

**BY-LAWS
OF
LEONARD E. CONLEY POST NO. 216
THE AMERICAN LEGION
GRETNA, NEBRASKA**

**ARTICLE I
DUTIES OF OFFICERS**

Section 1. As "Post 216 Commander" – to you comrade, is entrusted a very important duty, that of teaching and protecting the cardinal principles of The American Legion throughout your entire Post. To you is entrusted supervision of the duties of all other officers of the Post and the responsibility for the development and training of the Post membership for positions of greater leadership within the Post. At your discretion, elected officers may be required to complete the American Legion Basic Training course available on the American Legion website. You are guided by the Constitution and the By-Laws to include the decisions of the Post 216 Executive Committee. You are responsible for the success of the Post's annual programs. You must initiate and carry through all programs to completion. You must thoroughly familiarize yourself with the policies and traditions of your Post's activities. As Post Commander, you shall be the executive officer of the Post. The commander shall preside over all meetings of Post 216, the Executive Committee, and appoint any required standing committees.

Section 2. "Vice-Commander" – to you is given the responsibility of an active cooperation between yourself and the Post Commander. Particularly you should interest yourself in the membership of the Post. You should be assisted by the most active and devoted members of the post. No single factor has so much importance and influence of the Post's success as membership. The Vice Commander shall perform all the duties of the Commander in the Commander's absence.

Section 3. "Finance Officer" – you are the custodian of all Post funds. To you is given charge of the Post's annual budget and the duty of payment of all the Post's properly authorized obligations. The Finance Officer shall obtain approval for any expenditures outside of normal operating expenses, present a financial statement to the membership at the monthly meeting, and provide a financial statement to the executive committee at each meeting if requested. Financial statements shall be in the format required by the American Legion Department of Nebraska Bylaws.

Section 4. "Adjutant" – comrade, you have been chosen to assist your commander in the efficient administration of the Post. The success of the Post depends largely upon you and your performance of the duties of your office. The Adjutant shall give notice of all meetings of Post 216 and the Post 216 Executive Committee. You shall keep the minutes of such meetings. The Adjutant shall coordinate all correspondence and keep records of Post 216 meetings.

Section 5. "Sergeant-At-Arms" – you are the Sentinel of Tiler, the outer guard of Post 216. You will learn the identity of and introduce to the Commander all visiting comrades and guests of the Post. You are responsible that no one shall remain a stranger in our midst. Always be ready to assist your commander. Into your hands is given charge of colors, which you will properly display at all Post 216 meetings. The Sergeant-At-Arms shall perform duties as the nature of his/her office requires.

ARTICLE II MEETINGS

Section 1. The regular meeting of this post shall be held on the last Tuesday evening of each month.

Section 2. A quorum shall consist of no less than ten (10) members in good standing.

Section 3: Special meetings may be held occasionally at the call of the Post Commander, and they shall, upon written request of ten members, issue a call for a special meeting.

ARTICLE III RULES

Section 1. The Executive Committee shall have charge of all property belonging to the post and shall sign and enter into all contracts and agreements authorized by the post. They shall have the power to act in the interim between meetings of the post and shall recommend action to the post.

Section 2: The following rules shall govern the management of the club activities of Legion Post 216:

- a. The management of the American Legion Post 216 club shall be under the direction of the Executive Committee. The Executive committee shall appoint managers to coordinate activities and shall oversee their performance. Such managers, for which the commander appointed them, shall be empowered with the authority to execute their duties as approved by the commander and executive committee. They shall report the results of the activities that they manage to the executive committee. The Executive Committee is authorized to make necessary purchases of materials and supplies and to contract for such services as are required for the efficient operation of the club.
- b. All funds and monies derived from the operation of the club shall be deposited in a bank designated by the Executive Committee. All monies, property, equipment, and supplies connected with, used by, or in conjunction with the operation of the club are and shall be the exclusive property of the American Legion Post 216 and available for its use, subject to the retention of such reasonable amounts as are deemed by the Executive Committee necessary to be held in reserve for the proper operation of the club.

ARTICLES IV MEMBERSHIP

Section 1. Application for membership shall be made in such form as the Executive Committee may require and shall be accompanied with one year's dues. These applications may be referred to the Executive Committee for investigation, and following their report to the Post membership, may be balloted upon.

**ARTICLES V
ORDER OF BUSINESS**

Section 1. The order of business for the Post shall be as follows:

- a. Preamble to the Constitution of the American Legion
- b. POW-MIA Remembrance
- c. Reading /Approval of the Minutes of the Previous Meeting
- d. Committee Reports
- e. Sick Call and Relief
- f. Unfinished Business
- g. Balloting Upon Applications
- h. New Business and Correspondence
- i. Good of the Legion

**ARTICLES VI
PRIVILEGES**

Section 1. The Privileges of Post 216 shall be extended to every member in good standing, so long as their conduct conforms to standards of conduct prescribed in the Constitution of the American Legion.

**ARTICLES VII
MISCELLANEOUS**

Section 1. Improper conduct. No intoxicating liquors shall be served or consumed during a meeting of Post 216, nor shall conduct tending to disrupt the meeting be tolerated. No member shall be admitted to any meeting or be permitted to remain if he or she persists in improper or disorderly conduct. Removal shall be determined by vote of the membership.

**ARTICLES VIII
COMMITTEES**

Section 1. The Post Commander will assign committee chairpersons as may be deemed appropriate for proper conduct of the affairs of the Post. The Commander in an emergency, shall have the authority to appoint such special committees as in his/her judgement the circumstances require one. Committees shall serve for the duration and term for which the Commander appointed them.

**ARTICLE IX
DISCIPLINE**

Section 1. Any member is subject to discipline as prescribed by the Constitution and By-Laws of Post. Any member using the Post Name without written consent from the Post Commander, or the Post Executive Committee will be subjected to discipline. No member has the authority to use the Gretna Post 216 American Legion name in any capacity to include raising funds without the permission the Post Commander or the Post 216 Executive Committee.

**ARTICLE X
AMENDMENTS**

Section 1. Amendments to these By-Laws may be made at any regular meeting of the Post by a two-thirds vote of the members present, providing notice of the proposed amendment shall have been given at the preceding regular meeting or in writing in the call for the meeting.

CERTIFICATION

Section 1. It is hereby certified that the foregoing revised By-Laws were adopted by Gretna Legion Post 216.

IN TESTIMONY WHEREOF,

We have hereunto subscribed our names this 17th day of June, 2024.

Post Commander Cindy Mefford Cindy Mefford

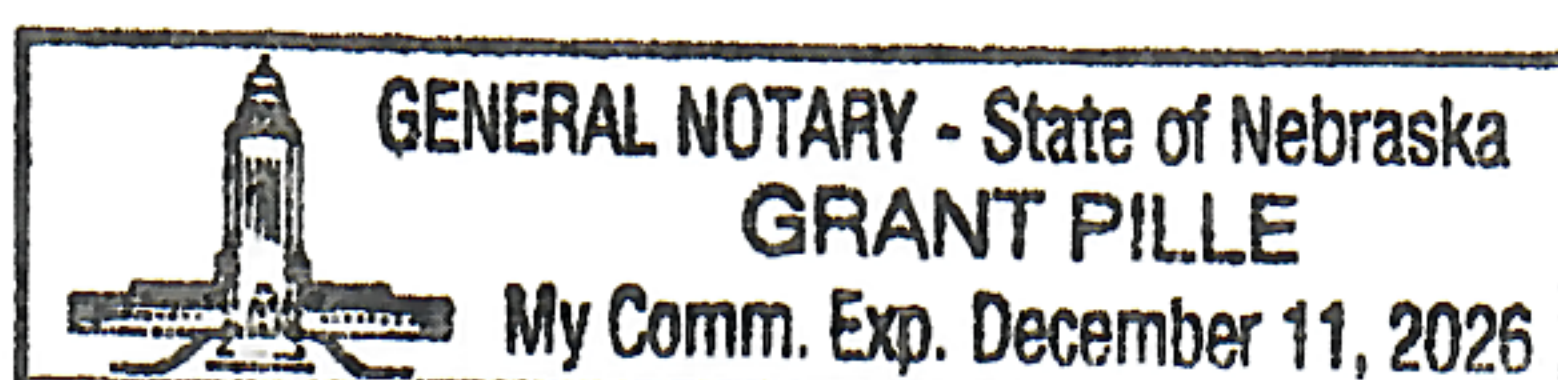
Vice Commander Joe Rossman Joe Rossman

Post Finance Officer Tom Johnson Tom Johnson

Post Adjutant Jeff Johnson Jeff Johnson

STATE OF NEBRASKA, COUNTY OF SARPY

Subscribed in my presence and sworn to before me this 17th day of June, 2024.



[Signature]
Notary Public