

**HERITAGE VILLAGE MEMORIAL POST 204,
THE AMERICAN LEGION, DEPARTMENT OF CONNECTICUT**

Effective 30 August 2000
Amended 14 May 2015

BY-LAWS

ARTICLE I – NAME

Section 1. The post existing under these By-Laws is to be known as **Heritage Village Memorial Post 204**, The American Legion, Department of Connecticut.

Section 2. The objectives of this post are as set forth in the Constitution.

ARTICLE II – MANAGEMENT

Section 1. The government and management of the post is entrusted to an Executive Committee to be known as “The Executive Committee.”

Section 2. The Executive Committee shall consist of **the elected** officers of the post. The officers of the post shall be elected annually, at the Annual Meeting in June, and **shall immediately assume the duties of their respective offices. The Commander shall make all appointments subject to the approval of the Executive Committee. The oath of office shall be administered at the time of election or appointment by any Past Commander in good standing of the Post, District or Department.**

Section 3. All vacancies existing in the Executive Committee, or in any office of the post from any cause other than expiration of the term, shall be filled by a 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 officer whom he succeeds. A vacancy shall exist when a member or officer is absent from his post for a continuous period considered detrimental to the interest of the Post by the Executive Committee.

ARTICLE III – POST 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 post Executive Committee shall meet at the call of the commander at least monthly and as often as said commander may deem necessary. The commander shall call a meeting of the Executive Committee upon the joint written request of three or more members of said post Executive Committee. **Three (3)** members of the committee shall constitute a quorum thereof.

Section 2. The post Executive Committee shall authorize and approve all expenditures; 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.

ARTICLE IV – DUTIES OF OFFICERS

Section 1. **DUTIES OF POST COMMANDER.** It shall be the duty of the post commander to preside at 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. He 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. He shall perform such other duties as directed by the post.

Section 2. **DUTIES OF THE SENIOR VICE COMMANDER.** The senior vice commander shall assume and discharge the duties of the office of commander in the absence or disability of, or when called by the post commander. He shall be responsible for the membership of the post.

Section 3. **DUTIES OF THE JUNIOR VICE COMMANDER.** The junior vice commander has the responsibility of assisting the commander in all his duties. He will be responsible for the fund raising activities of the post.

Section 4. **DUTIES OF POST ADJUTANT.** The adjutant shall have charge of and keep a full and correct record of all proceedings of all meetings, keep such records the department and national organizations require, render reports of membership annually [and] when called upon at a meeting, and under direction of the commander handle all correspondence of the post.

Section 5. **DUTIES OF THE 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 and shall report once a month to the membership the condition 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 shall sign all checks disbursing the moneys of the post.

Section 6. DUTIES OF THE SERVICE OFFICER. The service officer is charged with the responsibility for the welfare of all war veterans within the post's area of responsibility. He shall be the field representative for the Connecticut Soldiers, Sailors and Marines Fund.

Section 7. 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 of dedications, funerals, public functions, etc. as are recommended by the national or department headquarters from time to time.

Section 8. DUTIES OF THE POST HISTORIAN. The post historian shall be charged with the individual records and incidents of the post and post members, and shall perform such other duties as may pertain properly to the office as may be determined by the post or the Executive Committee.

Section 9. JUDGE ADVOCATE. The post advocate is the interpreter of the post Constitution and By-Laws. He shall be at the call of the Commander and other officers to rule upon the legality of their actions and decisions insofar as they affect the good of The American Legion.

Section 10. DUTIES OF SERGEANT-AT-ARMS. The 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 by the post Executive Committee.

ARTICLE V – DELEGATES

Section 1. Delegates and alternates to the department convention shall be by ballot by the post at the Annual Meeting in June.

ARTICLE VI – APPOINTMENTS

Section 1. The post commander, immediately upon taking office each year, shall appoint standing committees as required to promote the various programs of The American Legion.

ARTICLE VII – RESOLUTIONS

Section 1. All resolutions of the 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 and a copy of same 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 VIII – MEETINGS

Section 1. The regular meetings of the post shall be held at the post home on the second Thursday of each month, at which may be transacted such business as may properly be brought up for action; such meetings may be converted into entertainment meetings, as may be deemed advisable by the officers of the post.

Section 2. The post commander or a majority of the Executive Committee shall have power to call a special meeting of the post any time.

Section 3. Upon written request of 5 members, the committee shall call a special meeting of the post.

Section 4. Eight members shall constitute a quorum.

ARTICLE IX – NOTICES

Section 1. Every member shall furnish the post adjutant with his or her address for mailing purposes.

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

ARTICLE X – 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 XI – LIMITATIONS OF LIABILITIES

Section 1. This post shall incur, or cause to be incurred, no liability nor obligation whatever which shall subject to liability any other post, subdivision, group of men, members of The American Legion, or other individuals, corporations or organizations.

ARTICLE XII – 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 providing that the proposed amendment shall have been submitted in writing and read at the [previous] regular meeting of the post. The proposed amendment to the By-Laws shall be the subject of the "call" of the next regular meeting.

**HERITAGE VILLAGE MEMORIAL POST 204,
THE AMERICAN LEGION, DEPARTMENT OF CONNECTICUT**

Effective 30 August 2000
Amended 14 May 2015

CONSTITUTION

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 associations 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 good will on earth; to safeguard and transmit to posterity the principles of justice, freedom and democracy; to consecrate and sanctify our comradeship by our devotion to mutual helpfulness.

ARTICLE I – NAME

Section 1. The name of this organization shall be **Heritage Village Memorial Post 204**.

ARTICLE II – PURPOSE

Section 1. The objectives and purposes of this post shall be to promote the principles and policies as set forth in the foregoing preamble, and in the National and Department Constitutions and By-Laws.

ARTICLE III – NATURE

Section 1. This post is a civilian organization and membership therein does not affect or increase liability for military or police service.

Section 2. The organization shall be absolutely non-political and shall not be used for the dissemination of partisan principles nor for the promotion of the candidacy of any person seeking public office or preferment. No candidate for nomination or election to, or no incumbent of, any remunerative elective public office, shall hold any elective office in this post of The American Legion, provided that members of post standing committees shall not be affected.

Section 3. Rank does not exist in The American Legion; no member shall be addressed by his military or naval title in any meeting of this post.

ARTICLE IV – MEMBERSHIP

Section 1. Eligibility for membership in this post shall be prescribed by the National Constitution of The American Legion.

Section 2. Application for membership shall be made in writing under such regulations as may from time to time be prescribed by the post Executive Committee.

Section 3. Any member of this post may be expelled for cause by a two-thirds vote of the Executive Committee after charges are preferred under oath in writing, and a fair trial had upon same.

Section 4. A member who has been expelled or suspended from this post for any cause may be reinstated to membership by a two-thirds vote of the membership present in post meeting, and the payment of current dues for the year in which the reinstatement occurs.

ARTICLE V – OFFICERS

Section 1. The administrative affairs of this post of The American Legion shall, except as may be otherwise provided by the By-Laws, be under supervision of the Executive Committee, which

shall consist of **the elected** officers of the post. The term of office of members of the Executive Committee shall be for one year. This post, by its By-Laws may provide for such other outstanding committees as the business of the organization may require.

Section 2. The **elected** officers of the post shall be a Commander, Senior Vice Commander, Adjutant, and Finance Officer. The **appointed** officers of the post may be a Junior Vice Commander, Service Officer, Chaplain, Historian, Judge Advocate, and Sergeant-at-Arms. **An elected officer may also hold any appointments.**

Section 3. All officers and executive committeemen shall be elected annually and hold office until their successors are duly installed or as otherwise provided. Any officer or executive committeeman may [be] removed for inefficiency by the Executive Committee, a two-thirds vote of said committee being necessary to effect such removal.

Section 4. Every member of this post in good standing shall be eligible to hold office in this post, except as otherwise provided in Section 2, Article III hereof.

Section 5. The duties of officers and the executive committeemen shall be those usually appertaining to such officers or committeemen and as further provided in the By-Laws.

ARTICLE VI – FINANCE

Section 1. The revenue of this post shall be derived from membership or initiation fees, from annual membership dues and from such other sources as may be approved by the post Executive Committee.

Section 2. The amount of such membership or initiation fees and the amount of annual post dues shall be fixed and determined by this post.

Section 3. The post shall pay departmental headquarters the national and departmental annual membership dues for every member of the post.

ARTICLE VII – CHARTER MEMBERS

Section 1. Members who joined this post prior to the issuance of the charter shall be known as charter members.

[They are: Anthony LaRocco, William J. Kenney, Sal Raciti, Michael J. Lawrence, Donald W. Kurtz, Harry Tyson, David E. Brex, Joseph Maleski, Hortense Decker, Edward F. Fahey, Frances Meehan, Pete Bilski, John LeCastre, Alfred Cassidy, Charles T. Fee, Jules Corbin, Henry Beckoff, George G. Combs, Peter Cutignola, Manuel Gesh, Joseph P. Flynn, Joseph B. DiMarco, Melitta Pagano, Ralph A. Manne, George Moyantcheff, Bernard Ross, James Russo.]

ARTICLE VIII – AMERICAN LEGION AUXILIARY

Section 1. This post recognizes an auxiliary organization to be known as the Auxiliary Unit of Heritage Village Memorial Post 204 American Legion.

Section 2. Membership in the Auxiliary shall be prescribed by the national Constitution of the American Legion Auxiliary.

ARTICLE IX – AMENDMENTS

Section 1. This Constitution is adopted subject to this [the] provisions of the national Constitution of The American Legion and of the Department of Connecticut, The American Legion. Any amendment to said national Constitution or department Constitution which is in conflict with provisions hereof shall be regarded as automatically repealing or modifying provisions of this Constitution to the extent of such conflict.

Section 2. This Constitution may be amended at any regular meeting by vote of two-thirds of the members of said post attending such regular meeting, provided that the proposed amendment shall have been submitted in writing and read at the [previous] regular meeting of said post, and providing, further, that written notice shall have been given to all members at least thirty days in advance of the date when such amendment is to be voted upon, notifying said members that at such meeting a proposal to amend the Constitution is to be voted upon.