

**BYLAWS OF VERDE VALLEY POST NO. 25  
OF THE AMERICAN LEGION DEPARTMENT OF ARIZONA  
REVISION 1 AUGUST 15, 2022**

**ARTICLE I – OBJECTIVES**

Section 1. The objectives of these Bylaws is to implement the Constitution of Verde Valley Post No. 25, the American Legion Department of Arizona, hereafter referred to as the 'Post'.

**ARTICLE II – EXECUTIVE COMMITTEE**

**Section 1.** After the installation of new Post Officers, the Executive Committee, hereafter referred to as the 'E-Committee', shall meet for the organization and other such business as may come before it within 14 days. As such, the E-Committee is the management of the Post.

**Section 2.** The E-Committee shall meet at the Post at least once per month or more often as deemed necessary by the Commander.

**Section 3.** The Commander shall preside at all E-Committee meetings. In the absence of the Commander, the First Vice Commander or Second Vice Commander, in that order, shall preside.

**Section 4.** E-Committee meetings are open to all Post members in good standing. A Post member other than an E-Committee member shall have no voice unless that member has been recognized by the presiding Officer. However, if a matter comes before the E-Committee that requires privacy or discretion, then Post members may be excluded. In such occurrences, the E-Committee shall report action taken at the next regular Post meeting.

**Section 5.** Minutes shall be kept at all E-Committee meetings by the Adjutant or other Officer in his/her absence. After approval of the E-Committee minutes, they shall be read aloud or distributed at the next regular Post meeting.

**Section 6.** All vacancies existing in the E-Committee, or in any office of the Post from any cause other than the expiration of the term, shall be filled by a majority vote of the remaining members of the committee. A person so elected shall hold office for the unexpired term of the officer whom he/she succeeds.

**ARTICLE III – OFFICER DUTIES**

**Section 1. All Officers**

**A.** All Officers shall be familiar with their respective Post position as described in the latest revision of the American Legion Officer's Guide.

## **ARTICLE III – OFFICER DUTIES (Continued)**

### **Section 2. Commander**

- A.** The Post Commander, hereafter referred to as the 'Commander', shall preside at all meetings of the Post and have general supervision over the business and affairs of the Post. As such, the Commander shall be the chief executive officer of the Post.
- B.** The Commander shall appoint Post Committees per Article V and Delegates for District and Department Conventions per Article IV.
- C.** The Commander shall approve all orders directing the disbursement of funds. He/she shall make an annual report covering the business of the Post for the past year, and make recommendations for the ensuing year. The annual report shall be read at the regular Post meeting in April and a copy thereof immediately forwarded to the Department Adjutant.
- D.** The Commander shall appoint an Audit Committee consisting of three (3) members none of whom shall be the Commander, Finance Officer, Adjutant, or anyone handling Post funds.
- E.** The Commander shall have in possession a Post ATM card or Post Credit Card for electronic transactions required to conduct business for the Post.
- F.** The Commander shall perform such other duties as directed by the Post membership.

### **Section 3. First Vice Commander**

- A.** The First Vice Commander shall assume and discharge the duties of the Post Commander in his/her absence or disability, or when called upon by the Post Commander.
- B.** The First Vice Commander shall be the Chairperson of the Membership Committee.

### **Section 4. Second Vice Commander**

- A.** The Second Vice Commander shall assume and discharge the duties of the Post Commander in the absence or disability of both the Commander and First Vice Commander or when called upon by the Post Commander.
- B.** The Second Vice Commander shall be the Chairperson of all social and planning activities.

### **Section 5. Adjutant**

- A.** The Adjutant shall have charge of and keep a full and correct record of all meeting minutes, and keep such records as the American Legion Department of Arizona and the American Legion National Organization may require. These records shall be locked to control access. The Adjutant serves as the Office Manager of the Post.
- B.** The Adjutant shall be familiar with the guidance of the American Legion Posts Adjutants Manual.

## **ARTICLE III – OFFICER DUTIES (Continued)**

### **Section 5. Adjutant (Continued)**

- C.** All digital records maintained by the Adjutant shall be frequently backed up to a portable hard drive or to a cloud storage account.
- D.** The Adjutant shall report membership annually or when called upon at a meeting.
- E.** Under direction of the Commander, the Adjutant shall handle all Post correspondence.
- F.** After 7 fiscal years, the Adjutant, under direction of the E-Committee, may discard all Post records not deemed necessary for long term storage.

### **Section 6. Finance Officer**

- A.** The Finance Officer shall have charge of all Post finances and associated records. He/she shall receive all funds of the Post and ensure that they are safely deposited into the Post bank account. Financial records shall be locked to control access.
- B.** All digital records maintained by the Finance Officer shall be frequently backed up to a portable hard drive or a cloud storage account.
- C.** The Finance Officer shall pay bills approved by the E-Committee by signing all checks disbursing the monies of the Post. In addition, he/she shall have in possession a Post ATM card and/or Post Credit Card for any electronic transactions required to conduct the financial business for the Post.
- D.** The Finance Officer shall report Post finances once per month to the Executive Committee and to the Post membership.
- E.** The Finance Officer shall ensure the Post financial surety bonds are maintained current for the amount required by the Constitution.
- F.** The Finance Officer shall prepare the annual finance report for audit and prepare tax returns for approval by the E-Committee.
- G.** After 7 fiscal years, the Finance Officer, under direction of the E-Committee, may discard all Post financial records not deemed necessary for long term storage.

### **Section 7. Sergeant-at-arms**

- A.** The Sergeant-at-arms shall preserve order at all meetings, greet and escort visitors, and maintain the sign-in register at meetings.
- B.** The Sergeant-at-arms shall be responsible for the setup and tear down of Post colors, emblems, fixtures, and placards at meetings, as required.
- C.** The Sergeant-at-arms shall perform other such duties assigned to him/her from time to time by the E-Committee.

## **ARTICLE III – OFFICER DUTIES (Continued)**

### **Section 8. Chaplain**

- A.** The Chaplain shall be charged with the spiritual welfare of Post members and offer a prayer invocation at Post meetings, events, and other activities.
- B.** The Chaplain shall be familiar with the guidance American Legion Chaplains Handbook.
- C.** At the E-Committee direction, the Chaplain will send cards in the name of the Post to ill, hospitalized, and Post Everlasting members of the Post, SAL, and Riders.

### **Section 9. Judge Advocate**

- A.** The Judge Advocate shall advise the Post membership and the E-Committee on all matters based on his/her American Legion experience and interpretation of the Post Constitution and Post Bylaws.
- B.** The Judge Advocate shall be the guardian of the parliamentary procedure during Post meetings per Article IX.

### **Section 10. Historian**

- A.** After Post Officers for a new year are sworn in, the Historian shall be charged with documenting activities and significant events for the ensuing year. The documentation shall be in the form of a physical or digital Post history record or yearbook. Activities recorded include Officer Installations, community activities, fund raisers, Convention attendance, and dignitary visits.
- B.** At the end of the year, the Historian shall make the historical record available to the E-Committee for review and finally to all members of the Post.

### **Section 11. Veteran Service Officer**

- A.** The Veteran Service Officer, hereafter referred to as the VSO shall supervise all matter pertaining to veteran and dependent rights and benefits granted by both Federal and Arizona law, and offer assistance in acquiring such benefits.
- B.** The VSO shall be familiar with the American Legion Post Service Officer Guide.

### **Section 12. Executive Committeeman**

- A.** Three Executive Committeemen shall serve as at-large voting officers on the Executive Committee.

### **Section 13. Webmaster**

- A.** The Webmaster shall be responsible for keeping the website content updated as required by the Commander and ensuring that the website domain name and internet service provider costs are paid on time.

## **ARTICLE III – OFFICER DUTIES (Continued)**

### **Section 14. Newsletter Editor**

**A.** The Newsletter Editor shall be responsible for preparing and issuing the Post newsletter on a monthly basis as directed by the Commander.

## **ARTICLE IV – CONVENTION AND CONFERENCE DELEGATES**

**A.** Delegates and alternates to a Department Convention or Fall Conference shall be the Commander and those members appointed by the Commander with special consideration being given to Post Officers and other members desiring to attend.

**B.** The number of Delegates is determined by the Department of Arizona. Credentials to attend the Convention or Conference shall be paid by the Post prior to attendance.

**C.** All attendees to the Department Convention or Fall Conference shall be entitled to a portion of his/her expenses for attending, provided it is approved by the Post membership and adequate funds exist in the Post treasury.

## **ARTICLE V - COMMITTEES**

**Section 1.** The Commander, immediately upon taking office each year, shall appoint the following standing and temporary committees, when required: Finance, Membership, Planning, House, Scholarship, Audit, Boys State and Oratorical, and Color Guard Committees and any others deemed necessary. All Committees shall consist of a Chairman and volunteer members.

**Section 2.** The Finance Committee shall be responsible for the administration of financial policy, preparation of budget recommendations, and supervision of receiving, disbursing, and accounting of all Post funds.

**Section 3.** The Membership Committee under supervision of the First Vice Commander shall have charge of all matters pertaining to the membership of the Post, including procuring new members, eligibility of members, and reinstatement of lapsed members.

**Section 4.** The Planning Committee under supervision of the Second Vice Commander shall have charge of all matters pertaining to coordination of hall rental and social activities.

**Section 5.** The House Committee shall have charge of all matters pertaining to the Post building structural, environmental issues, equipment operability, and grounds upkeep.

**Section 6.** The Scholarship Committee shall have charge of all matters pertaining to the Post scholarship awards including applications, requirements, fundraising, and awards.

**Section 7.** The Audit Committee consisting of members per Article III, Section 2, Item D, shall conduct the annual audit of the Post Finance Officer's books to be completed prior to new Officer installation and reported to the Post membership during the first regular meeting in June.

## **ARTICLE V – COMMITTEES (Continued)**

**Section 8.** The Boys State and Oratorical Committee shall have charge of all matters pertaining to the recruitment of high school contestants, conducting the associated competition in the related subject areas, and coordinating winner/delegate attendance to the state level programs.

**Section 9.** The Color Guard Committee shall consist of three (3) or more members in good standing of the American Legion Post, Auxiliary Unit, and/or the Sons of the American Legion Squadron. When directed by the Post Commander, the Color Guard will participate in events such as veteran funerals, Memorial Day gatherings, Veteran’s Day activities, parades, or other occasions when it is considered to be good public relations to participate.

## **ARTICLE VI – 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. A copy of the resolution 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.

## **ARTICLE VII – MEETINGS**

**Section 1.** The Post E-Committee and membership meetings shall be held at least once per month at 480 S. Calvary Way, Cottonwood, AZ, 86326. The meetings shall be at the time and date specified in the Standing Orders and posted monthly on the Post website calendar, <https://alpost25az.org>.

**Section 2.** The Post membership meetings shall be used to transact such business as may properly be brought up for action by members and/or the E-Committee. Such meetings may also include guest speakers or be converted into entertainment meetings, as deemed appropriate by the E-Committee.

**Section 3.** For regular Post meeting to conduct business, twelve (12) members in good standing including Officers shall constitute a quorum.

**Section 4.** The Commander or a majority of the Executive Committee shall have power to call a special meeting of the Post at any time.

**Section 5.** Upon the written request of two (2) or more members of the Post membership, the Commander shall call a special meeting of the Post.

## **ARTICLE VIII – NOTICES**

**Section 1.** To maintain contact with membership, every Post member shall furnish the Post Adjutant with his or her address for mailing purposes. The Post member should also provide an email address and phone number. All such contact information should be kept up to date by the member.

## **ARTICLE VIII – NOTICES (Continued)**

**Section 2.** The Adjutant shall provide notice of the annual election at least two (2) weeks prior to the election meeting. Meeting notification shall be announced by email, the Bugle newsletter, and/or the Post website calendar, <https://alpost25az.org>.

## **ARTICLE IX – RULES OF ORDER**

**Section 1.** All proceedings of the Post shall be conducted in accordance Parliamentary Rules in accordance with Roberts' Rules of Order, revised.

## **ARTICLE X – LIMITATION OF LIABILITIES**

**Section 1.** This Post shall not incur any liability or obligation which shall cause liability or obligation to any other Post, members of the America Legion, other individuals, or other organizations.

## **ARTICLE XI – WEBSITE**

**Section 1.** The Post shall maintain a website using the domain name of <https://alpost25az.org>. The website shall serve as an information platform for Post members, prospective members, and the general public.

**Section 2.** Expenses for maintaining the domain name and the internet service provider (ISP) shall be submitted to the E-Committee for payment authorization, or charged on the Post ATM card or credit card.

## **ARTICLE XII – STANDING ORDERS**

**Section 1.** The Standing Orders shall provide administrative guidance and procedures for the Post membership to consistently conduct day to day activities and ensure continuity when members responsible for implementing such Standing Orders change.

**Section 2.** The Post shall maintain a list of Standing Orders to include, Meeting Times, Post Dues, Bar Rules, Kitchen Rules, House Rules of Conduct, Post Events, Maintenance of the Facility, Sexual Harassment, Cyber Security, and other subjects as deemed necessary by the E-Committee. The Standing Orders are private and shall not be posted on the Post website.

**Section 3.** Standing Orders can be changed at any time. Such changes shall be approved at a regular membership meeting by a voting majority of those present.

**Section 4.** Within 30 days of the new Officer installation, the Standing Orders shall be reviewed for creation, revision, cancellation, or new requirements to existing Standing Orders.

## **ARTICLE XIII – AMENDMENTS**

**Section 1.** These Bylaws are adopted subject to the provisions of the Bylaws of the National organization, and the Department of Arizona. Any amendment to the 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 Post Bylaws to the extent of such conflict. The Post shall review the National Bylaws following the close of the National Convention and update these Bylaws accordingly within 90 days.

**Section 2.** The amendment shall be submitted in writing and read at a regular meeting. After the first reading all Post members shall be notified at least thirty (30) days prior to the next regular meeting when such amendment is to be read again and voted upon. After the second reading of the proposed amendments, it may be adopted by a vote of two-thirds (2/3) of the members in attendance.



**AMERICAN LEGION POST 25  
THE AMERICAN LEGION  
DEPARTMENT OF ARIZONA**

AMENDMENT TO THE BYLAWS

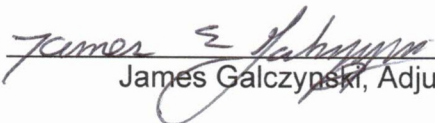
The Bylaws for American Legion Post 25 have been completely revised to incorporate changes to the National Constitution and to improve functioning of the Post.

We hereby certify that the amendment to the Bylaws was read at two meetings and adopted on with a quorum being present by a two-thirds vote.

First reading: April 18, 2022

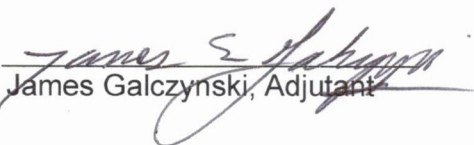
Second reading and adoption: August 15, 2022

Submitted By:  Date 8/15/22  
Debra Dexter, Chairperson,  
Constitution and Bylaws Committee

Approved By:  Date 8/15/22  
James Galczynski, Adjutant

Approved By:  Date 8/15/22  
Nancy Hay, Commander

Transmitted to the Judge Advocate, Department of Arizona, Alfred Quintana, quintana@cox.net

on Date 8/15/22 By:   
James Galczynski, Adjutant