

American Legion Post 86

Constitution and By-Laws of May 2012

Part 1

CONSTITUTION AND BY-LAWS
OF
PEACE ARCH POST NO. 86
THE AMERICAN LEGION
DEPARTMENT OF WASHINGTON ORGANIZATION

This body, as a Post having received authority by Charter from the National Organization of the American Legion to organize as a Post within the State of Washington, does hereby adopt the following Constitution and By-Laws:

By acceptance of this Charter, this post acknowledges irrevocable jurisdiction and declares itself to be in all things subject to the Constitution and By-Laws of the of the American Legion and the Department of Washington, the rules, regulations, orders and laws promulgated in pursuance thereof; and further, this Post pledges itself through its membership, to uphold, protect and defend the Constitution of the United States of America and the principles of true Americanism, for the common welfare of the living and in solemn commemoration of whose who died, that liberty might not perish from the earth.

ARTICLE 1-Name

The name of the organization shall be PEACE ARCH POST NO. 86. The American legion, Department of Washington, and it shall be incorporated under the laws of the State of Washington for the following objects and purposes:

1. 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 all 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 safeguard and transmit to posterity the principles of justice, freedom and democracy; To consecrate and sanctify our comradeship by our devotion to mutual helpfulness.

2. To purchase, lease or otherwise acquire real property, lease-hold or other interests or rights to real property wheresoever situated and to hold, own, operate, manage, maintain, improve, sell convey, lease, mortgage, encumber, exchange and dispose of , deal in and or trade in the same.
3. To purchase or otherwise acquire, own, sell and dispose of personal property of any kind or description.
4. To borrow money for its corporate purposes, and for money so borrowed, or in payment of money acquired, or for any other lawful object and purpose of the corporation, to make, execute, accept, endorse, issue and deliver bonds, notes, bills of exchange, or other obligation, secured or unsecured.
5. No officer or member of this Post shall incur, or cause to be incurred, any liability or obligation, whatsoever, which shall cause liability to this or any other Post, subdivision, group, member of the American Legion, or other individuals, corporations, or organizations.
6. To do everything necessary, suitable, and proper for the accomplishment of any of the purposes or attainments of any of the objects, or in the furtherance of any of the powers herein set forth, either alone or in association with other corporations, firms or individuals, and to do every act or acts, thing or things, incidental to or appurtenant to, or in connection with the aforesaid preamble, objects or purposes, or any part or parts thereof and to have all the rights, powers and privileges, nor or hereafter conferred by the laws of the State of Washington in reference to fraternal societies, or any act amendatory thereto or supplemental thereon or in substitution therefor.

ARTICLE II NATURE

1. As a general rule Post 86 personnel addressed in these By-Laws will be referred to as his/her, and or he/she.
2. The American legion is a civilian organization. Membership therein does not affect nor increase liability for military or police service. Rank does not exist in this Post and no member shall be addressed by his/her military or naval title in any convention or meeting of the Legion.
3. This post shall be absolutely non-political and shall not be used for the dissemination of partisan principles, or for the promotion of the candidacy of any person or persons seeking public office or preferment.
4. Each member of this Post shall perform his/her duty as a citizen, according to his or her own conscience and understanding.
5. This post is organized to serve the best interests of the veteran and the community in which it is established and shall promote and uphold American ideals.

ARTICLE III – ELIGIBILITY

1. Any person shall be eligible for membership in the American Legion who was a member of the Army, Navy, Marine Corps, Coast Guard, or Air Force of the United States and assigned to active duty at some time during any of the following periods:
 - a. April 6, 1917 to November 11, 1918
 - b. December 7, 1941 to December 31, 1946

- c. June 25, 1950 to January 31, 1955
 - d. February 28, 1961 to May 7, 1975
 - e. August 24, 1982 to July 31, 1984
 - f. December 20, 1989 to January 31, 1990
 - g. August 2, 1990 to cessation of hostilities as determined by the Government of the United States: All dates inclusive, or who being a citizen of the United States at the time of his/her entry therein, served on active duty in the armed forces of any of the Governments associated with the United States during any of the said period; provided however, that such service shall have been terminated by honorable discharge or separation, or continued honorably after any of the said periods; provided, further, that no person shall be entitled to membership who, being in such service during any of the said periods, refused on conscientious, political or other grounds to subject himself to military discipline, or unqualified service.
2. Every new applicant for membership shall present to the Post Adjutant for inspection and approval, an honorable discharge or certified copy thereof, and/or DD-214 which proof must be fully satisfy the Post Adjutant as to the applicant's eligibility before membership is granted. If a question of eligibility is raised, the Post Adjutant shall consult with the Post Judge Advocate, if one has been appointed, whether membership will be extended or not. If no Judge advocate has been appointed, then the Post Commander shall make the final ruling.
 3. Every application for membership shall be voted upon as required in the By Laws, and the Post Adjutant shall maintain records of each member's branch of service, serial number, date of enlistment, date of discharge, character of discharge, rank and organization.
 4. In keeping with National and Departmental Constitutions, this post shall be the Judge of its own membership, subject to the restrictions of its Constitution and By-Laws, EXCEPT NO PERSON WHO IS A MEMBER OF AN ORGANIZATION WHICH HAS FOR ITS AIM THE OVERTHROWING OF THE GOVERNMENT OF THE UNITED STATES, BY FORCE OR OTHER MEANS, OR WHO SUBSCRIBES TO THE PRICIPALS OF ANY GROUP OPPOSED TO OUR FORM OF GOVERNMENT, SHALL BE ELIGIBLE TO BECOME OR REMAIN A MEMBER OF THE AMERICAN LEGION.
 5. The amount of dues, initiation, and reinstatement fees, if any, shall be in accordance with the Post By-Laws.
 6. There shall be no form or class membership except an active membership. Members are encouraged to attend all monthly meetings of this Post with a minimum of four (4) per year, unless employment or health prevent such attendance.
 7. Dues my be paid annually or for life.
 8. Any permanently disabled veteran, otherwise qualified, who, due to said disability, is financially unable to make payment of dues, this Post, upon recommendation of the Post Adjutant or Service Officer shall pay said dues. This Post shall pay the dues of any active duty service personnel, and eligible member who has attained the age of 80 years.
 9. No member shall be considered in good standing until his or her dues for the current year have been paid in full, except as set forth in paragraph 8 above.
 10. Under the provisions of the National Convention of the American Legion, no person may be a member of this Post who is also a member of another Legion Post.

11. No person who has been expelled by any other Post of the American Legion shall be admitted to membership of this Post.

ARTICLE IV – POLICY

1. While requiring every member of the American Legion perform his/her full duty as a citizen according to the dictates of his/her or own conscience and understanding, this Post shall be absolutely non-partisan and non-sectorial and shall not be used for the dissemination of partisan principles or ideals or for the promotion of candidacy of any person or group of persons seeking public office or preferential treatment.
2. All resolutions of state or national scope presented before this Post by a member or reported by a committee, shall merely embody the opinion of this Post on the subject, and copy of same shall be forwarded to Departmental Headquarters for its approval before any publicity is given or action taken, other than approval/disapproval by the Post.

ARTICLE V – OFFICERS

1. The officers of this post shall be as follows:
 - a. Commander
 - b. Senior Vice Commander
 - c. Junior Vice Commander
 - d. Junior Past Commander
 - e. Adjutant
 - f. Finance Officer
 - g. Service Officer
 - h. Historian
 - i. Chaplain
 - j. Sergeant-at-Arms
2. The annual nomination of officers and Executive Committee shall be held at the General Membership meeting three (3) months prior to the Department of Washington Convention each year. The election of those officers and Executive Committee shall be held at the General Membership meeting one (1) month prior to the Department of Washington Convention. The officers and Executive Committee so elected must be installed by the September General Membership Meeting that year.
3. The Post Adjutant shall notify the Department of Washington Headquarters of the election results, with a list of officers so elected and installed, contingent upon certification that payment of current Post dues have been paid. Provided, however, that no newly elected officer or Executive Committee member, regardless of the date of election or installation, shall assume the duties of his/her office earlier than the first day following the close of the annual Department of Washington Convention.
4. Assumption of office, to which elected and installed, shall not go into effect until the Post Adjutant has sent certification of service, including name, date of enlistment, date of discharge, rank, organization, and serial number, together with certification of eligibility for membership in the American Legion, to the Department of Washington Headquarters. And approval thereof, has been received back from the Department of Washington by this Post.

5. There shall be a Post Executive Committee composed of the Commander, Senior Vice Commander, Junior Vice Commander, Junior Past Commander, Adjutant, Chaplain, Finance Officer, Service Officer, and four (4) members to be selected at-large from the general membership of the Post, who shall be elected and installed, as provided for in Section 2 of this Article. Members-at-large shall serve a two (2) year term, with a new Member-at-Large elected each year to provide continuity of service.
6. Any Post Officer or member of the Executive Committee, absent from three (3) Executive Board/General Membership meetings within twelve months without excuse, shall be automatically be considered to have vacated his/her post and said post shall be declared vacant by the Post Commander who shall declare such vacancy as being upon for election at the Next General Membership Meeting immediately following the declaration of such vacancy.

ARTICLE VI – MEETINGS

Regular meetings of this Post shall be held at the time and place provided in the By-Laws, but not less frequently than once a month. Special Called Meetings may be held as provided for in the By-Laws.

ARTICLE VII – QUORUM

A quorum shall exist at any meeting of this Post when there are present seven (7) members in good standing, three (3) of which must be members of the Executive Committee.

ARTICLE VIII – RULES OF PROCEDURES

The Rules of Procedure at any meeting of this Post Shall be those set forth in the Manual of Ceremonies or Roberts Rules of Order, most recent revision, except as they may conflict with the provisions of any Article of the Constitution or By-Laws of this Post, or the Department or National Constitution or By-Laws.

ARTICLE IX – DELEGATES

1. Delegates and Alternates to the Department of Washington Convention shall be elected by the Post at the General Membership Meeting of the Post not later than thirty (30) days prior to the Annual Convention. Forms will be submitted to the Department Headquarters at least thirty (30) days prior to the Convention with the names of delegates and alternates so elected. The number of such Delegates and Alternates shall be provided for in the Department Constitution.
2. One Delegate and one Alternate for the Spring District Conference shall be elected by the Post at the General Membership meeting held prior to the Spring Conference, but not less than five (5) days prior to, for the purpose of casting votes for Commander and Vice Commander of the Second District. The Post Adjutant shall certify to the District Commander, at least five (5) days prior to the Spring Conference those so elected to attend.
3. If the elected Delegate(s) hold any office within the Post, the one holding the highest office shall automatically serve as Chairperson of the delegation.

ARTICLE X – SONS OF THE AMERICAN LEGION (SAL)

A Sons of the American Legion Squadron, Peace Arch Post 86 is authorized, and shall be organized and conducted in compliance with the National and Department Constitutions of the American Legion, and the Sons of the American Legion. It shall be the purpose of the Post to encourage and cooperate with the Sons of the American Legion Squadron in all its activities under the provisions of this Posts' constitution and By-Laws.

ARTICLE XI – AMENDMENTS

This Constitution and By-Laws may be amended at any Post General Membership meeting by a two-thirds vote of those attending said meeting. Provided that the proposed amendment shall have been submitted in writing and read to the preceding General membership meeting of said Post. Further providing that written notification shall have been given to all members at least thirty (30) days in advance of date when said Amendment is to be voted upon.

ARTICLE XII – ADOPTION

These Articles are hereby adopted as the Constitution of this post and each and all members thereof are subject thereto under the provisions of the National Constitution and the Department of Washington Constitution of the American Legion. Any provision or amendment of this Constitution, which may be in conflict with said National or Department Constitution, shall be automatically repealed or modified so as to reflect the views of the National or Department Constitution.

PART II

BY-LAWS

PEACE ARCH POST NO. 86

THE AMERICAN LEGION

DEPARTMENT OF WASHINGTON

ARTICLE 1 – DUTIES OF OFFICERS

1. POST COMMANDER: Shall preside as Chairman at all meetings of the Post and of the Executive Committee. He/She shall perform such other duties as are usually incident to the office.
2. POST VICE COMMANDERS: The Senior Post Vice Commander and Junior Post Vice Commander shall, in the absence or disability of the Post Commander, perform the duties of the Chairman, according to seniority. In addition to the foregoing, the Senior Vice Commander shall be responsible for the membership programs of the Post. The Junior Vice Commander shall be responsible for the social programs of the Post.
3. Post Adjutant: The duties of the Post adjutant shall be:
 - a. The Post Adjutant shall keep a written record of all meetings of the Post and the Post Executive Committee. He/She shall record for the permanent record in a book kept for that purpose and shall at each general membership meeting, read the minutes of the previous meeting and any Executive Committee Meetings as may have been held. Making such corrections to the minutes as may be allowed.
 - b. The Adjutant shall cause notice to be given of all meetings through the Post Newsletter and shall keep a complete record of membership on Department Headquarters membership ledger forms.
 - c. The Adjutant and/or Post Finance Officer will issue individual membership cards as provided by National Headquarters and will Submit to National and Department Headquarters a copy of the record cards together with the current per capita dues to the Office of the Department adjutant/Finance Officer, At least twice a month on the 15th and 30th of the month.

- d. Prior to installation, it will be the duty of the incumbent Adjutant to insure that he/she has on file for each newly elected or appointed officer, proof of eligibility and a signed statement to read as follows: "I hereby that I have read and understand the Constitution and By-Laws of the American Legion Post No. 86."
4. FINANCE OFFICER: The duties of the Finance Officer shall be:
 - a. The Post Finance Officer shall be responsible for the receiving and the distribution of all Post funds as authorized the Executive Committee within its power. Or by the Post membership. He/She shall keep a record of all receipts, monies, and or other assets. When disbursements are made, he/she shall record in books of record, the amount of such expenditure and the purpose, and shall file and cause to be preserved a voucher for same.
 - b. He shall maintain a uniform accounting system which will satisfy all requirements of U.S. Governmental Agencies involved in the operation of this Post.
 - c. He/She shall further render to the Executive Committee at the next General Membership meeting, a detailed record of all receipts and expenditures made for the preceding month and, at all times, shall keep the financial books in readiness for the auditing of accounts by the Executive Committee. The Finance Officer shall at the annual meeting of the Post. Make a report of all receipts and expenditures for the past year. The financial record shall be available for information to any Post member upon written request and will be provided by the Finance Officer as soon thereafter as possible.
 - d. Prior to assuming office, the Finance Officer shall execute and deliver to the Post Executive Committee, a surety bond in such sum as the Committee shall determine, payable to the Peace Arch Post No. 86, The American Legion, for the performance of his/her duties. The premium for such bond shall be paid for by the Post.
 - e. He/She shall, at his/her discretion, and with approval of the Executive Committee, appoint any person or persons to perform any and or all of the aforementioned duties of this office, provide a surety bond in the amount equal to that required for his/her office and will be responsible for the performance of those so appointed.
5. POST CHAPLAIN: The Post Chaplain shall perform such divine and nonsectarian services as may be necessary, adhering to such ceremonial rituals as may be recommended by National or Departmental Headquarters.
6. POST SERVICE OFFICER: Service Officer's duties shall be to assist all Veterans in the prosecution of all claims with the U.S. Government and shall have charge of resolving any problems relating to the welfare of the members of this Post. He/She shall conduct all investigations and administer all relief funds and equipment. He/She shall be responsible for accounting and reporting all activities of the Service Office and for maintaining of accurate and up to date inventory of all service equipment. He/She may disburse funds up to \$50.00 per situation. Any funds over \$50.00 shall be approved by the Executive Committee.
7. SERGEANT-AT-ARMS: The Post Sergeant-at-Arms shall be responsible fo setting up the meeting room, ensuring that the podium and flags are in place for the meeting. He shall be tasked with assisting the Post Commander in keeping good order and discipline at all meetings of this Post. He shall further be responsible for firearms and related equipment assigned to this Post for rendering a salute to fallen comrades as called upon to do so.

8. JUDGE ADVOCATE: The Post Judge Advocate is an appointed position at the discretion of the Post Commander and approved by the Executive Committee, and shall advise the Officers and/or the Executive Committee on all legal matters, including, but not limited to, the construction and interpretation of the Constitution and By-Laws of this Post. He/She shall be responsible for obtaining Roberts Rules of Order, latest revision, being thoroughly familiar with said manual and its procedures.

ARTICLE II – EXECUTIVE COMMITTEE

There shall be a Post Executive Committee composed of the Commander, as Chairman, Senior Vice Commander, Junior Vice Commander, Junior Past Commander, Adjutant, Service Officer, Finance Officer, Chaplain, Sergeant at Arms, and four (4) Members at Large: Two members at Large shall be elected each year to serve a term of two (2) years. In the event a Member at Large is elected to a Legion Post Office, a member from the General Membership shall be elected to serve out the remainder of that term. The Post Judge advocate, is so appointed by the Commander, shall be the legal advisor at all Executive Committee Meetings. The Executive Committee duties shall be:

1. The Executive Committee shall act as an Advisory Board to the Post Commander on all American Legion programs. It shall meet once a month prior to the General Membership meeting. The Executive Committee shall be governed by these By-Laws and Roberts Rules of Order, latest revision.
2. The Executive Committee shall be responsible in managing the business affairs of the Post. This Includes all functions and operations except those relating to the programs of the American Legion, which shall be carried out by the General Membership.
3. The Executive Committee shall have the power to authorize any or all expenditures up to and including two thousand five hundred dollars (\$2500.00) per item by a simple majority. Any expenditure over this amount MUST be approved by the General Membership in a regular meeting. Expenditures over this limit requires the written consent of the Executive Committee, signed by the Post Commander, the Adjutant, and one other member, and ratified by the General Membership after being given written notice in the Post Newsletter and/or by special mailing to all members.
4. Five (5) members of the Executive Committee shall constitute a quorum. A majority vote by those members present is required to transact business.
5. The Post Commander shall within forty-five days of taking office appoint an Auditing Committee of three (3) Members, at least one (1) from the Executive Committee, and one (1) from the General Membership of the Post. The Duties of the Auditing Committee shall be to spot audit the accounts of the Finance Officer, as of the last day of September which is the annual audit or at the Post Commanders discretion. The Committee will report its findings at the next scheduled executive Committee Meeting in July. This audit shall include a statement of receipts, expenditures, and cash on hand, plus any other data required by the Executive Committee.
6. Except for routine matters, the Post Commander, acting as Chairman, may call for a secret written ballot.
7. A special meeting of the Executive committee may be called, on the written request, of at least three (3) members of the Committee.
8. The Post Commander, although the Chairman of the Executive Committee, does not have a vote, unless there is a tie, then the Post Commander shall vote to break the tie.

9. The Minutes of all meetings of the Executive Committee shall be read at the next General Membership Meeting of this Post.

ARTICLE III – OFFICER ELIGIBILITY/VACANCY

1. Any American Legion member of this Post, in good standing, shall be eligible to hold any office of the Post.
2. In case of a vacancy of any Post Office, such vacancy shall be filled by election at the next regular General Membership meeting of this Post succeeding the meeting at which said office has been declared vacant.
3. An Office is considered vacant when the Officer holding the position has become incapacitated, disabled, missed three (3) consecutive General Memberships meetings without excuse, moved or joined another American Legion Post, or has requested, in writing, being dropped from the membership roll as said Officer.

ARTICLE IV RULES OF MEETINGS

Meetings of American Legion Post No. 86 will be in accordance with directives of the National and Department of Washington and Roberts Rules of Order, latest revision

ARTICLE V – COMMITTEES

The following committees shall be appointed by the Post Commander, subject to Executive Committee approval and ratification of the Post Membership at the next general Membership meeting. The size of each committee shall be left to the discretion of the Commander. The committees are Americanism, Anti-Subversive, Boy Scouts, Boys State, Children and Youth, Community Service and Post Activities, Education, Employment, Baseball, Legislative, Membership, National Security, Oratorical, Publicity, Rehabilitation and other Committees as may be necessary from time to time.

ARTICLE VI – MEETINGS

1. The General Membership meetings of this Post shall be held at the Post Home, unless in case of emergency, the Executive Committee designates some other place of meeting.
2. The Executive Committee shall meet at 7:00 pm the second Wednesday of each month with the General Membership Meeting at 7:00 PM the fourth Wednesday of each month.
3. Special meetings may be called at any time by the Post Commander; by a majority of the Executive Committee; or upon written demand by any three (3) members of the Post, to the Post Commander. As much advance notice of such meeting shall be given as exigencies of the particular situation allow.

ARTICLE VII – DUES

1. The annual dues for member ship in this Post shall be \$40.00 per year.
2. Annual dues shall be payable August 1 of each year, for the following year.
3. A member whose dues have not been paid by January 1 shall be considered delinquent. If dues are paid on or before February 1, the member shall automatically be reinstated. If still delinquent after February 1, the member shall be suspended from all Post privileges, if dues still have not been paid by December 31 of that year, membership shall be forfeited. A member so suspended or whose membership has been forfeited, may be reinstated to active membership in good standing by a majority vote of the Post at a General Membership meeting, and payment of current dues for the year in which the reinstatement occurs. The Post at its option, may also

require a member whose membership has been forfeited, to pay one year arrears in dues as a condition precedent to reinstatement.

4. All Executive and Appointed Post Officers will tender current dues to the Post Adjutant or Post Finance Officer prior to their installation in office. Any elective or appointed officer not up to date with current dues will under the provision of the Post By-Laws, automatically vacate their position.
5. The funds of this Post shall not be pledged to support any fund-raising event managed or controlled by private promotion. Any officer or committee member violating this order shall be remove from office or committee assignment, immediately.

ARTICLE VIII – APPLICATION FOR MEMBERSHIP

Application for membership will be voted upon in regular Post Meeting after presentation of written application and the necessary document giving required service eligibility and with payment of one year's dues to the Post Adjutant. A majority vote will approve said membership.

ARTICLE IX – DISCIPLINE OF POST MEMBERS/GUESTS

1. The Post Commander, at his/her discretion, may appoint a disciplinary committee whose sole purpose is to hear and rule on any misconduct of Post members and guests. This is a special Committee, created for that one event of misconduct.
2. Members may be suspended or expelled from the American Legion and this Post only upon proper showing of just cause. Charges must be based on disloyalty, neglect of duty, dishonesty and conduct unbecoming a member of the Legion. The charges must be made under oath, in writing by the accuser, and submitted to the Post Commander. No member in good standing shall lose his/her membership until given a fair trial by the Post or Department in such manner and form as the Department of Washington By-Law and Executive Committee shall prescribe. A copy of all charges shall be given to the member concerned and said member will be given opportunity to respond to said charges at a special meeting of this Post called for the purpose of hearing the complaint and response. A two-thirds (2/3) vote of members sitting as jurors at such meeting shall be required to suspend or expel the member concerned.
3. Any member who has been suspended or expelled has the right to appeal to the Department Executive Committee of the Department Convention, According to the provisions of the By-Laws of such Department. The Decision of the Department Executive Committee shall be final.
4. The Post may issue a Letter of Warning Without Penalty, to the accused.

ARTICLE X – EXECUTIVE COMMITTEE VACANCY

Any member of the Executive Committee absenting himself/herself for more than three (3) consecutive Executive Committee or General Membership Meetings without obtaining permission from the Post Commander or without previously obtaining leave of absence, shall, except in case of illness, be deemed to vacate his office, and the vacancy may be filled as in other cases of vacancies of this Post. If leave of absence is granted, the Post Commander may in his discretion, appoint a substitute from the general membership to fill that position during said absence.

ARTICLE XI – LEGION NAME AND INSIGNIA

The Post will at all times comply with the National Constitution and Mandates of the National Convention and National Executive Committee as to use of the American Legion name and insignia, as copyrighted and patented under the laws of the United States.

ARTICLE XII – SCHOLARSHIPS

American Legion Post 86, in 1992 in accordance with the wishes of the General Membership, specified that a scholarship fund would be established. It shall be an interest-bearing account. The interest from this account will be used toward tuition for a Technical Training Scholarship, including single course job-enhancement. These funds will be administered by the Executive Committee and the General Membership for disbursement consideration. It shall be called the American Legion, Peace Arch Post 86, Memorial Scholarship Fund. The Disbursement of these funds shall require the Signatures of both the Post Commander and the Post Finance Officer.

ARTICLE XIII – DONATIONS

1. All requests for monetary donations will be submitted to the Executive Committee, in writing
2. The request will be reviewed by the Executive Committee and recommendation made to the General Membership at its next meeting. Any request up to \$500.00 can be approved by the General Membership in a regular meeting or Special Meeting called for that purpose.
3. For any request over \$500.00, the General Membership must be notified in writing or via Post Newsletter that a decision on the request will be made at the next regular Post meeting or Special Meeting called for that purpose only.
4. Person(s) making the donation request, if not a member of Post 86, will not be present during the voting process.

ARTICLE XIV – CHECK HANDLING

1. The Post Commander may expend up to \$100.00 from the Petty Cash Fund as needed for immediate business of the Post. Any check over \$100.00 dollars that is not related to routine business, (i.e) payroll, utilities, or goods and services, must be signed by any two of the four authorized personnel (Post Commander, Office Manager, Adjutant, and Post Finance Officer).
2. Payroll checks will be signed by the Post Commander or his/her designated representative.

ARTICLE XV – ADOPTION OF BY-LAWS

1. These By-Laws are hereby adopted as the By-Laws of American Legion Post 86. A copy shall be forwarded to the National Convention and Washington State Convention. Any provision of any Amendment contained herein that is in direct conflict with National Convention or Department of Washington Constitution and By-Laws shall be repealed and or modified to reflect the provisions of the National Convention and Department of Washington, The American Legion.
2. The Changes contained herein will go into effect immediately after the Third Reading with the General Membership of this Post.