these bylaws, the Post Executive Committee, upon proper notification thereof, is authorized to take such actions, make such decisions and/or reasonable expenditures as required to mitigate such emergency. With the approval of 2/3rds of the Committee present, the Post Finance Officer shall expedite dispersal of any necessary funds and in that regard, shall prepare a report to the membership for presentation at the proceeding of the next general meeting.

ARTICLE IV.—POST MEETINGS

Section 1. The Post shall meet at least once a month September through June.

Section 2. Time and place to be set annually at the June meeting.

Section 3. The Post Commander or a majority of the Executive Committee shall have the authority to call a special meeting of the Post at anytime.

Section 4. Nine members shall constitute a quorum for a general meeting.

ARTICLE V—ELECTIONS

Section 1. Election of Post Officers shall be held annually at the May meeting. Officers shall be installed at the June meeting.

Section 2. Elections will be by voice vote, unless there are two or more candidates for the same position, then voting will be done by ballot.

Section 3. The following will be elected to a one year term, Commander, Vice-commander, Adjutant, Finance Officer, Chaplain, and Sergeant-at-Arms. One member at-large will be elected for a three year term.

Section 4. Those so elected and properly installed shall take office at the close of the June meeting.

ARTICLE VI—DUTIES OF OFFICERS

- Section 1. POST COMMANDER. The Post Commander shall be the chief executive officer of the Post. The Post Commander shall preside over all meetings of the Post and have general supervision over the business and affairs of the Post. He/she shall have fiduciary responsibility and shall approve all orders directing the disbursement of funds and shall make an annual report covering the business of the Post for the year, and recommendations for the ensuing year, which will be read at the annual meeting and copy thereof immediately forwarded to the Department Adjutant. He/she shall perform such other duties as directed by the Post.
- Section 2. POST VICE-COMMANDER. The Vice-Commander shall assume and discharge the duties of the office of Commander in the absence or disability of, or when called upon by, the Post Commander.
- Section 3. POST ADJUTANT. The Adjutant shall have charge of and keep full and correct records of all proceedings of all meetings, keep such records as the Department and National organizations may require, and under direction of the Commander, handle all correspondence of the Post and shall share fiduciary responsibility in the business of the Post.
- Section 4. POST FINANCE OFFICER. The finance Officer of the Post shall have charge of all finances and see that they are safely deposited in some 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 he may deem expedient or necessary for raising funds with which to carry on the activities of the Post. He/she shall sign all checks disbursing the monies of the Post. He/she shall furnish such surety bond in such sum as shall be fixed by the Post Executive Committee. The Finance Officer shall share fiduciary responsibility in the business of the Post and shall chair any investment committee.
- Section 5. POST CHAPLAIN. The Post Chaplain shall be charged with the spiritual welfare of the Post comrades and will offer divine but non-sectarian service in the event if dedications, funerals, public functions, etc., adhere to such ceremonial rituals as are recommended by the National or Department Headquarters from time to time.

Section 6. POST SERGEANT-AT-ARMS. The Post Sergeant-at-Arms shall preserve order at all meetings and shall perform such other duties as may be from time to time assigned to him/her by the Post Executive Committee. He/she shall see that no one entering the Post shall remain a stranger.

ARTICLE VII—DELEGATES

Section 1. Delegates and alternates to the Department Convention shall be elected by manor selected by Post at the May meeting and installed at the June meeting.

ARTICLE VIII—APPOINTMENTS

Section 1. The Post Commander, immediately upon taking office each year, shall appoint the following standing committees: Membership, House, Finance, Investment, Legal, Rehabilitation, Americanism, Athletic and Child Welfare. Such standing committees shall consist of such members, and the chairman thereof, as shall be designated by the Post Commander.

ARTICLE IX—DUTIES OF COMMITTEES

Section 1. MEMBERSHIP COMMITTEE. The Membership Committee shall have charge of all matters pertaining to the membership of the Post, including the procuring of new members, reinstatement and eligibility of members.

Section 2. HOUSE COMMITTEE. The House Committee shall have charge of all matters pertaining to the care of the Post quarters.

Section 3. FINANCE COMMITTEE. The 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 4. LEGAL COMMITTEE. The Legal Committee shall be charged with the legal supervision of Post affairs and audit of Post financial accounts.

Section 5. REHABILITATION COMMITTEE. The Rehabilitation Committee shall supervise all matters pertaining to service to comrades, their general health and welfare and to provide guidance with disability claims.

Section 6. AMERICANISM COMMITTEE. The Americanism Committee shall be charged with the inspiration of patriotism and citizenship by arrangements for proper observance of patriotic occasions; encouragement of patriotic and civic phases of instruction in schools; teaching the history of our founding, the importance of our constitution, loyalty to our flag and proper respect for our laws.

Section 7. ATHLETIC COMMITTEE. The Athletic Committee shall be charged with the promotion of physical development and clean sportsmanship by the organization of Post athletic teams and by cooperation and support of the general recreational and athletic programs of the community.

Section 8. CHILD WELFARE COMMITTEE. The 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 welfare and in coordinating with services and agencies in the community for the above purposes. To act as intermediary for the needy child of a veteran in fulfillment of the Legion's pledge that "no child of a veteran shall be in need of the necessities of life" and our pledge of "a square deal for every child".

ARTICLE X—NOTICES

Section 1. Every member of this Post shall furnish the Post Adjutant with his or her mailing address, e-mail address and telephone number as necessary for notification and correspondence purposes.

Section 2. The Post Adjutant shall cause notice of the annual election to be given at least two weeks prior thereto.

ARTICLE XI—RULES OF ORDER

Section 1. All proceedings of this Post shall be conducted under pursuant to Roberts' Rules of Order, except as herein otherwise provided.

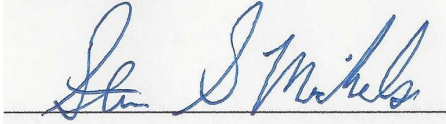
ARTICLE XII—LIMITATIONS OF LIABILITIES

Section 1. 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, members off the American Legion, or other individuals, corporations or organizations.

ARTICLE XIII—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(s) shall have been submitted in writing and read at the preceding regular meeting of said Post; and provided, further, that written notice shall have been given to all members at least fifteen days in advance of the date when such amendment(s) is (are) scheduled for a vote.

Adopted by the members of Hillsboro Post #6, Department of Oregon this 12th day of April, 2016.

A handwritten signature in blue ink, reading "Steven S. Michels", written over a horizontal line.

Steven S. Michels, Commander, Hillsboro Post #6

A handwritten signature in blue ink, reading "David Bogner", written in a cursive style.

Attest: _____

David Bogner, Adjutant, Hillsboro Post #6