

ILLINOIS AMVETS GENERIC POST CBL INSTRUCTIONS

The generic Post Constitution and Bylaws is provided for the use of posts within the Department of Illinois AMVETS. It may be used as is or it can be modified as necessary to fit individual post needs.

Prior to adoption, fill in the correct information for the constitution as follows:

- a) Page 1, above Preamble; insert post number, city and date,
- b) ARTICLE I; insert post number and city,
- c) ARTICLE IV, Sections 5, 6 & 7; insert post number
- d) ARTICLE IV, Section 10; insert dates (e. g. May meeting and June meeting)
- e) ARTICLE VI, Sections 1 & 2; insert post number,
- f) ARTICLE VII, Sections 2, 4 & 6; insert post number,
- g) ARTICLE VIII; if post has Ladies Auxiliary, insert post number in both blanks, if not, delete this article and renumber subsequent articles.
- h) ARTICLE IX; if post has Sad Sacks insert post number and Sack number supplied by National Sad Sacks, if not, delete this article and renumber subsequent articles
- i) ARTICLE X; if post has Junior AMVETS, insert post number in both blanks, if not, delete this article and renumber subsequent articles.
- j) ARTICLE XI; if post has Sons of AMVETS, insert post number in both blanks, if not, delete this article and renumber subsequent articles.
- k) ARTICLE XII; if post has AMVETS Riders, insert post number in both blanks, if not, delete this article and renumber subsequent articles.

Prior to adoption, fill in the correct information for the bylaws as follows:

- a) Above ARTICLE I; insert post number,
- b) ARTICLE I, Section 2; insert annual meeting date (e. g. second Wednesday in June)
- c) ARTICLE I, Section 3; insert post number and date for meeting (e. g. second Wednesday),
- d) ARTICLE I, Section 7; insert post number
- e) ARTICLE II, Sections 1 & 2; insert number of post members and elected officers present for a quorum.
- f) ARTICLE II, Section 3; insert number of Executive Committee members necessary for a quorum,
- g) ARTICLE III Section 1; delete any standing committees not used and add any deemed necessary.
- h) ARTICLE VI, Section 1; insert post number, total amount of annual membership dues and amount retained by post,
- i) ARTICLE VI, Section 2; insert post number,
- j) ARTICLE VI, Section 5; insert post number and dates for fiscal year,
- k) ARTICLE VII, Section 1; insert post number
- l) ARTICLE VIII; insert post number
- m) ARTICLE IX, Section 1; insert post number.

Post Adjutant and Post Judge Advocate add their signatures along with date adopted by post.



AMVETS POST CONSTITUTION

AMVETS Post # _____ (city) _____ Illinois _____ (date)

PREAMBLE

We the American veterans who have served or are serving in the Armed Forces of the United States during and since World War II, fully realizing our responsibilities to our community, to our state and to our Nation, associate ourselves for the following purposes: to uphold and defend the Constitution of the United States; to safeguard the principles of freedom, liberty and justice for all; to promote the cause of peace and good will among nations; to maintain inviolate the freedom of our country; to preserve the fundamentals of democracy; to perpetuate the friendships and associations of these veterans; and to dedicate ourselves to the cause of mutual assistance, this by the grace of God.

ARTICLE I. NAME

The name of this organization shall be AMVETS Post Number _____, in the city of _____, Illinois.

ARTICLE II. AIMS

The aims and purposes of this organization are as follows:

1. To serve our country in peace as in war; to build and maintain the welfare of the United States of America toward lasting prosperity and peace for all its inhabitants.
2. To encourage, in keeping the policies of our government, the establishment of a concrete plan to secure permanent international peace and to assist in the maintenance of international peace.

3. To inspire in our membership a sense of responsibility and to develop leadership for the preservation of our American democratic way of life.
4. To help unify divergent groups in the overall interest of American democracy.
5. To train our youth to become purposeful citizens in a democracy with full knowledge of the responsibilities as well as the privileges of citizenship.
6. To cooperate with all duly recognized existing veterans' organizations in the furtherance of the aims of the American veterans who have served or are serving in the Armed Forces of the United States during and since World War II.
7. To ensure the orderly return of the veterans to civilian life by protecting their rights as individuals while still in uniform.
8. To expedite and assist in the rehabilitation of the veteran by maintenance of employment services, sponsoring educational opportunities, providing counsel of insurance, housing, recreation, personal problems, hospitalization and veterans benefits.
9. To act as liaison agent between the veteran and the government.
10. To provide an organization to encourage fellowship among all American veterans who have served or are serving during and since World War II.
11. To keep the public forever reminded that American veterans who have served or are serving in the Armed Forces of the United States during and since World War II fought and served to preserve peace, liberty and democracy of their nation.

ARTICLE III. MEMBERSHIP

- Section 1. Any person who served or is presently serving in the Armed Forces of the United States of America at any time after September 15, 1940 is eligible for regular membership in AMVETS provided that such service, when terminated by discharge or release from active duty, be by honorable discharge, honorable separation or general discharge under honorable conditions.
- Section 2. Any American citizen, as an American citizen, who served in the Armed Forces of an allied nation of the United States at any time after September 15, 1940, and before May 8, 1975, is eligible for regular membership in AMVETS provided such service, when terminated by discharge or release from active duty, is by honorable discharge or honorable separation.
- Section 3. No person who is a member of, or who advocates the principles of any organization believing in or working for the overthrow of the United States Government by force, and no American citizen or permanent resident alien in the United States, one of its territories possessions or the District of Columbia who refuses to uphold and defend the Constitution of the United

States, shall be privileged to become or continue to be a member of this post.

- Section 4. All United States reservists and national guardsmen who are now serving, or have been discharged since September 15, 1940, are eligible for regular membership in AMVETS provided such service, when terminated by discharge or release, is by honorable discharge or separation.
- Section 5. Honorary memberships shall not be granted.
- Section 6. No person shall be a member of more than post at any one time.
- Section 7. No person expelled from another post shall be eligible for membership in this post without the written consent of the expelling post, or consent of the State Executive Committee (SEC) after hearing an appeal.
- Section 8. This post shall be the judge of its own membership, subject to the provisions of the Constitution and Bylaws of the National and Department of Illinois AMVETS.
- Section 9. Membership year shall run from September 1 through August 31 of the following year.
- Section 10. Eligibility for membership and the rights and privileges of members shall be as provided in the Constitution and Bylaws, And the terms for membership and requirements for holding office within AMVETS shall not be discriminatory on the basis of race, color, religion, gender, national origin or sexual preference.

ARTICLE IV. OFFICERS

- Section 1. Officers of this post will consist of a Commander, two Vice Commanders, a State Executive Committeeman, Adjutant, Finance Officer, Judge Advocate, Provost Marshal and such other officers as may be deemed necessary.
- Section 2. The Post Commander shall be the head of the post with full power to enforce the Constitution and Bylaws. He shall chair all meetings of the membership and Executive Committee. He shall be chief delegate to the Department of Illinois Convention and perform other duties as are usually incident to the position.
- Section 3. The Post First Vice Commander shall be responsible for membership recruitment and maintenance. He shall represent the Post Commander in all matters referred to him by the commander, and, upon request, preside over post meetings. He shall perform such other duties that are usually incident to the office.
- Section 4. The Post Second Vice commander shall be responsible encouraging participation in and reporting on all programs in which this post is engaged. He shall represent the Post Commander in all matters referred to him by the

commander, and, upon request, preside over post meetings. He shall perform such other duties that are usually incident to the office.

- Section 5. The State Executive Committeeman shall be charged with representing Post _____ on the Department of Illinois State Executive Committee and maintaining close liaison between the Department and Post. He shall perform such other duties as are usually incident to the office.
- Section 6. The Post Adjutant shall be responsible for maintaining all records of Post _____. He will record minutes of all meetings and present them to the members at the next meeting for approval.
- Section 7. The Post Finance Officer shall maintain all financial records for Post _____ and render a report on receipts and disbursements at each meeting. He shall reconcile the Post bank statements. He is also responsible for the filing of IRS Form 990 annually.
- Section 8. The Post Judge Advocate shall maintain the Post Constitution and Bylaws and provide interpretation of these documents when requested. He shall advise the Post Commander on all matters pursuant to these,
- Section 9. The Post Provost Marshal shall act to preserve order at all meetings. He shall also be responsible for distributing and collecting written ballots when used.
- Section 10. Nomination of officers shall be held on _____ and election shall be held on _____. Nominations may be made from the floor at the annual meeting.

ARTICLE V. EXECUTIVE COMMITTEE

The elected and appointed officers of this post, and the most immediate past Post Commander willing and able to serve, shall constitute the Post Executive Committee which will be charged with the administrative affairs and property of the post. The Executive Committee shall formulate the policy of the post for approval by the members.

ARTICLE VI. POST ORGANIZATION

- Section 1. Post _____ shall be governed by the officers chosen in accordance with the Constitution and Bylaws and will annually revalidate its charter by July 1. Such revalidation shall be evidenced by the issuance of a Revalidation Certificate of Revalidation issued by National Headquarters upon completion of all requirements. Aside from any other requirements imposed by the Department of Illinois or National AMVETS Constitutions and Bylaws the post shall:
- a) Furnish Department of Illinois Headquarters with a certified list of current Post officers not later than July 1 to be forwarded to National Headquarters;

- b) Provide a written statement that the post has filed an IRS Form 990 with the Internal Revenue Service for the last fiscal year and provide proof of such filing to the Department of Illinois Headquarters;
- c) Furnish Department of Illinois and National Headquarters with a copy of the post's current Constitution and Bylaws or certify on the Change of Officers Form that the copy on file has not been altered, change or amended;
- d) Be fully paid up in all accounts with Department of Illinois and National Headquarters;
- e) Comply with all bonding and liability insurance mandates, and
- f) Have a minimum of ten members in good standing at all times.

Section 2. Within 30 days of notice to surrender its Charter resulting from disciplinary or voluntary action, Post _____ will close all bank accounts and deliver to the Department of Illinois Headquarters all Post records, property and assets.

ARTICLE VII. SUBORDINATE ORGANIZATION

Section 1. A subordinate organization of this post may be established only by a provision of the post's constitution, and in keeping with the Department of Illinois and National Constitution and Bylaws.

Section 2. All subordinate organizations shall be under the jurisdiction of AMVETS Post _____, and Ladies Auxiliary, Sons of AMVETS, Junior AMVETS and AMVETS Riders shall carry this number.

Section 3. A two-thirds (2/3) majority of AMVETS members voting at a stated meeting is required to approve and form a subordinate organization.

Section 4. AMVETS Post _____ members must be given written notice of such meeting at least 15 days prior to the meeting explaining the purpose.

Section 5. No fundraising activities may be sponsored by any subordinate organization without the approval of the Post Executive Committee and, if necessary, approval of AMVETS Department of Illinois and National Headquarters as required by AMVETS National Bylaws, Article VII, Section 3.

Section 6, If a clubroom is to be operated and maintained for the convenience and pleasure of Post _____ members, a minimum of three trustees, shall be elected from among the members of the post to serve as a board of trustees.

ARTICLE VIII. AMVETS LADIES AUXILIARY

Section 1. AMVETS Post _____ recognizes a subordinate organization known as Illinois AMVETS Ladies Auxiliary Local _____.

Section 2. Eligibility for membership in this Local Auxiliary shall be as prescribed in AMVETS National Constitution, Article XV.

ARTICLE IX. AMVETS SAD SACKS

Section 1. AMVETS Post ____ recognizes a subordinate organization known as AMVETS Sad Sacks Sack _____.

Section 2. Eligibility for membership in this Sack shall be as prescribed in AMVETS National Constitution, Article XVI.

ARTICLE X. JUNIOR AMVETS

Section 1. AMVETS Post ____ recognizes a subordinate organization known as Illinois Junior AMVETS _____.

Section 2. Eligibility for membership in this Junior AMVETS shall be as prescribed in AMVETS National Constitution, Article XIX.

ARTICLE XI. SONS OF AMVETS

Section 1. AMVETS Post ____ recognizes a subordinate organization known as Illinois Sons of AMVETS Squadron _____.

Section 2. Eligibility for membership in this Sons of AMVETS Squadron shall be as prescribed in AMVETS National Constitution, Article XX.

ARTICLE XII, AMVETS RIDERS

Section 1. AMVETS Post ____ recognizes a subordinate organization known as Illinois AMVETS Riders Chapter _____.

Section 2. Eligibility for membership in this Riders Chapter shall be as prescribed in AMVETS National Constitution, Article XXI

ARTICLE XIII. AMENDMENTS

This Constitution may be amended by resolution at the annual meeting. Proposed amendments shall be submitted in writing to the Executive Committee for its review and presentation at the next annual meeting. Copies of proposed amendments shall be distributed by mail to all Post members at least ten days prior to the date of the vote. A two-thirds (2/3) vote of the members present shall be required to amend this Constitution. A copy of this constitution as amended shall be sent to Department of Illinois AMVETS Headquarters for approval by the Department Judge Advocate and forwarding to AMVETS

National Headquarters.

AMVETS POST BYLAWS

ILLINOIS AMVETS POST _____

ARTICLE I. MEETINGS

- Section 1. There shall be three types of meetings; the annual meeting, regular monthly meetings and special meetings. Post members will be notified of all meetings.
- Section 2. The annual meeting shall be held on _____. Election of officers shall be held at the annual meeting.
- Section 3. Post _____ shall meet on the _____ of every month at a location designated at the previous meeting.
- Section 4. Special meetings may be held to address emergent issues between regular meetings. All post members shall be notified as to the date, time and place of a special meeting.
- Section 5. The order of business shall be prescribed by the Post Executive Committee but may be changed when necessary.
- Section 6. Nominations for officers shall be entertained and announcement of business to be considered at the annual meeting shall be made at the regular meeting one month prior to the annual meeting. Further nominations may be made from the floor at the annual meeting.
- Section 7. All meetings of Post _____ shall be conducted in accordance with "Robert's Rules of Order, Newly Revised."
- Section 8. In case of national or state emergency or pandemic meetings will be held in accordance with guidelines in the National AMVETS Constitution and Bylaws.

ARTICLE II. QUORUM

- Section 1. At all regular and special meetings at least _____ members present shall constitute a quorum, provided that at least _____ elected officer(s) are present.
- Section 2. A quorum at the annual meeting shall consist of _____ members and _____ elected officers.

Section 3. A quorum at Post Executive Committee meetings shall consist of ____ members of the committee.

ARTICLE III. COMMITTEES

Section 1. The following standing committees will be appointed by the Post Commander with approval of the Post Executive Committee: Membership, Programs, Legislation, Finance, Hospital and Americanism. The commander shall appoint a chairman and such members as may be necessary to accomplish each committee's objectives.

Section 2. Other committees may be appointed by the Post Commander, with approval of the Post Executive Committee, to address specific issues for the Post.

ARTICLE IV. ELECTION AND APPOINTMENT OF OFFICERS

Section 1. A commander, two vice commanders designated as first and second vice commander, adjutant, finance officer, judge advocate and provost marshal shall be elected by members of the post annually. The newly elected commander shall appoint a chaplain, historian, service officer, public relations officer and other officers deemed necessary with approval of the Post Executive Committee.

Section 2. The election of officers shall be held at the annual meeting. The vote shall be taken in the manner prescribed by the post membership. In case of written ballots, the Post Provost Marshal shall be responsible for the distribution and collection of ballots. Only members in good standing in person shall be allowed to cast a vote. The list of new officers shall be submitted to Illinois AMVETS Headquarters by July 1.

Section 3. The newly elected officers shall be sworn in and take office at the next regular meeting,

Section 4. In the event that the office of Post Commander should become vacant, the First Vice Commander shall take his place for the completion of his term and the Second Vice Commander shall move up to First and a new Second Vice Commander shall be appointed subject to approval of the Post Executive Committee.

Section 5. Should any other office become vacant, the Post Commander shall name a replacement subject to approval by the Post Executive Committee.

Section 6. Any elected officer who misses three (3) consecutive regular meetings without prior consent shall be removed from office without any further action, notification or hearing. The vacated position shall be filled within the guidelines prescribed above,

ARTICLE V. DELEGATES TO CONVENTIONS

At least thirty (30) days prior to the Department of Illinois AMVETS and National AMVETS conventions, delegates and alternates shall be chosen to attend each convention. The number of delegates shall be in accordance with the National and Department of Illinois strength guidelines. The Post Commander shall be the lead delegate and other delegates selected with instructions governing their representation.

ARTICLE VI. FINANCES

- Section 1. The total dues for an annual member of Post _____ shall be set at \$ _____ of which \$15.00 shall be paid to National AMVETS, \$ 3.00 to the Department of Illinois and \$ _____ retained by the post which shall be deposited in the Post _____ general fund account.
- Section 2. Life membership dues will be assessed in accordance with ANVETS National Bylaws, Article VII, Section 6.
- Section 3. All fund-raising activities must be approved by the Post Executive Committee. If a fund-raising activity requires entering into a contract, or if the anticipated income exceeds \$ 10,000, a copy of the proposed fund-raising program must be transmitted through the Department of Illinois to AMVETS National Headquarters for approval.
- Section 4. An annual budget shall be prepared by the Post Finance Officer and submitted to the Post Executive Committee for approval. All books and records maintained by the Post Finance Officer shall be available for inspection by the Executive Committee at any reasonable time.
- Section 5. Post ___ fiscal year shall run from _____ to _____. The Post Finance Officer is responsible for filing an IRS Form 990 in the appropriate format to Internal Revenue Service on or before the 15th day of the fifth month following the close of the fiscal year.
- Section 6. Post officials handling AMVETS funds over \$ 5,000 shall be properly bonded with a good and solvent bonding and surety company, as surety to cover the average amount of AMVETS funds handled by such individual in a single year.

ARTICLE VII. RESOLUTIONS

- Section 1. All resolutions adopted by Post _____ shall be forwarded to the Department of Illinois Headquarters.
- Section 2. A simple majority vote of members present at a meeting is required for all resolutions except for amendments to the Post Constitution.

ARTICLE VIII. RESTRICTED USE ORGANIZATION

AMVETS Post _____ or any component thereof shall not be used to promote the interest of any individual who is a candidate for public office, or to promote otherwise any individual, organization, political party, faction or product. Any violation of this provision shall be sufficient cause for disciplinary action against the offending member(s).

ARTICLE IX. DISCIPLINE OF POST MEMBERS

- Section 1. Members of Post _____ may be suspended or expelled for any one or more of the following reasons:
 - a) Failure to comply with any obligation placed on members under the Constitution and Bylaws;
 - b) Any violation of law that reflects unfavorably on the name of AMVETS;
 - c) Any conduct unbecoming an AMVET;
 - d) Procurement of membership by fraud or deception.
- Section 2. Any member of AMVETS may file charges against any other member, alleging any of the foregoing causes for suspension or expulsion.
- Section 3. Such charges shall be in writing, sworn to in the presence of a notary public, signed by the accuser and delivered to the Post Commander.
- Section 4. The charges shall be handled in compliance with the procedures established in Appendix B of AMVETS National Bylaws.

ARTICLE X. AMENDMENTS

These Bylaws may be amended by resolution at the annual meeting. Proposed amendments shall be submitted in writing to the Executive Committee for its review and presentation at the next annual meeting. Copies of proposed amendments shall be distributed by mail to all Post members at least ten days prior to the date of the vote. A majority vote of the members present shall be required to amend these Bylaws. A copy of these Bylaws as amended shall be sent to Department of Illinois AMVETS Headquarters for approval by the Department Judge Advocate and forwarding to AMVETS National Headquarters

Adopted by Post _____ on (date).

Post Adjutant

Post Judge Advocate

Approved

Department Judge Advocate

Date