

**CONSTITUTION and BYLAWS**  
**of**  
**THE AMERICAN LEGION**  
**DEPARTMENT OF VIRGINIA**  
**AMERICAN LEGION QUANTICO BUCK KEYES POST 28**



17934 Liming Lane  
Triangle, Virginia 22172

Revised, Adopted and Approved  
October 3, 2020

## TABLE OF CHANGES

This revision became necessary for many reasons. Most importantly, to bring the wording of the document up to date. Secondly, the previous official copy of the Bylaws had been destroyed with many of our other records while in storage during the time the Post was closed. Because there was not a signed copy of the Bylaws and there were numerous copies of Bylaws without dates of revision and approval, it was deemed necessary to prepare this document. These Bylaws were compiled from the most recent copy available, dated January 1983. /S/

The first reading was during the regularly scheduled meeting on 25 August 1998. The second and final reading was during the regularly scheduled meeting on 22 September 1998. A motion was made by Past Commander Chic Ferguson that the amended Bylaws be approved as presented; the motion was seconded by Past Commander Herb Newman. There being no discussion, Commander Jean Young called for a vote. There was unanimous approval by all members present. /S/

Change 1 to the amended Bylaws dated 22 September 1998. During the meeting of October 27, 1998, it was noted that there was an omission in the final copy of our amended Bylaws. Section 7 and Section 8, of Article IX, were left out of the final version. A motion was made and seconded that these sections be reinserted and renumbered as Sections 11 and 12. The first reading of these sections was performed immediately following the motion. The second reading and approval for inclusion was performed at the regularly scheduled meeting on 24 November 1998. It should be noted that no change number has been affixed to this document as the omission was noted before the copies had been sent to print. /S/

Change 2 to the amended Bylaws dated 22 September 1998. During numerous Post meetings during 2013-2014 it was noted that there are many items that need to be updated. In addition, it was discovered there is not a copy of the Post Constitution on record at Department, nor was one in our Post files. This revision will include all recommended changes and add a Constitution to the front of the document, changing the name to Constitution and Bylaws of Post 28. The first reading of these amendments took place during the regularly scheduled meeting on 28 October 2014. The second reading and approval of this document was performed at the regularly scheduled meeting on 25 November 2014, which is the effective date of this document.

Change 3 to the amended Bylaws: This revision includes many changes to duties of Post Officers as described in the Bylaws, including the addition of a Third Vice Commander position; updates to the Committee positions including the combination of the House and Building Committees and removal of the Ways and Means Committee; the addition of an addendum covering the House Rules, Sons of The American Legion Squadron 28 Bylaws, and American Legion Riders Chapter 28 Bylaws. There were also needed spelling and grammar changes made to the entire document. The first reading of these amendments took place during the regularly scheduled meeting on 22 August 2020 and the second reading and approval of this document was performed at the regularly scheduled meeting on 3 October 2020, which is the effective date of this document

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**CONSTITUTION**  
**of**  
**THE AMERICAN LEGION**  
**DEPARTMENT OF VIRGINIA**  
**AMERICAN LEGION QUANTICO BUCK KEYES POST 28**  
**As Amended**

The American Legion Quantico Buck Keyes Post 28 Triangle Virginia

**CONSTITUTION**

**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 the Great 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 promote peace and good will on earth; 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.

**ARTICLE I – NAME**

Section 1: The name of this organization shall be American Legion Quantico Buck Keyes Post 28, Department of Virginia, Triangle, Virginia. The organization shall be incorporated in the Commonwealth of Virginia under the name Quantico World War Veterans Incorporated.

**ARTICLE II - OBJECTS**

Section 1: The objects and purposes of this Post shall be to promote the principles and policies as set forth in the foregoing preamble, and the National and Department Constitutions of The American Legion.

**ARTICLE III - NATURE**

Section 1: This Post is a civilian organization and membership therein does not affect or increase liability for military or police service.

Section 2: This organization shall be absolutely nonpolitical and shall not be used for the dissemination of partisan principles or for the promotion of the candidacy of any person seeking public office or preferment.

Section 3: Rank does not exist in The American Legion; no member shall be addressed by their military or naval title in any meeting of this Post.

**ARTICLE IV - MEMBERSHIP**

Section 1: Eligibility to membership in this Post shall be as prescribed by the membership eligibility of the National Constitution of The American Legion.

Section 2: There shall be no form or class of membership except an active membership and dues shall be paid annually or for life. There shall be no associate memberships, or any memberships by any other designation for anyone who does not meet the eligibility requirements of The American Legion.

Section 3: No person may be a member at any time of more than one Post. Should it become apparent that such "dual membership" exists, the offending Legionnaire shall be notified immediately and required to select the Post in which they wish to remain.

Section 4: Application for membership shall be made in writing under such regulations as may from time to time be prescribed by the Post. Each Post shall be the judge of the qualification of its members, provided such members are eligible for membership in The American Legion, and each Post may set such other reasonable and lawful standards of qualification for membership as it may determine.

## CONSTITUTION

### **ARTICLE IV – MEMBERSHIP (continued)**

Section 5: All applications for membership shall be acted upon at the next Post meeting following the making of such application, and shall at such meeting, be accepted, rejected, or referred for further investigation and consideration. If a majority of members cast their vote against the acceptance of said application, then such application shall be recorded as rejected.

Section 6: Any member of this Post may be suspended or expelled from The American Legion only upon a proper showing of cause. Discipline of members will be in accordance with Department of Virginia Bylaws, Article IV.

Section 7: A member who has been expelled or suspended from this Post for any cause may be reinstated to membership by a two-thirds vote of the membership present in Post meeting, and the payment of current dues for the year in which the reinstatement occurs.

Section 8: No person, who has been expelled by a Post, shall be admitted to membership in another Post, without the consent of the expelling Post, except that where such consent has been asked for and denied by such Post, they may then appeal to the Department Executive Committee to be admitted to membership in another Post, and shall be ineligible for membership until such permission is granted.

### **ARTICLE V - OFFICERS**

Section 1: The day-to-day administrative affairs of this Post of The American Legion shall, except as may be otherwise provided by the Bylaws, be under the supervision of an Executive Committee which shall consist of all Past Post 28 Commanders, six elected members and the officers of the Post. Two members shall be elected to the Executive Committee each year and the term of office shall be for three years. In the event that all of the elected positions are vacated, the six elected members will have two who shall be elected for a one year term; two for a two year term; and two members for a three year term, each to succeed those terms that have expired. A member of the Executive Committee may be re-elected to a three-year term on the committee. This Post, by its Bylaws, may provide for such other standing committees as the business of the organization may require.

Section 2: The officers of this Post shall be a Commander, three Vice-Commanders, an Adjutant, Finance Officer, Post Historian, Post Chaplain, Post Service Officer, Post Sergeant-at-Arms, and such other officers as may be deemed necessary by this organization, who shall be nominated from the floor at the meeting preceding the annual election. All elected members will also serve on the Post Executive Committee.

Section 3: All officers and two members of the Executive Committee shall be elected annually, and they shall hold office until their successors are duly installed or as otherwise provided. Any officer or member of the Executive Committee may be removed for inefficiency by a vote of the membership, a two-thirds vote being necessary to affect such removal.

Section 4: Every member, with at least one year of continuous membership in Post 28, and in good standing shall be eligible to hold office in this Post.

Section 5: The duties of officers and the executive committee shall be those usually appertaining to such officers or committee and as further provided in the Bylaws.

**CONSTITUTION**

**ARTICLE VI – AUXILIARY AND OTHER ORGANIZATIONS**

Section 1: The Post recognizes an Auxiliary Organization known as the American Legion Auxiliary Unit 28. Membership in said Auxiliary Organization shall be governed by such rules and regulations as may be prescribed by the National Executive Committee of The American Legion.

Section 2: This Post recognizes a Squadron of The Sons of The American Legion Organization known as the Sons of The American Legion Squadron 28, The American Legion, Detachment of Virginia. Membership in the Sons of The American Legion shall be governed by such rules and regulations as may be prescribed by the National Executive Committee of The American Legion.

Section 3: This Post recognizes a program of American Legion Riders known as the American Legion Riders Chapter 28, The American Legion, Department of Virginia. Membership in the American Legion Riders shall be governed by such rules and regulations as may be prescribed by the National Executive Committee of The American Legion and thereafter approved by this Department of The American Legion.



**BYLAWS**  
**of**  
**THE AMERICAN LEGION**  
**DEPARTMENT OF VIRGINIA**  
**AMERICAN LEGION QUANTICO - BUCK KEYES POST 28**  
**As Amended**

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The American Legion Quantico Buck Keyes Post 28 Triangle Virginia

**BYLAWS**

**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 per cent Americanism; to preserve the memories and incidents of our associations in the Great 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 promote peace and good will on earth; 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.

**ARTICLE I - NAME**

Section 1: The name of this organization shall be American Legion Quantico Buck Keyes Post 28, Department of Virginia, Triangle, Virginia. The organization shall be incorporated in the Commonwealth of Virginia under the name Quantico World War Veterans Inc.

Section 2: The objects of this Post are set forth in the Constitution of The American Legion.

**ARTICLE II - MANAGEMENT**

Section 1: The government and management of this Post lie with the membership. Day to day management is entrusted with the Post Executive Committee as hereinafter provided. The Post Executive Committee shall be responsible for the hiring (or firing) of a Social Quarters Manager and other necessary staff to perform duties as stated in their contract. It shall authorize and approve all expenditures, other than those for normal operating expenses for food, beverages, and supplies, for more than \$500.00, in meeting and managing the affairs of the Post.

**ARTICLE III - PARLIAMENTARY AUTHORITY**

Section 1: The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with these bylaws and any special rules this organization may adopt.

**ARTICLE IV - MEMBERSHIP ELIGIBILITY**

Section 1: Any person shall be eligible for membership in The American Legion who has regularly enlisted, been drafted, inducted or commissioned and who was accepted for and assigned to active duty in the military services of The United States at some time during the periods specified by the National Bylaws of The American Legion, or who being a citizen of The United States at the time of their entry therein, served on active duty in the Armed Forces of any of the Governments associated with The United States during either of the periods; provided, however that such service shall have been terminated by Honorable Discharge, or Honorable separation, and such person either shall have broken their continuity of service and returned to civilian status, or shall continue to serve honorably after the date of the cessation of such hostilities as fixed by The United States government; 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.

**BYLAWS**

**ARTICLE V - MEMBERSHIP**

Section 1: Any person who desires to become a member of this Post shall fill out an official application form. The application shall bear the applicant's signature and must be countersigned by one (1) member in good standing as voucher.

1. When submitted, the application form must be accompanied with one year's dues payment and proof of membership eligibility.
2. Once submitted, the application form will be forwarded to the Membership Committee or Adjutant for review and recommendation. The dues payment will be forwarded to the Membership Chairperson or Finance Officer for processing.
3. The application shall be presented at the next regular meeting of the Post and when the applicant has been reported on favorably by the Membership Committee Chair or Post Adjutant, the Commander shall ask whether there are any known reasons why the applicant shall not be admitted to membership. If no objections are voiced, the Post shall proceed to ballot upon them.

Section 2: In the event an application is rejected, the one year's dues payment shall be reimbursed immediately to the applicant. A rejected application shall not again be proposed. However, the Post may reconsider the application at the next regular meeting after rejection if the majority of the members present at the regular meeting feel an injustice has been done the applicant or the Post.

Section 3: A majority vote in favor of the candidate shall be necessary for the admission to membership. If elected, the candidate may be initiated the same night. In the event the candidate is not present, the Adjutant or the Membership Chair shall notify them of their election and instruct them to appear.

Section 4: It is the responsibility of the members to keep the Membership Chairperson or Adjutant informed of their current and correct address.

Section 5: Each member shall pay to the Membership Chair or Adjutant the sum of the current established amount for annual dues.

**ARTICLE VI - VISITING MEMBERS**

Section 1: Any member of any other Post of The American Legion, in good standing, may visit and attend the meetings of this Post. The Sergeant-at-Arms shall examine the member's membership card and ascertain if they are entitled to a seat.

Section 2: A visiting member of another Post of The American Legion shall not have the right to vote or debate in matters dealing with this Post but may be allowed the privilege of the floor by a majority of the members present. They shall not be permitted however, to speak for or against any local Post candidate or candidates for nomination or election as officers. Violations of this section shall render all nominations and elections null and void.

**BYLAWS**

**ARTICLE VII - MEETINGS**

Section 1: Regular meetings of this Post shall be held at least once a month. All meetings will be conducted in conformity to The American Legion Manual of Ceremonies.

Section 2: Special meetings of the Post may be called by the Post Commander or a majority of the Executive Committee, or upon the written request of ten members of the Post in good standing; provided that a minimum of ten days' notice, exclusive of Sundays and Holidays, of the date and object of such meeting be given to every member and provided that no business be transacted at such meeting other than that for which the meeting was called. Because the widespread location of the membership of this Post, to ensure all members have an opportunity to learn of the meeting, the information will be posted on our social media sites. When the meeting has transpired, the outcome of the meeting will be included on a Special Announcement page on the Post web site.

Section 3: In the event a legal holiday or inclement weather occurs on the meeting dates set in Section 1 and Section 2 of this article, the Post Commander shall arrange to hold the meeting on another date.

Section 4: Five members, in good standing, shall constitute a quorum at any regular or special meeting of this Post.

Section 5: The selling of any kind of tickets or other matters at any regular and/or special meeting of this Post is prohibited.

**ARTICLE VIII - DUES AND FEES**

Section 1: Each member shall pay to the Membership Chair or Adjutant the sum of the current established amount for annual dues.

Section 2: From such dues and fees, this Post shall pay its National, Department and any District per capita tax only on those members who have paid one (1) year or more in dues.

Section 3: Any member that has not paid their dues by January 1 will be considered delinquent and will be denied access to the Post until dues are paid. Should dues be two (2) months in arrears, the members shall be notified by the Membership Chair and/or Post Adjutant that if the member shall fail to make payment within thirty days, they shall be dropped from membership. The member may be reinstated by the Post upon paying dues for the current year and must be reinstated before being placed in good standing.

**ARTICLE IX - NOMINATION, ELECTION, AND INSTALLATION**

Section 1: The nominating committee shall be appointed during the month of March by the current Commander and shall consist of at least three members. The nominating committee shall come up with a slate of officers for the New Year.

Section 2: The nomination and election of officers shall be at the regular monthly meeting in April of each year; the newly elected officers shall serve for one (1) year or until their successors are chosen.

**BYLAWS**

**ARTICLE IX - NOMINATION, ELECTION, AND INSTALLATION (continued)**

Section 3: At the regular monthly meeting in April, the nominating committee shall submit to the organization, the names of nominees proposed for office. Following the report of the nominating committee, the presiding officer shall call for nominations from the floor.

Section 4: When no further nominations are presented, and the presiding officer is sure that every opportunity has been given for nominations, the presiding officer may declare the nominations closed or entertain a motion to close nominations. It is in order, for any member to move to close nominations; the motion requires a 2/3 vote. A motion and a majority vote may reopen nominations.

Section 5: The report of the nominating committee is never adopted. Voting is the act of adopting. A second is not required for a nomination.

Section 6: The membership of the organization may be informed of the names of proposed nominees before the meeting at which the committee submits its report.

Section 7: Being nominated to office does not put a person in office. Nominees must be elected. To be elected to office involves member voting. The usual method of voting will be as follows:

1. Voice Vote: Election may be by voice vote unless there is more than one candidate for an office, at which time a ballot vote is required.
  - a. Nominees are voted on in the order in which they are nominated.
  - b. The order for nomination of Officers is as follows: Sergeant-at-Arms, Chaplain, Adjutant, Finance Officer, Third Vice Commander, Second Vice Commander, First Vice Commander, and Commander.
  - c. Tellers may be appointed to assist with the count of votes and report to the presiding officer.
2. The presiding officer officially announces the result and declares the election.
3. Ballot Vote:
  - a. Where a ballot vote is required, it is important to make the necessary preparation for ballots, ballot boxes, time allotment and space as needed.
  - b. Tellers to count the ballots should be carefully selected and instructed on correct procedures. Common sense and parliamentary authority must govern the validity of ballots.
  - c. Tellers report the result of the election at the designated time and give copies of the report to the presiding officer and the Secretary.
  - d. The presiding officer repeats the results and declares the election.

Section 8: Delegates to the District and State convention shall be nominated and elected in the same manner as all other officers of the Post, at the regular monthly meeting at least thirty (30) days prior to the convention.

Section 9: In the event of a vacancy in any of the elective offices, a notice of a special election to fill the position will be posted on our social media outlets under special announcements. All efforts will be made to have the election to fill such vacancy at the next regular monthly meeting after the vacancy has been announced.

Section 10: The installation of officers shall take place at a special meeting following their election. The installation of officers must occur before the Department Convention. New Officers will assume their duties immediately following the formal installation.

**BYLAWS**

**ARTICLE IX - NOMINATION, ELECTION, AND INSTALLATION (continued)**

Section 11: Any officer being absent for three (3) consecutive regular meetings, unless good and acceptable cause can be shown for such absence, may forfeit the right to hold such office and the Post Commander may declare the office vacant and the Post shall proceed, as provided in Section 9 above, to fill such vacancy.

Section 12: In the absence of any regular officer of this Post, the Commander shall have the power to appoint a qualified member to act during the meeting in which the absence of the regular officer occurs.

**ARTICLE X - DUTIES OF OFFICERS**

Section 1: The Commander shall:

1. preside at all meetings, preserve order, and enforce the Constitution of The American Legion and the Bylaws of this Post. The Commander shall decide all questions of order subject to an appeal to the Post. The Commander shall not vote except by ballot but shall have the deciding or “tie-breaking” vote in case of a tie. The Commander shall prescribe all other special duties for other officers and committees and act ex-officio on all committees.
2. appoint all committees and shall call special meetings when deemed necessary.
3. serve as Chair of the Executive Committee.

Section 2: The First Vice-Commander:

1. will assist the Commander in the discharge of all official duties and shall assume and discharge the duties of the office of Commander in the absence or disability of the Commander.
2. shall have charge of all matters pertaining to the care of the Post social quarters and facilities.
3. will have oversight of the social quarters and arrangements for social activities.
4. will serve as the social quarters manager or supervise the social quarters manager if one has been retained, through contract of salary.
5. shall, in coordination with the Commander, will appoint a House Committee Chair and entertainment Chair to work with the First Vice in promotion of social quarters activities, arrangements for parties and other special events and rentals.
6. shall not serve as the chair of either the House or Entertainment committee.
7. will make a monthly report verbally, and in writing to be included in the minutes, to the Executive Committee and General Membership on all activities and plans by both Committees.
8. will be responsible for interviewing prospective employees, and providing recommendation for/against hiring/firing of all employees to the House Committee for review.
9. will be responsible for training and evaluation Social Quarters Staff, with oversight responsibility for all gaming operations, ordering and vendor maintenance contracts.
10. will have oversight of bookkeeping and payroll services.

**BYLAWS**

**ARTICLE X - DUTIES OF OFFICERS (continued)**

Section 3: The Second Vice-Commander shall:

1. assist the Commander in the discharge of all official duties and shall assume and discharge the duties of the office of Commander in the absence or disability of the Commander and the First Vice Commander.
2. be responsible for the planning and execution of all patriotic observances, in developing Post activities, and in entertainment features outside those planned for the Social Quarters.

Section 4: The Third Vice-Commander shall:

1. assist the Commander in the discharge of all official duties and work directly with the First Vice Commander in all matters pertaining to the care of the Post facility.
2. assist with arrangements and promotions of all special events, rentals, and social quarters activities.
3. serve as Chair of the House & Building and Entertainment Committees.
4. provide written recommendations to the First Vice Commander and Executive Committee about construction, alterations, maintenance, materials, supplies, equipment, and services not provided in approved plans and/or budgets.

Section 5: The Post Adjutant shall:

1. give due notice of all meetings of the Post and shall keep the minutes of such meetings.
2. handle the correspondence and keep records of the Post, including lists of names, addresses and previous records of members.
3. notify candidates of their election to membership.
4. read all communication, documents and take the proper record of the same.
5. perform such duties as may be necessary for the proper handling of the business incident to the position.
6. record and maintain for posterity a full and complete accounting of all Post business pertaining to all duties as Adjutant.
7. keep such books and accounts as may be necessary to properly handle Post business and maintain a full and complete record.
8. be the Secretary of the Executive Committee.
9. serve as the Membership Chair, contact each member who is two months in arrears in dues and notify such member(s) that should they fail to make payment within thirty days, the member(s) in arrears shall be dropped from membership;
10. with the assistance of the Commander, notify the Post membership of the death of a member of this Post.
11. Be responsible for the processing of all membership cards.



**BYLAWS**

**ARTICLE X - DUTIES OF OFFICERS (continued)**

Section 6: The Post Finance Officer is:

1. responsible for maintaining the accounts for the Post which will include, at a minimum, a Post General Account; a Social Quarters Account to be used to pay all bills associated with the Social Quarters Business; a Restricted Tax Account, to be used to hold all quarterly and annual state and federal taxes; and a Membership account to be used exclusively for membership. All accounts will be managed by the Post Finance Officer.
2. will have oversight of the two Program Accounts for The Sons of The American Legion Squadron 28, and The American Legion Riders, Chapter 28. In addition, the Post Finance Officer shall:
3. ensure that all monies are deposited in the respective account for which it was designated with seventy-two (72) hours after receiving same.
4. be authorized to allow deposits to be made by the Social Quarters Manager and/or other authorized representative of the Post who is properly bonded to handle Post funds.
5. report monthly to the Executive Committee during their regularly scheduled meetings all Financial Dealings during the prior month and will have financial records available to answer any questions that may arise. Any member in good standing of post 28 may request a meeting with the finance officer to go over the finances.
6. be answerable for all the money received and belonging to the Post and give receipt for the same.
7. pay all obligations of the Post, whether for management, expense, donations or other expenses by check, e-check, or other method approved by the Executive Committee regularly drawn as will be hereinafter provided.
8. attend the meetings of the auditing committee or public accountant and produce all books, vouchers and papers called for or required for the proper audit of all Post accounts and filing of all required taxes.
9. pay no bills or claims unless by an order regularly voted by the Post except as otherwise instructed in these Bylaws.
10. be the treasurer of the Executive Committee.
11. be Chair of the Finance Committee.
12. be a member of the Relief Committee if one is so convened.
13. draw a check for funds only for the purpose for which it was collected and, list as a receipt and /or expense how these monies apply to donations, benefits, or other purposes.

**BYLAWS**

**ARTICLE X - DUTIES OF OFFICERS (continued)**

Section 7: The Post Judge Advocate shall:

1. be responsible for the administration of all legal matters of the Post.
2. interpret and rule on any questions concerning the Constitution and Bylaws of The American Legion and of this Post.
3. be available to all Post officers and committees for legal advice pertaining to their duties and responsibilities.
4. obtain advice and counsel for all legal matters pertaining to Legion activities from Department or National Judge Advocates and/or professional legal counsel to be authorized for all civil actions as required.

Section 8: The Post Historian shall:

1. be chief of the Post Administrative History and Memorials.
2. consolidate the reports of all Memorial exercises held during their term of Office.
3. be custodian of such books, manuscripts, pamphlets, relics and like possessions relating to the Great Wars belonging to the Post.
4. Perform other such duties pertaining to his bureau as may be required of them.

Section 9: The Post Chaplain shall:

1. conduct all devotional exercises at Post meetings.
2. perform other such duties as may be required of them, including the visiting of the sick and informing the Service Officer should their services be requested or required.
3. perform other such duties or obligations that may be required of this office as pertain to The American Legion Manual of Ceremonies.
4. be a member of the Post Relief Committee if such Committee is established.

Section 10: The Post Sergeant-At-Arms shall:

1. attend all meetings of the Post.
2. assist in keeping order during the meetings.
3. see that none but members of The American Legion are admitted at the meetings of the Post and shall identify all visitors and inform the Commander of such. Prospective members will not be admitted to the regular meeting until their membership applications have been approved.
4. be responsible for the proper arrangement of the meeting hall and care for the Posts equipment.
5. perform such other duties as may be assigned by the Post Commander.
6. examine a visitor's membership card and ascertain if the visiting member is entitled to a seat as outlined in Article VI of Section 1 of these Bylaws.

**BYLAWS**

**ARTICLE X - DUTIES OF OFFICERS (continued)**

Section 11: The Post Service Officer shall:

1. handle all claims and data in connection with disability, pension, and other claims which may come before the Post.
2. obtain the necessary forms and become acquainted with the correct and most effective method in filing claims and obtaining immediate action and relief.
3. be on the alert to see that every veteran and member of this Post is receiving what is due under existing laws.
4. be a member of the Post Relief Committee should one be established.

**ARTICLE XI - EXECUTIVE COMMITTEE**

Section 1: The Executive Committee shall:

1. meet for the organization and such other business as may come before the first regular meeting following their election and thereafter shall meet at least once per month or at the call of the Post Commander.
2. The Post Commander shall serve as the Chair of the Executive Committee.
3. The Post Finance Officer shall serve as the treasurer of the Executive Committee.
4. The Post Adjutant shall serve as the Secretary of the Executive Committee and will be empowered to conduct meetings in the absence of the Chair.
5. have charge of and be responsible for the day to day management and affairs of the Post and have general control and supervision of all finances previously approved by the General Membership.
6. have general control and supervision of the Social Quarters operations.
7. be responsible for the preparation of the yearly budget and handling of funds under that budget.
8. Be authorize and approve emergency expenditures, not to exceed \$2500.00.
9. require adequate bonds for all persons having custody of Post funds.
10. establish rules and regulations concerning the utilization of all Post facilities.
11. audit and inventory the accounts of the Social Quarters operation at the discretion of the Committee Chair.
12. have authority to call a special meeting of the Post.
13. present all reports in writing with the reports signed by the Chair or Secretary.
14. make final approval of Committee Chairs once nominated by the Post Commander.

**ARTICLE XII - MEMBERS OF THE EXECUTIVE COMMITTEE**

Section 1: A member of the Executive Committee may be re-elected to a three-year term on the committee.

Section 2: All Past Commanders shall act ex-officio on the Executive Committee with the same voting power as an elected member.

Section 3: Five members of the Executive Committee shall constitute a quorum.

**BYLAWS**

**ARTICLE XII - MEMBERS OF THE EXECUTIVE COMMITTEE (continued)**

Section 4: No member shall be eligible to election as a member of this committee who shall not have been a member of this Post, in good standing, for a period of at least one year immediately preceding their election.

Section 5: The unexpired term of a member of the Executive Committee caused by resignation, death or other circumstances shall be filled by election at the next regular meeting.

Section 6: In the event of the election of a committee member to Post Commander, Post Finance Officer, or Post Adjutant, that members term on the Executive Committee shall expire and the said vacancy shall be filled by election at the next regular meeting.

Section 7: The offices of Post Commander, First Vice-Commander, Second Vice-Commander, Third Vice-Commander, Post Adjutant, Post Finance Officer, Post Sergeant-at-Arms, Post Judge Advocate, and Post Chaplain upon election to such office, automatically become members of the Executive Committee with full power as such to serve until the expiration of their respective terms or the election of their respective successors.

**ARTICLE XIII - POST COMMITTEES**

Section 1: The Finance Committee shall

1. be charged with the administration of the financial policy, preparation of annual budget recommendations and the supervision of receiving, disbursing, and accounting of all Post funds, however appropriated.
2. Prepare a budget that shall cover the period from July 1 to June 30 of the fiscal year.
3. Receive from each committee Chairperson and appointed officer estimates to the Finance Committee no later than March 1 of the following year.
4. submit the proposed budget to the April Executive Committee meeting for approval before presenting the budget to the Post for final approval.
5. at the request of the Executive Committee, the Finance Committee shall recommend unbudgeted Post expenses which will require approval by the membership.
6. consist of the following members: The Finance Officer as Chair, Post Adjutant, First Vice Commander and Facility Manager, and others as identified by the Commander.

Section 2: The Membership Committee shall:

1. consist of the following members: Post Adjutant who will serve as the Chair, Finance Officer, First Vice Commander, and others as identified by the Commander.
2. investigate the qualifications and eligibility of all applications for membership and in the event of their disapproval, report the same in writing to the Executive Committee.
3. will provide a membership report at each meeting and include the names of all veterans approved for membership in Post 28.

**BYLAWS**

**ARTICLE XIII - POST COMMITTEES (continued)**

Section 3: The Relief Committee (if appointed) shall:

1. consist of the Post Commander, who shall be its Chair; the Post Finance Officer; Post Chaplain; Post Service Officer; and Post Children and Youth Chair.
2. be authorized to expend up to fifty dollars (\$50.00) in any emergency case pertaining to a veteran.

Section 4: The Media and Communications Committee shall:

1. see that the activities of the Post are given proper and sufficient publicity.
2. see that articles are regularly prepared for the newspapers.
3. explore additional programs and projects to promote better Post and community relationships.
4. have oversight and responsibility of the use of all social media outlets.

Section 5: The House & Building Committee:

1. shall consist of the following members: Third Vice Commander who will serve as Chair, the First Vice Commander, The Finance Officer, The Adjutant, and others as identified by the Commander.
2. will have reviewing authority for all employees, providing recommendation for/against hiring to the Executive Committee for action, and all other personnel actions.
3. will also have three non-voting members with one each from Auxiliary Unit 28, SAL Squadron 28, and Legion Riders Chapter 28.
4. shall develop, and update the rules as necessary, to be approved by the Membership, concerning the use of the social quarters for all functions.
5. may have a member of the committee present during all social quarters operations to ensure compliance with established rules.
6. shall review and make recommendations about the selling price of all commodities.
7. shall have supervision over the property of the Post, which includes maintenance and repair (both major and minor) of all buildings and equipment.
8. shall have supervision over all new construction work, as approved by the Quantico World War Veterans Corporation, ensuring we remain in compliance with all regulations and that all required permits have been obtained before any work is performed and all required inspections are performed when necessary.
9. shall present a written report each month for inclusion with the minutes and give an oral report at the Executive and General membership meetings.
10. is responsible for all expenditure of funds for maintenance, repair and construction, which have been approved by the membership and are part of the annual budget.
11. is responsible for requesting funding approval for all emergency repairs, that exceed the amount approved in the yearly budget, before any work begins.

**ARTICLE XIV – DISCIPLINE**

Section 1: Discipline of members will be in accordance with Department of Virginia Bylaws, Article IV.

**BYLAWS**

**ARTICLE XV – DEATH OF MEMBER**

Section 1: Immediately upon the death of a member of this Post, the Post Commander and/or Adjutant shall at once notify the members of the death, and of the time and place of the funeral, and give other such information as may be necessary. They shall have the power to arrange for and have delivered to the deceased members residence or funeral home, a suitable floral piece, in the name of the Post, the cost of which to be assumed by the Post and the sum of such floral piece to be established on a yearly basis.

Section 2: It is of particular importance that the Post Chaplain and Post Service Officer be made aware of the death of a Post member.

**ARTICLE XVI - CHANGES TO THE BYLAWS**

Section 1: All proposals to alter, amend, annul, suspend, or change these Bylaws shall:

1. be submitted in writing at a regular meeting of the Post, signed by at least one member in good standing.
2. be read and laid over without debate or change until the next regular meeting of the Post.
3. have the second reading of the amendment or change read at the following regular meeting of the Post at which time each alteration, amendment or change shall be debated and voted upon.
4. be accepted provided that each alteration, amendment and/or change is accepted by two-thirds of the members present.

Section 2: Any amendment to these Bylaws shall become effective immediately upon the adjournment of the meeting at which they are voted upon and approved.

Section 3: These Bylaws supersede and cancel all previous Bylaws.

Section 4: Once approved by the General Membership, the Adjutant will forward a copy to Department Headquarters for their files.

## The American Legion Quantico Buck Keyes Post 28 Triangle Virginia

### American Legion Quantico Buck Keyes Post 28

#### Post History

The American Legion Quantico Buck Keyes Post 28 was formed in 1925 receiving a temporary charter on May 19, 1926. The Post permanent charter was issued on February 8, 1935.

The Post derives its name from Charles R. 'Buck' Keyes, a WWI Veteran who was born on May 2, 1893 in Quantico Virginia and served as a Top Sergeant in Company K, 318th. Infantry, 80th. Division made up primarily of draftees from Virginia, West Virginia, and Pennsylvania and nicknamed the "Blue Ridge Division." The 80th. landed in France on June 8, 1918 and by mid-August joined forces with the British Third Army on the front lines, where they took part in the Somme and the Meuse-Argonne offensives. 'Buck' Keyes served with distinction through the principal battles and was badly gassed in the battle of Argonne Forest. After returning home, 'Buck' Keyes died one day before his 29th. Birthday, on May 1, 1922 following an illness of three weeks with Bright's disease. He was buried on May 5, 1922 in Chamberlain Village Cemetery, located on the Quantico Marine Corps Base where Officers of Post 28 laid a wreath at the grave site on Memorial and Veterans Day for many years.

Post 28 members met in many locations over the years; first at a church in Quantico, and then in a building next to the Quantico Town Hall which they purchased. The building which consisted of a meeting room and small bar and was modified in 1944 and finally sold in 1965. A three-story building, which was ultimately gutted by a fire in 1969 was the next Post home. Following the fire, meetings were held in various eating places in Quantico until early 1971 when the Post purchased property on Old Stagecoach Road in Dumfries.

The property had a small house, which remained on the property in front of the large addition the Post built which would serve up to 200 people. Needing a place for the youth in the Community the Post was sold in 1994 to the Boys and Girls Club of Dumfries and the members then met in the Dumfries Town Hall until 1995 when the Post purchased the property and buildings where the Post now sits, on Liming Road in Triangle.

The motto of the post is "The sun never sets on Quantico Buck Keyes Post 28" and is derived from the fact that as the sun sets in our beloved land, there is a member somewhere in the world where the sun is rising. Several members have been stationed in Okinawa, Japan, or on the oceans every year. The Post in Okinawa was formed due to the influence of Past Post Commander Bob Wolford and, ironically, carries the number 28.

Quantico was added to the name of the Post in 1976 to keep a continuity of our original charter, location, and association with the history of the Quantico Marine Base and town of Quantico. Today the Post continues to have strong ties to Quantico, Dumfries, Montclair, and Triangle, remaining active in those communities.

The American Legion Quantico Buck Keyes Post 28 Triangle Virginia

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