

## PROPOSED UPDATES TO POST 233 BY-LAWS FOR 2017

The Department of Florida approved our by-laws on May 9, 2014. By-laws need to be resubmitted for approval every three (3) years. The by-laws at Post 233 will remain the same as previously approved with the following exceptions. The changes or updates for 2017 are highlighted in yellow.

### ARTICLE IV. MANAGEMENT.

**Section 1.** The administrative affairs of Palm Valley Post 233 shall be under the supervision of the Executive Committee, who shall serve as the corporate directors. This Executive Committee shall consist of all current elected Legion Post Officers; ie Commander, four (4) Vice Commanders, Sgt. at Arms, Finance Officer, Chaplain, Historian, plus five (5) additional elected legion members, and the option of one past commander, so elected by the Past Commanders Club. In addition, the following appointed officers shall also serve on the Executive Committee; Adjutant, Judge Advocate and Service Officer. No member shall hold more than one (1) elected position. The Commander shall have the option of designating a past commander as chairman, or conducting the Executive Committee meeting himself.

**Section 4.** Post employees shall receive a copy of the Palm Valley Post 233 Employee Manual upon hiring. This manual was adopted in 2015 and is from time to time revised. Employee's will adhere to the guidelines established in the manual along with the existing employee job descriptions.

**Section 5.** The commander or canteen manager shall have the authority to appoint or dismiss any employee(s), as may be deemed necessary for just cause. Any employee dismissed by supervisory personnel may appeal their dismissal to the Executive Committee, within 30 days.

**Section 7.** The House Committee shall be responsible for the overall management of the Post Canteen and Kitchen. The Commander shall designate members to this committee with the approval of the Executive Committee. Proper inventories will be taken monthly and a written report submitted to the Executive Committee.

### ARTICLE V. NOMINATION AND ELECTION OF OFFICERS.

**Section 2.** Nomination of officers shall be made from the floor at two (2) regular meetings immediately prior to election. Election of Post Officers shall be held not more than ninety (90) days, nor less than ten (10) days prior to the annual Department Convention. Certification must be made on forms furnished by the Department Adjutant. Newly elected Post Officers shall enter upon their duties on a date agreed to by both the outgoing and incoming commanders. The ceremonial installation of officers by the District Commander or his/her representative, shall take place within 60 days after the adjournment of the annual Department Convention.

**Section 3.** Any vacancy existing on the Executive Committee, or in any elected office of the post, from any cause other than expiration of the term, shall be filled by the majority vote of the general membership. A member so voted shall hold the office for the unexpired term of the officer or committee member he succeeds. As to a committee member, a vacancy shall exist when a committee member has resigned or is absent from three (3) consecutive regular meetings. As to a Post Officer, a vacancy shall exist when a Post Officer has resigned. If a Post Officer is absent from three (3) consecutive regular meetings, such unexcused, absences shall be considered a neglect of duty which can be the basis of charges brought.

### ARTICLE VII. MEETINGS.

**Section 1.** **REGULAR MEETINGS:** Regular meetings of the Post shall be on the second Wednesday of the month, starting at 1900 hours (7:00 pm). The regular meeting will be attended by Legionnaires only, all others, at the invitation or permission of the Commander.