



**BY-LAWS
OF
STAFFORD POST 290
DEPARTMENT OF VIRGINIA
THE AMERICAN LEGION**

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ARTICLE I - NAME

Section 1. The following By-Laws shall govern Stafford Post 290, Department of Virginia, THE AMERICAN LEGION.

ARTICLE II – MANAGEMENT

Section 1. The government and management functions of the Post are entrusted to an Executive Committee as defined in Article VII of the Constitution, to be known as “The Executive Committee”.

Section 2. The Executive Committee shall consist of six (6) members in addition to the Commander, First, Second, and Third Vice Commanders, Finance Officer, Judge Advocate, Service Officer, Chaplain, Historian, Sergeant-at-Arms, Adjutant, the Junior Past Commander, all who shall be entitled to a vote, and in addition, all other Past Commanders in good standing shall be entitled to voice only.

Section 3. Any officer may be removed from office for inefficiency, after investigation and recommendation of the Executive Committee, and by a two-thirds (2/3) vote of the members voting at any regular meeting by secret written ballot.

Section 4. Every Officer of this post shall serve as advisor to his successor of office for a period of at least three (3) months following expiration of term of office of said officer.

Section 5. Any resignation shall be submitted in writing to the Executive Committee and shall be tabled for fifteen (15) days for consideration for the good of the Legion. In event the resignation is accepted the vacancy will be filled by the Executive Committee for the remainder of the term.

ARTICLE III – DUTIES OF THE OFFICERS

Section 1. POST COMMANDER. It shall be the duty of the Post Commander to preside over all meetings of the Post and to have general supervision over the business and affairs of the Post, and such officer shall be the Chief Executive Officer of the Post. The Post Commander 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 shall be read at the annual meeting and a copy thereof immediately forwarded to the Department Adjutant. The Post Commander is an ex-officio member of all committees.

Section 2. **VICE COMMANDER.** The Vice Commander shall assist and discharge the duties of the office of Commander in the absence or disability of the commander, or when called upon, by the Post Commander. The Vice Commander shall also render annual reports on membership, or when called upon at a meeting.

Section 3. **POST ADJUTANT.** The Post Adjutant shall have charge of and keep a full and correct record of all proceedings of the Post, keep such records as the Department and National organizations may require, and under direction of the Commander handle all correspondence of the Post. The Post Adjutant is an ex-officio member of all committees.

Section 4. **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 to the Post Membership the conditions of the finances for the Post, with such recommendations as he/she may deem expedient or necessary for raising funds with which to carry on the activities of the Post. The Finance Officer shall be bonded in such sum as shall be fixed by the Post Membership and shall be the Chairman of the Finance Committee. He/she shall keep records of all receipts and expenditures with supporting vouchers, using the suggested forms of National Headquarters, The American Legion.

Section 5. **SERVICE OFFICER.** The Service Officer shall disseminate such information and instruction as may be helpful in dealing with affairs of disabled veterans, matters concerning the administration of the Department of Veterans Affairs or Adjusted Compensation Law, claims of ex-servicemen against the United States Government.

Section 6. **POST HISTORIAN.** The Post Historian shall consolidate the reports of all memorial exercises held during his term of office. The Post Historian shall be the custodian of such books, manuscripts, pamphlets, and like possessions relating to the Wars belonging to the Post. The Post Historian shall be charged with maintaining individual records and incidents of the Post and duties as may properly pertain to the office as may be determined by the Post Executive Committee.

Section 7. **CHAPLAIN.** The Chaplain shall be charged with maintaining the spiritual welfare of the Post comrades and will offer divine but non-sectarian service in the event of dedications, funerals, etc., adhere to such ceremonial rituals as are recommended by the National or Department Headquarters from time to time.

Section 8. **SERGEANT-AT-ARMS.** The Sergeant-at-Arms shall receive all visitors, take their names, Post Numbers, and purpose of their visit, and pass this information on to the Adjutant for introduction to the membership. The Sergeant-at-Arms shall escort all distinguished guests to the Commander immediately, and may challenge any member for good standing whenever he/she sees fit to do so and shall preserve order at all meetings. The Sergeant-at-Arms shall ensure that the color bearers place the colors in their proper place during the Post meetings, and shall perform such other duties as may be assigned from time to time by the Post Commander.

Section 9. **JUNIOR PAST COMMANDER.** The Junior Past Commander shall be an advisor to the Commander and assist him in executing his duties as Commander.

ARTICLE IV – DELEGATES TO CONVENTIONS

Section 1. Delegates and alternates to a Department Convention shall be selected by ballot by the Post at a regular or special meeting of the Post to be held at least twenty (20) days prior to the date of such convention.

Section 2. Delegates and alternates to the District Convention shall be appointed by the Commander.

ARTICLE V – STANDING COMMITTEES

Section 1. The Post Commander immediately upon taking office each year, shall appoint the following standing committees: 1. Membership; 2. House; 3. Ways and Means; 4. Finance; 5. Legal; 6. Entertainment; 7. Rehabilitation and Service; 8. Child Welfare; 9. Athletic; 10. Publicity; 11. Americanism; 12. Defense.

Section 2. The Membership Committee shall consist of a Chairman (who shall be the First Vice Commander) and six (6) members, who shall have charge of all matters pertaining to membership and shall investigate the qualifications and eligibility of all applications for membership and in the event of their disapproval, report same to the Post membership and shall announce at each meeting of the Post the names of all approved candidates and their sponsors.

Section 3. The House Committee shall consist of a Chairman (who shall be the Second Vice-Commander Fire Marshal) the Sergeant-at-Arms and five (5) members appointed at large from the roster of the Post, three (3) of whom will be Past Commanders.

A It shall have control of the building and grounds and shall be responsible for the maintenance, equipment, janitorial service, ordering of the fuels, police, neatness of grounds, fire inspection and monthly inventory of stored supplies, and equipment owned by the Post.

It will draw up Rules and Regulations governing the use of the Club, the Fire Plan for the building, the duties of the janitor and such other persons as are required for the maintenance and upkeep of the building. The Committee shall keep a monthly chart of organizations using the building and a copy shall be furnished to each member of the House Committee. They will be conspicuously posted in the building.

Recommendations will be submitted to the Post Membership to hire janitors

and/or such other persons as are required for the maintenance and upkeep and custodial services for the building and further recommend a list of names authorized by the House Committee to hold keys to any locks used in or out of the building.

Section 4.The Finance Committee shall consist of a Chairman (who shall be the Finance Officer), the Chairman of the Ways and Means Committee, and three (3) members appointed at large from the roster of the Post. It shall be charged with the administration of the financial policy, preparation of budget recommendations, and supervision of receiving, disbursing and accounting of Post monies.

Section 5.The Legal Committee shall consist of a Chairman (who shall be the Judge Advocate) and two (2) members, legally qualified if possible, or past Post Officers. The Legal Committee shall be charged with the legal supervision of the Post affairs, and audit of Post financial accounts.

Section 6. The Ways and Means committee shall consist of a Chairman (who shall be the Third Vice-Commander) and five (5) members appointed at large from the roster of the Post. It shall be responsible for:

The conduct of periodic and regular money making activities conforming to policies of the Post.

All special money making functions sponsored by the Post.

It shall make recommendations to the Post Membership for ways and means of accomplishing the above.

The Entertainment Committee shall consist of a Chairman (who will be the Third Vice Commander) and three (3) or more members appointed at large from the roster of the Post. It shall be charged with arrangement of social activities the promotion of club advantages, the entertainment for Post meeting, such as speakers, music, refreshments, etc.

Section 7. Rehabilitation and Service Committee shall consist of a Chairman (who shall be the Service Officer) and four (4) members appointed at large from the roster of the Post. It shall be charged with all matters pertaining to service to comrades in the prosecution of all just claims against the United States or State Government, employment, relief, etc. It shall be on the alert at all times to see that every veteran and member of this Post is receiving what is due him or her.

Section 8. The child Welfare Committee shall consist of a Chairman and such other members as deemed necessary, appointed at large from the roster of the Post. It shall be charged with the aid and service to children of Veterans, laboring for the betterment of child conditions and in coordinating services and agencies in the community for the above purposes, to act as intermediary for the needy child of the veteran in obtaining the fulfillment of the Legion's pledge that "no child of a World War Veteran shall be in need of the necessities of life" and "a square deal for every child."

Section 9. The Athletic Committee shall consist of a Chairman (who shall be the Athletic Officer) and such other members as are deemed necessary, appointed at large from the roster of the Post. It shall be charged with the promotion of physical development and clean sports by the organization of Post Athletic teams, recreation etc., and by cooperation and support of the general recreational and athletic programs of the community.

Section 10. The Publicity Committee shall consist of a Chairman and other members as needed from the roster of the Post. It shall be charged with the promotion of public support of the Legion's program, by the establishment of proper contact with the American Legion magazine, Department and National News Service and by local publicity of Post programs and activities and the preparation of a monthly news bulletin of the Post program and activities.

Section 11. The Americanism Committee shall consist of a Chairman, two (2) vice-chairmen and such other members as are deemed necessary appointed at large from the roster of the Post. A vice-chairman shall be responsible for each sub-committee. It shall be divided into two (2) sub-committees as follows:

Patriotism activities: A The Patriotism sub-committee shall be charged with the inspiration of patriotism and good citizenship by arrangements for proper observance of patriotic and civic phases of instruction in schools.

Subversive activities. The Subversive activities sub-committee shall be charged with Americanism of aliens, combating anti-American propaganda by the education of the general public in American ideals through public forums and activities for community and civic betterment.

Section 12. The Defense Committee shall consist of a Chairman and such members as are deemed necessary, appointed at large from the roster of the Post. It shall work with, and coordinate Legion efforts with the local defense council on matters pertaining to national, civilian, and home defenses. To assist the armed forces of the in recruiting efforts and in every way be active in community activities for the defense of the nation and the security of the home.

Section 13. The Nominating Committee shall consist of a Chairman and four (4) members of the Post at large. The Post Commander shall appoint only the chairman of the nominating committee. The nomination committee shall report at the regular meeting during the month of April with the proposed slate of new officers. Election of officers will be held at the regular meeting in May and nominations will be accepted from the floor. The new officers will be installed in June.

Section 14. The Mr. Legionnaire Committee will consist of all past Legionnaires of the year, and the Post Commander. This committee shall meet and report to the Post

Commander in the month of April.

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 embody the opinion of this Post on the subject and a copy of same shall be forwarded to 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 regular meeting of the Post shall be held at the Legion Home on the second Tuesday of every month at which may be transacted such business as may properly come before it; such meetings may be converted into entertainment meetings as may be deemed advisable by the officers of the Post.

Section 2. The Post Commander shall have the power to call a special meeting of the Post at any time with notice of at least three (3) days in advance.

Section 3. Ten (10) members shall constitute a quorum.

Section 4. The Executive Committee shall meet at the Post Home on the fourth Monday of each month. A quorum of seven (7) members of the Executive Committee shall be required to be present to conduct Post business.

Section 5. The Post Commander shall have the power to call an emergency meeting of the Executive committee at any time. A quorum of seven (7) members will be required in order to conduct legitimate business of the Post.

ARTICLE VIII – NOTICES

Section 1. Every member shall furnish the Post Adjutant with his or her address for mailing purposes. Every member who has an e-mail address will be requested to provide that address if available and phone number for additional communication purposes.

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

ARTICLE IX – RULES OF ORDER

Section 1. All proceedings of this post shall be conducted under and pursuant to Robert's Rules of Order, except as herein otherwise provided.

ARTICLE X – LIMITATIONS OF LIABILITIES

Section 1. The post shall not incur or cause to be incurred any liability or obligations whatever, which shall subject to liability any other Post, sub-division, group or men, members of the American Legion, or other individuals, corporations or organizations.

ARTICLE XI – RECORDS

Section 1. All records of all officers, elected or appointed, chairmen of all committees, books, of account are the personal property of Post 290 and no individual member, chairmen or persons holding office shall have any right thereto, as an individual. All persons possessing such records except during their term of office shall turn in same to Adjutant.

ARTICLE XII-POST OPERATION

Section 1. Club Room Operation. Stafford American Legion Post 290 operates a “Club Room” for the enjoyment of its members and guest. The following Club Room Rules and Regulations shall apply to the operation of the Club. These Rules and Regulations are posted conspicuously in the Club Room at all times.

1. No person is to be behind the bar except the duty Bartender or another ABC Manager when asked by the Duty Bartender.
2. No person under 21 years of age will be allowed at the bar.
3. No Gambling is allowed at the bar.
4. No Profanity or abusive language will be allowed in Club Room
5. All members must present their Legion I.D. Card to the Duty bartender if requested.
6. All Guests must sign the guest book and be signed in by a member that knows them. When the guests sponsor leaves, the guest must leave or be signed in by another member that knows them.
7. No disorderly conduct will be allowed in the club. (Automatic suspension of club privileges will apply, the length of the suspension to be determined by the Executive Committee.
8. All members’ liquor bottles must have the owners name on it.
9. The Club will be closed during post meetings.
10. No one under the age of 18 years of age will be allowed in the Club Room after 1800 hours.

11. No children will be allowed in the Club Room without their parent being present.

12. The Club manager must present the results of an audit and inventory of the Club at every monthly membership meeting .

13. Any person breaking these rules will answer to the ABC manager and executive committee.

Section 2. Junior Shooting Program. .

The American Legion Junior Shooting Sports Program

Is a three-part program that combines the Basic Marksmanship Course, Qualification Awards, and Air Rifle Competition. During the past decade of this program's continued fast growth, thousands of male and female junior shooters have participated, with a perfect safety record of no reported gun-related injuries. Participants in The American Legion Junior Shooting Sports Program can be of any gender, through the age of 18. Handicapped youth are encouraged to participate. Stafford American Legion Post 290 will participate in this program.

Basic Marksmanship Course

The Basic Marksmanship Course is a comprehensive instruction package for the beginning shooter who has little or no marksmanship experience. The course insures understanding by the student and easy use by the instructor. Gun safety and marksmanship fundamentals are taught through a balanced mix of short lecture or discussion followed by hands-on activity. The package of instruction and support materials include:

INSTRUCTOR'S GUIDE - Detailed information for the instructor to teach the course.

STUDENT HANDBOOK - Now in its third edition, this popular handbook is a comprehensive reference text for beginning shooters, thoroughly covering the fundamentals of position shooting.

LEARNING TOOLS - Six quizzes and a final exam.

Qualification Awards

If an effective job is done presenting the Basic Marksmanship Course, most graduates will want to keep improving their marksmanship skills. The National Rifle Association and the Civilian Marksmanship Program provide MARKSMANSHIP QUALIFICATION COURSES for AIR RIFLE. These courses offer personal skill developments ladder where individual shooters work to achieve established performance standards. Marksmanship Qualification Courses offer family fun and enjoyment that can last a lifetime. Junior shooters may enroll in these programs upon graduation from the Basic Marksmanship Course.

Competitive Shooting

Competitive shooting is not a sport, which gives an advantage to individuals of great size or strength. Physical fitness and stamina are important, but it is mental toughness and self-discipline, which determine success. Competitive shooting is also one of the few sports where men and women can compete as equals. It is truly a sport which is OPEN TO ANYONE willing to practice and to test his or her shooting skills on the firing line.

Students. American Legion Post 290 will conduct rifle marksmanship training on indoor/outdoor range facilities. Students whose parents or grandparents are members of the American Legion and are interested in safety/marksmanship training, will be encouraged to participate.

Coaches/Range Officers. American Legion Post 290 shall use fully qualified coaches and range officers. Coaches can complete a certification course if not already certified to instruct the basics of gun safety and marksmanship.