

By-Laws of the Richard H. Stewart, Jr.

American Legion Post 543, Inc.

Department of North Carolina

Effective: May 22, 2019

ARTICLE I – MANAGEMENT

The government and administration of the Richard H. Stewart, Jr. American Legion Post 543, Inc. shall be entrusted to an Executive Committee. This Executive Committee shall consist of the elected Officers of the Post. Post officers shall be elected annually to a one-year term.

ARTICLE II – POST EXECUTIVE COMMITTEE

SECTION 1: The Post Executive Committee shall meet initially for organizational matters, and such other business as may come before it, within ten (10) days after the installation of new officers.

All members of the Executive Committee of the Richard H. Stewart, Jr. American Legion Post 543, Inc. shall also serve as the Board of Directors of the Richard H. Stewart, Jr. American Legion Post 543, Inc. corporation. An organizational meeting of the Board shall be held during the first Executive Committee meeting held after July 1st.

SECTION 2: Thereafter, the Executive Committee shall meet at the call of the Commander at least once every month, or more often, as said Commander may deem necessary.

SECTION 3: The Commander shall call a special meeting of the Executive Committee upon the joint written request of four (4) or more members of said Committee of the Richard H. Stewart, Jr. American Legion Post 543, Inc..

ARTICLE III – MEETINGS

SECTION 1: The regular meetings of the American Legion Post 543, Inc. shall be held at the St. James Community Center, located at 4136 Southport-Supply Road, Unit B, NC Route 211, St James, N.C. 28461. The meeting shall be convened at 1900 hours, on the fourth (4th) Wednesday of each month. Changes to dates shall be permitted upon 30 days written notice from the Commander. Such notice shall specify the reason for the change.

SECTION 2: The Commander, or a group of four (4) members of the Executive Committee, shall have the power to call a special meeting of the Post, provided 48 hours advance written notice is given to the membership.

ARTICLE III – MEETINGS (Continued)

Upon written petition signed by fifty-percent by (50%) of members in good standing, the Executive Committee shall call a special meeting of the Post. Such a request shall be submitted to the Post Adjutant and must state the purpose of the meeting.

SECTION 3: All members in good standing of American Legion Post 543, Inc. shall be members of the corporation. A meeting of the members of the corporation shall be held as part of the regular Post meeting on or about the 4th Wednesday of July.

SECTION 4: At all regular or special meetings a quorum shall exist when no less than five-percent (5%) or three (3) of the Post's members, whichever is greater, are present.

ARTICLE IV – ELECTIONS

SECTION 1: The Post Officers are designated through elections generally held on the fourth (4th) Wednesday in May, but in no case more than 45 days prior to the annual convention. Elected Officers shall be installed no more than 30 days following the annual Department convention.

Only members in good standing of Richard H. Stewart, Jr., Post No. 543, Inc., as certified by the Adjutant, may vote in any election.

Any dispute with either the Adjutant's decision regarding eligibility, Election Committee procedures or findings by the election tellers that a ballot is invalid shall be resolved by majority vote of the Executive Board sitting as election judges on the night of the election.

SECTION 2: The Post Commander may be elected to two (2) consecutive one-year terms but may not succeed his or herself after the second (2nd) term but may be again elected as Commander after a waiting period of two years.

SECTION 3: All elections of Officers shall be by written secret ballot. The candidate receiving a majority of votes cast shall be elected to the respective office for which they are a candidate. When there are two (2) or more candidates for the same office and no candidate receives a majority, or two (2) or more candidates receive tie votes for the highest number of votes, the candidate(s)

ARTICLE IV – ELECTIONS (Continued)

receiving a lesser number of votes shall be eliminated from the ballot and the election shall proceed in a like manner until one (1) of the two (2) remaining candidates receives a majority. If the vote for these two (2) candidates' remains deadlocked after three (3) successive ballots, the election shall be decided by lot. In cases where a candidate is running unopposed, the vote may be by voice vote by the members.

SECTION 4: There shall be no voting by proxy.

SECTION 5: A Post member shall not be nominated for, or elected to, more than one office. If nominated for more than one office, the candidate must first, in person or in writing, decline all previous nominations. After which the candidate may be nominated for a single position during the open nomination period. If a ballot shows the same individual listed for two offices, both votes for those offices will be disqualified.

SECTION 6 Regular Annual Elections: The annual election of all Post officers shall be usually held during the regularly scheduled May meeting but in any case no more than 45 days prior to the annual Department of North Carolina convention. Nominations shall usually be made at the regular Post meetings held during March and April, but in any case at any regular or special Post meetings that occur during the two months that precede the regularly scheduled meeting in which the election is to be held. Nominations will close at the adjournment of the April meeting or the month that immediately proceeds the month during which the annual election is to be held. All nominees must submit concurrence that they will serve if elected.

SECTION 7 Special Elections: A special election will be held when a vacancy occurs on the Executive Committee due to resignation, expulsion, death, illness, incapacity, or refusal to serve. Such vacancy shall be filled by a special election held at a regular or special Post meeting to be held at least 60 days from the date at which a majority of the Executive Committee has determined that a vacancy has occurred. The Commander shall set the date of such election and immediately notify all members, by mail or electronic mail, that nominations for that office shall be accepted at the next regular meeting or special meetings that fall on or before a date 30 days before the election. The person so elected shall hold office for the un-expired term of the Officer whom he or she succeeds.

ARTICLE IV – ELECTIONS (Continued)

Should an existing Officer desire to be nominated for the vacant position he/she must first notify the Chair of the Elections Committee that he/she is resigning his/her current position. It is understood that should he/she not be elected to the vacant position he/she takes the chance they will no longer hold any office.

Upon receipt of notice that an existing Officer has resigned in order to be eligible to be nominated for another office the Chair of the Election Committee shall notify the Post Adjutant who shall report the resignation at the next regular or special Executive Committee meeting.

The Executive Committee shall determine that a vacancy does in fact exist and the process of conducting a special election for that now vacant position will begin again.

SECTION 8 Absentee ballot procedures: The casting of absentee ballots shall be permitted in both regular and special elections under the following guidelines.

At any time after the close of the nominations and up to 7 days before the regular membership meeting at which the election is held, any member of the Post may telephone, mail, email, or hand deliver to the Chair of the Elections Committee a request for an absentee ballot.

Upon receipt of such a request the Chair of the Election Committee will mail or hand deliver the following:

- Instructions prepared by Chair of the Election Committee or a copy of this page of the By-Laws.
- One plain envelope.
- One stamped envelope addressed to the home of the chair of the Election committee.
- A copy of the same ballot that will be used during the in-person balloting.

The absent member shall then complete the ballot, seal the ballot in the plain envelope, place the plain envelope in the envelope addressed to the home of the Chair of the Elections Committee and mail, or hand deliver it in person, to the Chair of the Elections Committee in time to be received before the call to order of the membership meeting during which the election will be conducted.

ARTICLE IV – ELECTIONS (Continued)

At the opening of the polling place the Chair of the Election committee will verify that the name of the absent member appears on the role of qualified voters as provided by the Post Adjutant.

After the Post Commander has ascertained that everyone has voted, the sealed ballot box is given to the “tellers” who after counting the ballots of those members present, will count the absentee ballots and add them to the tally.

ARTICLE V - COMMITTEES

SECTION 1: The Post Commander, within 30 days upon taking office each year or anytime thereafter, may appoint standing committees to facilitate conduct of the Post’s operations and programs. Examples of such committees are: Americanism, Ceremonials, Children and Youth, Finance, Veterans Memorial, House and Entertainment, Membership, Public Relations, Veterans Affairs and Rehabilitation, National Security, Sons of The American Legion, Visiting and Comfort. The Chair of all committees shall be designated and serve at the discretion of the Post Commander.

SECTION 2: The members of each committee shall be appointed by the Post Commander with the advice and consent of each Committee Chair. The committee chairs shall conduct the business of their respective committees in accordance with the Post policies and with the advice and approval of the Executive Committee. All Executive Committee members shall be members of the Finance Committee and provide input to the budget in their area of overall responsibility.

Americanism Committee: The Americanism Committee is charged with the encouragement of patriotic and civic instruction in schools, examples of which might be: supporting and assisting the staff of JROTC program at South Brunswick HS. The Americanization Committee may also support the Naturalization of alien citizens; combat anti-American propaganda by education of the general public through public forums and activities.

Honors & Ceremonies Committee: The Honors & Ceremonies Committee shall be charged with arrangements and conducting proper observance of patriotic occasions, for example community observations of Memorial Day and the St James 9/11 Remembrance and Veterans Day. Examples of the duties of the Honors and Ceremonies Committee are to ensure the proper presentation of the National Colors and Standards at

ARTICLE V – COMMITTEES (Continued)

appropriate meetings and parades, participation of Post members and organizations in local parades and providing appropriate honors and other rituals outlined in the Manual of Ceremonies-burial detail. The Honors and Ceremonies Committee is responsible to maintain and secure all equipment acquired for ceremonies (flags, holders, stands etc.). The Honors and Ceremonies Committee shall set and enforce the standard for wearing of the Legion uniforms and regalia.

Children and Youth Committee: This 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 conditions and in coordinating services and agencies in the community for the above purposes. To act as intermediary for the needy child of a veteran in obtaining the fulfillment of the Legion's pledge that "no child of a war veteran shall be in need of the necessities of life and "a square deal for every child."

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.

Veterans Memorial Committee: The Veterans Memorial Committee shall ensure the St. James Veterans Memorial is properly maintained. As needed the committee shall assist the Post to raise funds for the memorial. If required as part of a fund-raising effort the committee shall order any new bricks and have them installed in the Memorial walk. The committee shall contract for all required services to maintain the existing brick walkway as well as any landscaping to keep the Veterans Memorial presentable at all times.

House and Entertainment Committee: The House and Entertainment Committee shall arrange for meeting space, prepare such space as appropriate for each meeting, clean up following each meeting and arrange for Post member social activities.

Membership Committee: The Membership Committee shall have charge of all matters pertaining to the membership of the Post, including the procuring of new members and insuring the proper initiation of new members, reinstatement of members and eligibility of members.

ARTICLE V - COMMITTEES (Continued)

Public Relations Committee: The Public Relations Committee shall be charged with the promotion of public support of the Post 543, Inc.'s programs by the establishment of proper contact with The American Legion Magazine, Department and national Legion news service and by local publicity of Post programs and activities. When required, the Public Relations Committee shall also create and maintain the Post websites, scrap book and telephone answering system.

Veterans Affairs and Rehabilitation Committee: The Veterans Affairs and Rehabilitation committee shall coordinate all matters pertaining to service to local veterans within the area served by Post 543, Inc. The committee shall assist veterans in the prosecution of all just claims against the United States or state government, employment, relief, etc. This committee shall work with and coordinate Post efforts with County Veteran Service Offices, State Department of Veteran Affairs, and the US Department of Veteran Affairs. The committee shall work to identify, validate and coordinate assistance to needy veterans in accordance with Post policies (i.e., Policy Regarding Requests for Assistance from Local Veterans). This committee shall coordinate Post support of rehabilitation services for veterans.

National Security Committee: The National Security Committee shall work with and coordinate Legion efforts with the Local and County Emergency Management Offices on matters pertaining to local, civilian and homeland defenses. The committee shall coordinate Post assistance to the armed forces of the United States in morale and welfare efforts examples of which may include but are not limited to Operation at Ease, Military Appreciation Day, and Operation North State. The Committee and the Post shall, in every way, be active in community activities supporting the defense of the nation and the security of the American homeland.

Sons of the American Legion Committee: This committee shall have oversight over the operations of the Post's squadron of the Sons of The American Legion.

ARTICLE V - COMMITTEES (Continued)

American Legion Auxiliary Committee: Per the Post 543 Constitution, various American Legion Auxiliary organizations may be established in the future. This committee shall have oversight over any activities to establish such an auxiliary and supervision over the operations of said auxiliary once established.

Visiting and Comfort Committee: This committee is charged with visiting and comforting members and their families when sick or bereaved, and with visiting ex-service personnel in hospitals.

The Election Committee: This committee is responsible for conducting the annual nomination and election of Officers as well as any special elections as may be necessary.

SECTION 3: From time to time, the Post Commander shall appoint such additional special committees as may be deemed necessary to carry out the various responsibilities of the Post.

ARTICLE VI – DUTIES OF POST OFFICERS

SECTION 1: All Officers shall be expected to carry out their duties as follows:

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. The Commander shall be one of three officers authorized to co-sign checks disbursing the monies of the Post. The Commander shall sign all letters of donation of Post funds, correspondence/agreements between the Post and external entities and other documents deemed appropriate by the Commander.

The Commander shall approve all orders directing the disbursement of funds and shall make an annual report covering the business of the Post for the past 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 Commander shall perform such other duties as directed by the Post. The Honors and Ceremonies Committee, Veterans Memorial Committee and election Committee shall report to Commander.

ARTICLE VI – DUTIES OF OFFICERS (Continued)

1st Vice Commander, Resource Development: The 1st Vice Commander, Resource Development shall provide overall oversight/direction of all Post fund raising and other duties as assigned by the Commander. The 1st Vice Commander, Resource Development shall assume and discharge the duties of the office of Commander in the disability of, or when called upon by the Post Commander. The Saint James Military Appreciation Day Committee, and other fund-raising committees deemed appropriate, shall report to the 1st Vice Commander, Resource Development.

2nd Vice Commander Membership: The 2nd Vice Commander, Membership shall be responsible for all matters pertaining to Post membership and other duties as assigned by the Commander. Specific duties shall include but not be limited to, assuring attainment of American Legion membership goals, processing membership renewals, processing new members and member transfers, mailing membership cards to individual members, maintaining an accurate and current membership list, including all relevant data (e.g. e-mail address, phone, mailing address, etc), maintain the membership database, provide membership data to the Adjutant monthly to enable proper reporting, and issue mailings as required. Maintain members Service awards database, secure required awards and maintain the Service Awards inventory to enable annual issuance to applicable members. Assure Post membership figures align with those on file with NC State and National and resolve discrepancies. Provide the Sergeant-At-Arms the most current sign-in roster before each General membership meeting that includes applicable personal member data for verification. Issue the Post membership roster to all Executive Committee members quarterly. Work with the Public Relations Officer and Post Web master to provide information/data as required. The Membership Committee shall report to the 2nd Vice Commander, Membership.

Post Adjutant: The Post Adjutant keeps a full and correct record of all proceedings of meetings; keeps such records as Department and National requires; renders reports of membership; and handles all correspondence of the Post, and other duties as assigned by the Commander. The Adjutant shall be one of three officers authorized to co-sign checks disbursing the monies of the Post. The Adjutant, with the assistance of the Commander and Sergeant-At-Arms, is responsible for the compilation and presentation of meeting slide presentations.

ARTICLE VI – DUTIES OF OFFICERS (Continued)

Judge Advocate: The Judge Advocate shall supply advice in the conduct of Post business and to procure proper counsel when needed and perform other duties assigned by the Commander. The Judge Advocate is the guardian of the constitutional form of Post governance.

Finance Officer: The Finance Officer shall oversee all Post financial matters and perform other duties as assigned by the Commander. The Finance Officer has charge of all finances and deposits all funds in a timely manner in a FDIC insured bank account approved by the Executive Committee. The Finance Officer shall, at each Executive Committee meeting, make a detailed report on the finances of the Post, with such recommendations as may deem expedient or necessary for raising funds to carry on the activities of the Post. The Finance Officer shall be one of three officers authorized to co-sign checks disbursing the monies of the Post. The Finance Officer shall arrange for the purchase of such surety bonds for those authorized to receive or spend Post funds. These bonds shall be in such sum as shall be fixed by the Post Executive Committee but shall be no less than the current total of any and all bank accounts plus anticipated annual income. The Finance Committee reports to the Finance Officer.

Deputy Vice Commander, Active Duty Support: The Deputy Vice Commander, Active Duty Support shall be responsible for all Post matters pertaining to building and maintaining relationships with active duty military and Coast Guard organizations, individuals within same, and performing other duties as assigned by the Commander. The National Security Committee shall report to the Deputy Vice Commander, Active Duty Support.

Deputy Vice Commander, Americanism: The Deputy Vice Commander, Americanism shall be responsible for all matters pertaining to the Americanism Pillar as defined by the American Legion and performing other duties as assigned by the Commander. The Americanism Committee and Children and Youth Committee shall report to the Deputy Vice Commander, Americanism.

Sergeant-At-Arms: The Sergeant-At-Arms serves as the Post's first face to members and shall endeavor to create an atmosphere conducive to

ARTICLE VI – DUTIES OF OFFICERS (Continued)

member participation and performs other duties as assigned by the Commander. The Sergeant-At-Arms shall be responsible for meeting room set-up, assisting the Adjutant with slide preparation, member sign-in, new member introductions and shall preserve order at meetings. Additionally, the Sergeant-At-Arms shall be responsible for the planning and successful execution of various Post member social events throughout the year. The House and Entertainment Committee shall report to the Sergeant-At-Arms.

Service Officer: The Service Officer is responsible for bringing to the attention of all veterans and their dependents the rights and benefits granted to them by law and other duties assigned by the Commander. The service officer must know how to access and utilize services available through Legion channels and other community agencies. The Service Officer's report should be a standard part of every meeting. Younger veterans may not be fully versed in veteran's benefits and programs. Meanwhile, older veterans need advice on how to integrate possible benefits into their retirement plans. Dependents should be visited as soon as feasible after a veteran's death.

Congress routinely considers legislative matters of importance to veterans and to The American Legion. Working in cooperation with the Post Judge Advocate, the Post Service Officer can aid in individual Post member understanding and in-turn the Post's support of the national organization's efforts.

Post Chaplain: The Post Chaplain shall be charged with the spiritual welfare of the Post comrades and will offer divine but nonsectarian service in the event of illness, dedications, funerals, public functions, etc. The Post Chaplain shall adhere to such ceremonial rituals as are recommended by the National or Department headquarters and perform other duties as assigned by the Commander. The Visiting and Comfort Committee shall report to the Chaplain.

Public Relations Officer: The Public Relations Officer shall be responsible for all matters pertaining to projecting the Post's positive external image to the public and other duties as assigned by the Commander. The Public Relations Officer shall be responsible for the development, coordination and implementation of the Posts integrated communications plan with

ARTICLE VI – DUTIES OF OFFICERS (Continued)

responsibility for all the Post's published external communications, including the Post website and Facebook page. Duties include development of positive relationships with newspapers, magazines, radio, television and cable services that cover the Post's service area. Alerting all media outlets that cover the Post's service area about all potentially newsworthy Post activities and events, compose or edit all press releases following Associated Press guidelines and, after approval by the Commander, transmit them to the media. Also, the Public Relations Officer shall write or edit work written by others for American Legion National and Department publications, for Cat-Tales, and for other publications, including e-newsletters, about Post programs and submit them on a timely basis. Design, coordinate and publish Post brochures and fact sheets. The Public Relations Committee shall be chaired by the Public Relations Officer and its membership shall include the Post Historian and the Post webmaster. The Historian and Public Relations Committee shall report to the Public Relations Officer.

Post Historian: The Post Historian shall report to the Public Relations Officer and is charged with the individual records and incidents of the Post and Post members and shall perform other duties as may be assigned by the Public Relations Officer.

SECTION 2: Additional officers may be added as needed.

ARTICLE VII – RULES OF ORDER

SECTION 1: All proceedings of this Post shall be conducted under and pursuant to "Roberts Rules of Order", except as herein provided in Section VI Elections, Section 7 regarding absentee ballots.

SECTION 2: The Post Commander shall preside over meetings of this Post, conducting same in an orderly and "businesslike" manner. He or she shall see that the Constitution and By-Laws of Post 543, Inc., the Constitution and By-Laws of the Department of North Carolina and the Constitution and By-Laws of the National American Legion, as well as all local, State, and National regulations and laws are rigidly enforced.

SECTION 3: Casting absentee ballots will be permitted during regular, and special, elections for Officers.

ARTICLE VIII – ADJUTANT/FINANCE OFFICER

SECTION 1: As part of the annual election process, for greater efficiency and expediency for the good of Post operations, the Executive Committee may, by majority vote decide to combine the offices of Adjutant and Finance Officer into one (1) elected office. Likewise, such combined office may be returned to two separate offices.

SECTION 2: All checks drawn on Post Accounts must be countersigned by at least two (2) authorized members of the Post. The authorized members are: The Post Commander, the Post Adjutant and the Post Finance Officer.

No money shall be withdrawn from Post Accounts except by check or debit cards.

All debit card expenditures must be approved by a majority vote of the Executive Committee. Such approval must occur in advance or at the first Executive Committee meeting immediately following the expense.

Should the expense fail to be approved, it shall be deemed to be an “unauthorized use of the card” and the person using the card will be required to reimburse the Post for the amount of the expense.

SECTION 3: The Post Finance Officer shall present a detailed report of the Post's latest financial position at every Executive Board meeting. A general summary of such report shall be read to the membership at the regularly monthly meeting. Upon request a written copy of the detailed report shall be made available to any member of the Post.

SECTION 4: The Post Finance Officer, with the assistance of the Post Commander and members of the Finance Committee, shall prepare a proposed budget of income and expenses for the up-coming fiscal year beginning July 1st. If approved by a majority vote of the Executive Committee, and subsequent approval by a majority vote of members attending a regular or special membership meeting, said budget shall remain in effect for one full year.

A membership vote to approve a particular line of the budget shall be considered approval for the Executive Committee to proceed to approve or deny a particular project or expense that fits within the budgeted amount.

ARTICLE VIII – ADJUTANT/FINANCE OFFICER (Continued)

Any project not included in the annual budget or any project that will require funds larger than the budgeted amount must be brought before a regular or special meeting of the membership for a vote.

ARTICLE IX – GENERAL RULES

SECTION 1: No commitment for any obligation or project of any sort shall be made until:

- Approved by the Post Commander
- Reviewed by the Post Adjutant and the Post Finance Officer that said project has been included in the annual budget and sufficient funds exist to cover any anticipated expense.
- Approved by a majority vote of the Executive Committee.
- Nor shall any of the Post's net income be beneficial or advantageous to any private individual, unless approved by the Commander and two-thirds (10 of 12 Officers) vote of the Executive Committee and subsequent ratification by the general membership at the next regularly scheduled Post meeting.

SECTION 2: No solicitation in any form shall be made in the name of Richard H. Stewart, Jr., Post Number 543, Inc., by any member or group of members unless approved in advance by the majority of the Executive Committee and the Post Commander.

SECTION 3: In the event of the dissolution of the Richard H. Stewart, Jr., Post No. 543, Inc., its funds, fixtures and real estate property shall revert to the American Legion Department of North Carolina unless transferred to any recognized not for profit organization as designated by a vote of the Executive Committee and subsequent approval by the membership. Failing that, all funds, fixtures and real estate property shall revert to the National American Legion organization for proper disposition.

ARTICLE X – LIMITATION OF LIABILITIES

The Post shall incur, or cause to be incurred, no liability or obligation whatever which shall subject to liability any other Post, subdivision, members of the American Legion, or other individuals, corporations or organizations.

ARTICLE XI – REIMBURSEMENT

SECTION 1: Reimbursement will be made for all previously approved expenses. Such reimbursement shall be in the form of a check drawn on a Post checking account. There will be no cash payment.

SECTION 2: At the start of their term of office, the Post Commander and the Post Finance Officer shall prepare a document titled “Guidelines for Reimbursement of Travel Expenses”. If approved by the Executive Committee such document shall serve as a guide for those seeking reimbursement for expenses associated with travel.

SECTION 3: The debit cards shall remain in the possession of the officers authorized to sign checks but may be temporarily given to any member as needed for a specific use. All debit card expenditures must be approved by the Executive Committee in advance or no later than the Executive Committee meeting immediately following the expense. Failing Executive Committee approval such use of the cards shall be deemed to be an “unauthorized use” and the person using the card required to reimburse the Post for the amount of the purchase.

ARTICLE XII – DELEGATES

At a regular Post meeting to be held at least 20 days prior to the annual Department of North Carolina annual convention, the Post Commander shall nominate a slate of delegates and alternates to said convention. Additional nominations may be made from the floor. All candidates having indicated their willingness to attend, an election, using a secret written ballot, will be conducted.

ARTICLE XIII – NOTICES

Every member shall furnish the Post Adjutant with Postal and optional e-mail address. If provided, the e-mail address will be used for providing official notices and other information. If no e-mail address is provided, notices regarding changes in the Constitution and/or By-laws, special meetings, special elections, regular elections and similar events shall be hand delivered, telephoned or mailed to the Postal address. A message left on a member’s telephone answering system is considered sufficient.

It shall be the responsibility of the individual member to provide the Post Adjutant with their current e-mail, telephone number and Postal address.

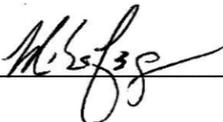
ARTICLE XIV - AMENDMENTS

SECTION 1: These By-Laws are adopted subject to the provisions of the National Constitution of The American Legion, the Constitution of the Department of North Carolina and the Constitution of the Richard H. Stewart, Jr. American Legion Post 543, Inc. Any amendment to said National Constitution or Department Constitution, which is in conflict with any provision in these By-Laws shall be regarded as automatically repealing or modifying the provisions of these By-Laws to the extent of such conflict.

SECTION 2: These By-Laws may only be amended by a vote of two-thirds (2/3rds) of the regular Post members in attendance at a regular or special Post meeting. Such a vote may be taken by show of hands unless any single member in attendance requests a written secret ballot.

A proposed amendment shall be submitted in writing to the Post Commander to be read at the next regular meeting of the Post. It is also required that written notice be given to all members at least thirty (30) days in advance of the date when such amendment is to be voted upon. Such notice shall define the proposed amendment and will state that at the next regular Post meeting a proposal to amend the By-Laws is to be voted upon.

REVIEWED AND APPROVED AS AMENDED THIS DATE: May 22, 2019

Commander: _____


Adjutant: _____
