

**AMVETS
JONATHAN M. WAINWRIGHT
POST 1111**

**CONSTITUTION
AND
BYLAWS**

**REVISED AND ADOPTED
OCTOBER 16, 2013**

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POST CONSTITUTION

Preamble

We, the American Veterans who have served or are serving in the Armed Forces of the United States during and since World War II, fully realizing our responsibility to our community, to our state and to our nation, associate ourselves for the following purposes: to uphold and defend the Constitution of the United States; to safeguard the principles of freedom, liberty and justice for all; to promote the cause of peace and goodwill among nations; to maintain inviolate the freedom of our country; to preserve the fundamentals of democracy; to perpetuate the friendship and associations of these veterans; and to dedicate ourselves to the cause of mutual assistance, this by the grace of God.

Article I. Name

The name of this organization shall be AMVETS Jonathan M. Wainwright Post 1111 in the city of Walla Walla, Washington, and shall be hereinafter referred to as the Post.

Article II. Aims and Purposes

The aims and purposes of this organization are as follows:

1. To serve our country in peace as in war; to build and maintain the welfare of the United States of America toward lasting prosperity and peace for all its inhabitants.
2. To encourage, in keeping the policies of our Government, the establishment of a concrete plan to secure permanent international peace and assist in the maintenance of international peace.
3. To expedite and assist in the rehabilitation of the veteran by maintenance of employment services, sponsoring educational opportunities, providing counsel of insurance, housing, recreation, personal problems, hospitalization, and veterans benefits.
4. To act as a liaison agent between the veteran and the Government.
5. To provide an organization to encourage fellowship among all veterans of World War II, Korea, Vietnam, and those serving in the Armed Forces of the United States thereafter.
6. To keep the public forever reminded that the veterans of World War II, Korea, Vietnam, and those serving in the Armed Forces of the United States thereafter, fought and served to preserve peace, liberty, and democracy of their nation.
7. To inspire in our membership a sense of responsibility and to develop leadership for the preservation of our American democratic way of life.

8. To help divergent groups in the overall interest of American democracy.
9. To train our youth to become purposeful citizens in a democracy with full knowledge of the responsibilities as well as the privileges of citizenship.
10. To cooperate with all duly recognized existing veterans organizations in furtherance of the aims of the veterans of World War II, Korea, Vietnam and those serving in the Armed Forces of the United States thereafter.
11. To ensure the orderly return of the veteran to civilian life by protecting the rights as an individual while still in uniform.

Article III. Post Organization

Section 1. The Post shall be incorporated as a 501-(C) -19 non-profit organization with the State of Washington, Secretary of State, as approved by the Federal Internal Revenue Service.

Section 2. The Post shall maintain its Annual Validation in accordance with the provisions of the National Constitution and Bylaws.

Section 3. The Post shall be governed by the officers elected at the Annual Meeting in accordance with the Post Constitution and Bylaws.

Section 4. Membership in the Post or any Subordinate Organization shall be in accordance with the National Constitution and Bylaws.

Article IV. Membership

Section 1. Any person who served, or is currently serving in the Armed Forces of the United States of America at any time after September 15, 1940 is eligible for regular membership in AMVETS provided such service, when terminated by discharge, or release from active duty, by honorable discharge, honorable separation or general discharge under honorable conditions.

Section 2. Any American citizen, as an American citizen, who served in the Armed Forces of an allied nation of the United States any time after September 15, 1940 and before May 8, 1975, is eligible for regular membership in AMVETS provided such service when terminated by discharge or release from active duty be by honorable discharge or separation.

Section 3. No person who is a member of, or who advocates the principles of any organization believing in, or working for the overthrow of the United States Government by force, and no American citizen or permanent resident alien in the United States, one of its territories, possessions or the District of Columbia who refuses to uphold and defend the Constitution of the United States, shall be privileged to become or continue to be a member of this organization.

Section 4. All United States Reservists and National Guardsmen who are now serving, or have been honorably discharged since September 15, 1940, are eligible for regular membership in AMVETS provided such service when terminated by discharge or release is by honorable discharge or separation.

Section 5. Honorary membership shall not be granted.

Section 6. This Post shall be the judge of its membership, subject to the provisions of the Constitution and Bylaws of the National and Department organizations.

Section 7. Membership shall run from September 1 through August 31.

Section 8. Eligibility for membership and the rights and privileges of members shall be provided in the Constitution and Bylaws and the terms of membership and requirements for holding office within AMVETS shall not be discriminatory on the basis of race, color, religion, sex or national origin.

Section 9. Any member in good standing may change his or her Post in accordance with the National Constitution and Bylaws. No member shall be a member of more than one Post at any time.

Section 10. Any member changing his or her Post may do so without repaying the current membership dues.

Article V. Post Officers

Section 1. The Elected Officers of the Post shall include: The Commander, not more than three (3) Vice Commanders, Adjutant, Finance Officer, Judge Advocate and Provost Marshal.

Section 2. The Immediate Past Post Commander shall serve on the Executive Committee in an ex-officio capacity.

Section 3. The Commander may appoint trustees and other officers as prescribed by the National and Post Constitutions and Bylaws.

Section 4. The nomination and election of Post Officers shall be held annually according to the Post Bylaws.

Article VI. Executive Committee

Section 1. The Elected Officers, Immediate Past Post Commander, and Appointed Officers shall constitute the Executive Committee which will be charged with the administrative affairs, financial management, programs and property of the Post in accordance with the National and Post Constitutions and Bylaws.

Section 2. The Executive Committee shall formulate Post Policy and Procedures.

Section 3. The duties of each Elected Officer shall be defined by the Post Bylaws in accordance with the National Constitution and Bylaws.

Section 4. The duties of Appointed Officers shall be consistent with the purposes of the committees to which they have been appointed.

Section 5. Executive Committee voting rights shall be vested in the Elected Officers. The immediate Past Post Commander and Appointed Officers shall serve in advisory, ex-officio capacities.

Section 6. Elected and Appointed officers shall be accorded the opportunity to serve in their current capacities for as long as they are available, nominated and elected or appointed by the newly elected Post Commander.

Article VII. Committees and Meetings

Section 1. Post and Executive Committee meetings shall be held monthly in accordance with the Post Bylaws.

Section 2. Standing Committees shall meet twice yearly and provide written reports to the Executive Committee with recommendations for appropriate action.

Section 3. Select Committees shall meet as necessary and provide written reports to the Executive Committee with recommendations for appropriate action.

Section 4. Standing Committees shall include Constitution and Bylaws, Finance, Legislative, Membership, Programs, Hospital and Welfare, Veterans Services and Jonathan M. Wainwright Memorial Committee.

Section 5. Emergency or other special meetings shall be held as necessary to meet the need for calling the meeting.

Section 6. The current and newly elected officers shall meet jointly, within thirty (30) days following the election of new officers, in a Transitional Executive Committee Meeting to review the Post Constitution and Bylaws, Duties of Officers, Membership Status, Post Sponsored Programs, Finance, Records and other items considered essential for developing the Annual Master Plan to achieve the Aims and Purposes of AMVETS and to advance its Cause.

Section 7. Minutes of all committee meetings shall be taken by the Adjutant or a committee member as requested by the responsible officer. All committee reports shall be written, presented to the Post members by the committee chair or designee and submitted to the Post Adjutant for the Post Record.

Article VIII. Post Finance

Section 1. The Post shall be financed through member dues and planned fund-raising activities in accordance with IRS regulations and the Department and National Constitutions and Bylaws.

Section 2. All fund-raising activities shall be approved in advance by the Executive Committee and the Department Judge Advocate in accordance with the National Constitution and Bylaws.

Section 3. All financial matters shall be administered by the Finance Officer in conjunction with the Finance Committee when required.

Section 4. Membership dues shall be established in accordance with the National, Department and Post Constitutions and Bylaws. Life membership dues for 2010 shall be \$180.00, dues for the year 2011 shall be \$200.00, and dues for the year 2012 shall be \$250.00 as a minimum.

Section 5. The expenditure of Post funds shall be in accordance with provisions of the Post Bylaws.

Article IX. Amendments to Post Constitution and Bylaws

Section 1. This Constitution and Bylaws shall be amended in conjunction with the Post Constitution and Bylaws Committee. The Committee shall meet at least once annually to review the Constitution and Bylaws and make recommendations to the Executive Committee for more effective realization of the Aims, Purposes and Cause of AMVETS. The Committee may also convene at any time as requested by the Commander or Membership to prepare proposed amendments to the Constitution and Bylaws.

Section 2. Proposed amendments shall be submitted in writing through the Judge Advocate to the Executive Committee no later than sixty (60) days prior to the Annual Meeting.

Section 3. All Post members shall be informed of the proposed amendments and voting on the amendments through the April and May Newsletters but no later than fifteen (15) days prior to the Annual Meeting in May.

Section 4. Proposed amendments shall require a two-thirds vote of the members present to be approved and adopted by the Post.

Section 5. Adopted amendments shall be forwarded with a copy of the original Constitution and Bylaws to the Department Judge Advocate as required.

Section 6. All amendments approved by the Department and National Headquarters shall become incorporated into the amended Constitution and Bylaws.

Section 7. Copies of the amended Constitution and Bylaws shall be available to all members of the Post.

Article X. Resolutions

Section. 1. Resolutions for consideration by the National Headquarters for presentation to the National Convention shall be prepared and submitted to the Judge Advocate and Executive Committee for presentation to the membership in accordance with the provisions of Article IX of the Post Constitution.

Section 2. Resolutions accepted by the Post shall be forwarded to the Department Judge Advocate as required.

Article XI. Delegates to Meetings and Conventions

Delegates and alternates to District, Department and National Committee Meetings or Conventions shall be chosen in accordance with guidelines established by the National and Department Headquarters. The Post Commander shall constitute one delegate. Other delegates may be chosen with instructions governing their representation.

Article XII. Subordinate Organizations

Subordinate organizations may be formed within the Post only as specified by, and in accordance with, the National Constitution and Bylaws.

BYLAWS

Purpose

The purpose for the Post Bylaws shall be to provide operational guidance to further the Cause of AMVETS and to fulfill its Aims and Purposes. Furthermore, the bylaws provide direction and procedures for the elected officers, appointed officers and all members of the Post. The Bylaws shall be sufficient and purposely written to promote active member participation in Post activities and dedicated service to all branches and members of the military service, veterans and the community.

Article I. Quorum

- Section 1. A quorum at Post meetings, Special Post meetings and the Annual Meeting shall consist of no less than three (3) Members with the Commander or other designated Officer to conduct the meeting.
- Section 2. Any Monthly Post Meeting or Special Post Meeting with less than a quorum shall not conduct any official business scheduled for the meeting. General discussion, without decisions, may be conducted.
- Section 3. A quorum for Executive Committee Meetings shall consist of at least four (4) Elected Officers.

Article II. Meetings

- Section 1. There shall be six (6) types of meetings conducted by the Post: (1) Annual Meeting, (2) Monthly Post Meetings, (3) Executive Committee Meetings, (4) Standing Committee Meetings, (5) Emergency Meetings called by the Post Commander or designated Vice Commander, and (6) Select Committee Meetings.
- Section 2. All Post members shall be advised of the regular Executive Committee Meeting schedule and shall be invited to attend.
- Section 3. The Executive Committee shall meet regularly once every month at the location, day and time agreed upon by a majority of the Executive Committee members.
- Section 4. The Monthly Post Meetings shall be held every month at the location, day and time agreed upon by the members present at the Annual Meeting unless changes are dictated by circumstances beyond control of the Post.
- Section 5. The Annual Meeting shall be held in the month of May at the location, day and time specified for all Post Meetings.
- Section 6. Other committee meetings shall be held at a place, date and time mutually acceptable to all members of the Committee.

- Section 7. Post members shall be notified in advance of any temporary or permanent change in the regularly scheduled place, date or time of Monthly Post Meetings or Executive Committee meetings
- Section 8. The Order of Business at Monthly Post Meetings and Executive Committee Meetings shall be prescribed by the Commander, designated Vice Commander or other designee but may be changed when necessary to do so.
- Section 9. The order of business at Select Committee Meetings shall be prescribed by the Officer in charge or decided by the Committee once convened. Section 10. All meetings shall be conducted in accordance with Roberts Rules of Order, Revised Edition. Minutes of each meeting shall be taken for reporting and records purposes

Article III. Election of Officers

- Section 1. The Post Commander shall appoint a Nominating Committee at the March Post Meeting for the purpose of identifying nominees for elected officer positions for the subsequent term of office. As a minimum, the Nominating Committee shall consist of two members from the General Membership and the Post Provost Marshal to Chair the election process.
- Section 2. All post members will be encouraged to be nominees through the Post Newsletter and Personal contact
- Section 3. Identified nominees will be presented to the Executive Committee at its March meeting and communicated to all members through the Post Newsletters in April and May.
- Section 4. Formal nominations, and all other nominations that are made from the floor, shall be announced at the Annual Meeting in May.
- Section 5. Voting shall occur during the Annual Meeting in May.
- Section 6. Only members in good standing and present at the Meeting shall be allowed to vote.
- Section 7. Voting for Post Officers shall be by prepared ballot with provision for write-in nominees. Ballots cast shall be counted by the Provost Marshal and two members who are not members of the Executive Committee.
- Section 8. Results of the balloting shall be announced to the members present upon completion of the counting and to the members as a whole through the June newsletter.
- Section 9. In the event of any tie vote, a revote will be cast to determine the winner unless one of the candidates chooses to withdraw from the voting. In the event of a run-off tie vote, the winner will be decided by the roll of a die, toss of a coin or other acceptable means.

Article IV. Installation and Appointment of Officers

- Section 1. The newly elected officers shall be installed upon being elected at the Annual Meeting
- Section 2. The newly elected officers shall prepare for and assume their duties at the regular Post Meeting scheduled for June.
- Section 3. A Transitional Executive Committee Meeting shall be held prior to the Post Meeting in June as specified in Article VII, Section 5 of the Post Constitution to facilitate the transition of officers and to begin developing the Master Plan for the following year.
- Section 4. The newly elected Post Commander shall appoint other officers as specified in the Post Constitution after assuming the position of Post Commander.
- Section 5. Appointed officers shall assume their positions upon being sworn in at the next regularly scheduled Post Meeting but no later than June 30.
- Section 6. The Department and National Headquarters shall be notified of the election of Officers by the Post Adjutant within thirty (30) days following such election and appointments but no later than July 15 of the current year.
- Section 7. In the event the Office of Post Commander is vacated, the position shall be filled by a Vice Commander according to numerical order of the Vice Commanders for the remainder of the unexpired term of office.
- Section 8. Should any other office be vacated, the Commander is empowered to appoint a successor for the remainder of the unexpired term of office, subject to approval of the Executive Committee.
- Section 9. Any elected officer who misses three (3) consecutive Executive Committee Meetings without prior consent from the Commander may be removed from office by majority vote of the Executive Committee in accordance with the National Constitution and Bylaws and replaced in accordance with Section 8 of this Article

Article V. Duties of Officers

- Section 1. The Post Commander shall:
- a. Serve as the Chief Executive Officer and Spokesperson for the Post, enjoying the rights and privileges while assuming the responsibilities of the Post
 - b. Preside at all functions of the Post unless circumstances prevent this from happening.
 - c. Assure that the affairs of the Post are conducted with dignity and honor.
 - d. Appoint elected members of the Executive Committee to provide administrative assistance to temporary committees when they are formed.
 - e. Ensure that all activities of the Post comply with Post, Department and National Constitutions and Bylaws and are in the best interest of AMVETS.

- f. Initiate disciplinary action against any member or members who do not adhere to Constitution and Bylaw guidelines.
- g. Vote only when casting a deciding vote on issues voted upon at Post Meetings or Executive Committee Meetings that result in a tie vote situation.
- h. Fulfill other duties as outlined by the National Constitution and Bylaws and as requested or directed by the Membership.

Section 2. The First Vice -Commander shall:

- a. Represent the Post at all official functions in the absence of the Post Commander.
- b. Assist the Commander by serving as the Executive Committee member of the Membership Committee and related activities and ensuring that membership records are complete and up to date,
- c. Prepare a Monthly Membership report for the Executive Committee and for presentation to the next Post Meeting.
- d. Fulfill other duties as requested by the Post Commander and as outlined by the National Constitution and Bylaws.

Section 3. The Second Vice -Commander shall:

- a. Represent the Commander at all official functions in the absence of the Commander and First Vice Commander.
- b. Assist the Commander by serving as the Executive Committee member of the Programs Committee to ensure that various AMVETS and Post programs are designed and carried out to benefit members of the military services, veterans and the community, thereby promoting the cause of AMVETS and
- c. Prepare monthly Program Reports for the Executive Committee and for presentation at the next Post Meeting
- d. Fulfill other duties as requested by the Post Commander and as outlined by the National Constitution and Bylaws

Section 4. The Adjutant shall:

- a. Provide administrative support for the Post by taking minutes of Executive Committee Meetings, Monthly Post Meetings and Special Post Meetings whenever they are called.
- b. Prepare copies of minutes for Standing and Temporary Committees, when requested, for presentation at Executive Committee Meetings and/or Post Meetings and for placement in the permanent records.
- c. Maintain all official Post reports and records in conjunction with other Post Officers.
- d. Be responsible for Post correspondence and manage routine business of the Post.
- e. Represent the Post as the official contact person for the Post and work in conjunction with the Public Relations Officer in the preparation and distribution of the Post Newsletter.

- f. Fulfill other duties as requested by the Post Commander and as outlined by the National Constitution and Bylaws.

Section 5. The Finance Officer shall:

- a. Serve as treasurer of the Post.
- b. Be responsible for receiving membership dues, all monies due the Post, banking, disbursement of monies and accounting for all Post funds.
- c. Sign, with one other officer, usually the Commander, all Post checks as authorized by the Executive Committee.
- d. Coordinate membership duties with the First Vice Commander and Adjutant.
- e. Serve as the Executive Committee member of the Finance Committee to develop the Annual Budget and Annual Audit of the financial records.
- f. Utilize an efficient accounting system to record all Post income and expenditures.
- g. Prepare monthly and annual financial reports to be presented to the Executive Committee and at Post Meetings
- h. Assist the Commander by serving as the Executive Committee Member of the Post Finance Committee.
- i. Fulfill other duties as requested by the Commander and outlined by the National Constitution and Bylaws.

Section 6. The Judge Advocate shall:

- a. Assist the Commander by serving as the Executive Committee member of the Constitution and Bylaws Committee.
- b. Be responsible for drafting amendments to the Post Constitution and Bylaws in accordance with the Post, Department and National Constitutions and Bylaws.
- c. Submit the original and proposed amendments to the Post Constitution and Bylaws to the Department Judge Advocate for review and further processing with the National Headquarters.
- d. Be responsible for drafting Resolutions for submission to the Department Judge Advocate for further processing with the National Headquarters.
- e. Provide the Executive Committee and Post members with a [mal report on the action taken with respect to all proposed amendments and resolutions that have been submitted to the Department Judge Advocate.
- f. Fulfill other duties as requested by the Post Commander and as outlined by the Department and National Constitutions and Bylaws.

Section 7. The Provost Marshal shall:

- a. Assist the commander by ensuring that all Post Meetings procedures follow Roberts Rules of Order, Revised Edition.
- b. Assist the Commander by serving as the Executive Committee Member of the Legislative and Nominating Committees
- c. Be responsible for keeping order at all Post meetings.

- d. Be responsible, with two regular members, for counting ballots at the Annual Meeting and for reporting the results of the Election of Officers to the members present at the Meeting.
- e. Assist the Commander during ceremonies and rituals according to adopted protocol.
- f. Fulfill other duties as requested by the Post Commander and as outlined by the Department and National Constitutions and Bylaws.

Section 8. The Past Post Commander shall:

- a. Serve as an ex-officio member of the Executive Committee.
- b. Provide advisory services and information to the Executive Committee and Post members as necessary or when requested.
- c. Fulfill other duties as requested by the Post Commander.

Section 9. Appointed Officers shall:

- a. Include the Chaplain, Historian, Public Relations Officer, Service Officer, Quartermaster and others as deemed necessary
- b. Provide services directly related to the function for which they have been appointed.
- c. Fulfill other duties as requested by the Post Commander.
- d. Serve on the Executive Committee in an advisory, ex-officio capacity

Article VI. Post Charter

- a. The Post shall operate under Charter from the National Headquarters and incorporated with the State of Washington, Secretary of State's Office.
- b. The Post shall continue to operate as long as all requirements of the National Headquarters are satisfied.
- c. The Post Charter may be revoked in accordance with the National Constitution and Bylaws.
- d. The Post shall be required to comply with all directives of the National Headquarters in the event the Charter is revoked.
- e. The Post shall comply with all directives from the National Headquarters as they pertain to the renewal of a revoked Charter.

Article VII. Conduct and Discipline

- a. The Post shall be judge of its members, subject to the provisions of the Department and National Constitutions.
- b. When the conduct of any member is such that it reflects discredit on AMVETS, the Post, or any other member or members, the Executive Committee shall take immediate action to resolve the conduct exhibited.

- c. In the event the matter is brought before the Department Commander and the Post fails to act, the Department Executive Committee may suspend the Post Charter pending a hearing and final action by the Department Executive Committee.
- d. Members may be suspended or expelled by the Post, Department Executive Committee or National Executive Committee.
- e. Any member charged with misconduct shall be entitled to full due process including appeal and other measures as specified in the National AMVETS Uniform Code of Procedures.

Article VIII. Restricted Use of the Organization

AMVETS, or any component part thereof, shall not be used to promote the interest of any individual who is a candidate for public office or to promote any individual political party or faction. The endorsement of an organization or product is prohibited unless specifically approved by the National Executive Committee. Any violation of this provision shall be sufficient cause for disciplinary action against the offending member, committee or other unit within the Post.

Article IX. Funds, Collections and Expenditures

- a. All Post officials handling AMVETS Funds shall be properly bonded with a solvent bonding and surety company acceptable to the US Treasury in an amount to cover the average amount of AMVETS funds handled by such individual or individuals in a single year.
- b. No Standing or Select Committee shall establish and maintain separate financial accounts and records.
- c. Post operational procedures related to funding, funds, and funds management shall be in accordance with the National AMVETS Constitution and Bylaws.
- d. Public fund-raising projects shall be conducted in accordance with Article VII, Section 3 of the National Bylaws.
- e. Post accounts shall be kept in accordance with generally accepted accounting procedures with monthly income, expenditure and balance reports being submitted to the Post Executive Committee and Post Members.
- f. Life Membership dues shall be established by the National Headquarters.
- g. Annual dues shall be determined by the National and Department Headquarters and the Post.
- h. Increases in Annual dues shall be determined by the increase established by the Department and assessed to the Post with an additional amount to support Post expenditures.
- i. Post Increases in Annual Dues shall be recommended by the Executive Committee and submitted to the Post members for approval at the Annual Meeting.

- j. All fund-raising activities must be approved by the Post Executive Committee and the Department Judge Advocate.
- k. Any fund-raising activity which requires entering into a contract or if the anticipated annual gross revenues are expected to exceed \$2,500.00 must be pre-approved by submitting a copy of the proposed fund-raising program through the Department to the National Headquarters for approval.
- l. The Finance Officer shall be authorized to prepare and submit payment for all pre-approved and routine obligated monthly and annual expenditures related to the operation of the Post.
- m. Discretionary expenditures less than \$75.00 must be approved in advance by a majority vote of the Executive Committee.
- n. Discretionary expenditures in excess of \$75.00 must be pre-approved by the Executive Committee, presented to the Post Members and approved by a majority vote of the Members present at the Monthly Post Meeting at which the expenditure is proposed.
- o. All expenditures shall be submitted in voucher or invoice form and signed by the Commander or designee and Finance Officer.
- p. All financial transactions shall be properly recorded by the Finance Officer.
- q. In the event the Post elects to establish, maintain and operate any facility for the convenience and pleasure of the Post members it shall be accomplished in accordance with the National Constitution and Bylaws and all State and Local laws.

Article X. Resolutions.

- a. All proposed Resolutions for the National Convention shall be submitted in writing to the Post Judge Advocate at least sixty (60) days prior to voting on the proposed Resolutions.
- b. The Post Judge Advocate shall submit all proposed Resolutions to the Executive Committee for review at least forty-five (45) days prior to voting on the proposed Resolutions.
- c. All Post members shall be informed at least fifteen (15) days prior to voting on proposed Resolutions.
- d. A two-thirds vote of the members present shall be required to approve any Resolution.
- e. All Resolutions approved by the Post shall be forwarded to Department Headquarters for review and forwarding to the National Headquarters.

ARTICLE XI. Amendments to the Post Bylaws

- a. These bylaws may be amended at the Annual Meeting in accordance with the provisions of the Post Constitution.
- b. Amendments minor in nature to correct dates or to establish mandated changes as required by the National Constitution may be enacted following majority vote of post membership during any scheduled meeting.
- c. All other proposed amendments to these Bylaws shall be prepared by the Constitution and Bylaws Committee to be submitted in writing through the Post Judge Advocate to the Executive Committee at least sixty (60) days prior to the Annual Meeting.
- d. All Post members shall be informed of proposed amendments and voting on the amendments through the April and May Newsletters but no later than fifteen (15) days prior to the Annual Meeting.
- e. A two-thirds vote of the members present at the Annual Meeting shall be required to pass any amendment to these Bylaws.
- f. Copies of all amendments to these Bylaws shall be forwarded to the Department Judge Advocate for review, recommendation for approval and forwarding to the National Headquarters for filing with Post records.
- g. All Post members shall be advised through the Post Newsletter on the [mal approval or disapproval of the proposed amendments to these Bylaws.
- h. Approved Bylaws shall be incorporated into the Post Constitution and Bylaws with copies available to all Post members

ARTICLE XII. Definitions

Membership

- a. Post Members: All Life members and Annual members in good standing.
- b. General Members: All members who do not hold an elected position on the Executive Committee.
- c. Executive Members: All elected officers.
- d. Executive Committee: All elected officers, appointed officers and Past Post Commander.
- e. Appointed Officers: Members who have been appointed for a special position or function by the Post Commander.
- f. Members in Good Standing: All Life Members and Annual Members who have paid the required annual dues no later than February 1 of the current year, and are not serving disciplinary sanctions.
- g. Continuing Member: Any Annual Member who has been in arrears in dues payment but pays the dues that would have accrued during the years in arrears and the current annual dues in one lump sum payment.

- h. Voting Members: All Life Members and Annual Members in good standing
- i. Ex-Officio: Serving in an advisory, non-voting capacity.
- j. Member-at-Large: A member who has gained membership directly through the National Headquarters.

Committees and Meetings

- a. Monthly Post Meeting: The monthly meetings for all Post members
- b. Special Post Meeting: A meeting that has been called by the Commander for a specific reason.
- c. Annual Meeting: Meeting at which time Annual Reports are reviewed, Post revalidation is completed, Member Dues increases are decided and other Post business is addressed.
- d. Annual Meeting: The meeting at which officers are elected for the subsequent term of office.
- e. Standing Committee Meetings: Committees that function on an *annual* basis with a specified elected member of the Executive Committee to serve as an administrative assistant to the committee.
- f. Executive Committee Meeting: Meetings attended by the Executive Officers, Appointed Officers and others who have been invited or wish to attend
- g. Emergency Meeting: A Special Meeting called by the Commander due to circumstances beyond the control of the Post.
- h. Select Committee Meeting: A committee and meeting to address a particular short-term function with an elected member of the Executive Committee appointed by the Commander to provide assistance to the Committee.

