

# **Alvah R. Dravis AMVETS Post 1**

## **Constitution and Bylaws**



**[www.amvetswa.org/Post1](http://www.amvetswa.org/Post1)**

Amended and Revised  
May 9, 2024

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# Constitution

## Alvah R. Dravis Post 1

### Preamble

WE, THE AMERICAN VETERAN WHO HAVE SERVED OF ARE SERVING IN THE ARMED FORCES OF THE UNITED STATES DURING AND SINCE WORLD II, FULLY REALIZING OUR RESPONSIBILITY TO 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 GOODWILL AMONG NATIONS;
- TO MAINTAIN INVIOLEATE THE FREEDOM OF OUR COUNTRY;
- TO PRESERVE THE FUNDAMENTALS OF DEMOCRACY;
- TO PERPETUATE THE FRIENDSHIP 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. Alvah R. Dravis Post Number One, in the City of Tacoma, WA

## Article II: Aims and Purposes

The aims of this organization are as follows:

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

## Article III: Membership

**Section 1:** Membership shall be governed by the National and Department Constitutions and Bylaws.

**Section 2:** Transfers of membership shall be in accordance with the provisions of the National Constitution and Bylaws.

## Article IV: Officers

(Amended 5/9/2024)

**Section 1:** The elected officers shall be the Commander, First Vice Commander; Second Vice Commander; Third Vice Commander; Finance Officer, Judge Advocate; Adjutant, Provost Marshal; and Members of the Board of Trustees.

**Section 2:** The Appointment Officers shall be the Communications Officer, Chaplain, Quartermaster and Historical Officer.

**Section 3:** The Executive Committee shall be: the Commander, who shall be the Chairman and the Elected Officers. The members of the Board of Trustees shall not be members of the Executive Committee.

## Article V: Board of Trustees

(Amended 5/9/2024)

The Board of Trustees shall consist of **FIVE** members. The incumbent Post Commander shall be an ex-officio member with the title of President and chair all meetings of the Board, They shall have the privilege of vote only in the event of a tie vote. The immediate past Post Commander shall be a member of the Board, with full voting privileges. Voting members shall be elected from the membership of Post #1 at an annual meeting, as outlined in Article XI, Section 3 of Post 1 Bylaws.

## Article VI: Standing Committees

The Standing Committees shall be the Membership; Programs; Activities; Finance; Audit; Constitution and Bylaws; Veterans Administration Volunteer Services (VAVS) and the Auxiliary. In addition, the Commander shall appoint such committees as may be necessary to carry out the business of the post, or manage any special functions as may arise. Committee chairmen will appoint committee members, except where members are specifically designated in the Constitution or Bylaws. The Commander shall be an ex-officio member of all committees.

## Article VII: Meetings

(Amended 5/11/2017)

**Section 1:** The Regular meetings will be held once each month at AMVETS Post #1, 5717 South Tyler St, Tacoma, Washington. Meetings will be held on the fourth Thursday of each month, with the exception of May, November and December when the meetings will be held on the second Thursday of each month. A majority vote of the members present and voting at a regular post meeting may change the date, time and place of the meeting without the normal procedures of amending the constitution. Any business that must be conducted between meetings will be accomplished by the Commander and/or the Executive Committee.

**Section 2:** The Annual meeting shall be the regular meeting in May.

## Article VIII: Finances

(Amended 5/8/2014)

**Section 1:** Revenues shall be derived from membership dues, per capita contributions and such other sources as may be approved by the Executive Committee and subsequently adopted by a majority vote of the members voting at a regular meeting.

**Section 2:** The Fiscal year shall be from September 1 through August 31.

## Article IX: Subordinate Organizations

Subordinate organizations may be established in accordance with the provisions of the Department and National Constitutions and Bylaws.

## Article X: Amendments

**Section 1:** (Amended 5/10/2018) This constitution and these bylaws may be amended by a two thirds (2/3) vote of the members present and voting at the annual post meeting (currently May) and at the semi-annual meeting (currently November), providing such amendments have been proposed in writing:

- a. Have been signed by two members in good standing;
- b. Have been submitted, in writing, to the Post Adjutant and presented to the Constitution and Bylaws Committee for consideration;
- c. Have been read at a regular meeting immediately preceding the meeting scheduled for voting; and
- d. Have been distributed to the members in writing at least ten days (10) before the date of vote or without previous notification, by unanimous vote.

(Added 5/11/2017) Minor corrections to spelling, grammar, titles, references, dates or times necessary to ensure clarity of intent but not to change intent may be requested in writing by any member to the Judge Advocate without resolution or amendment may be affected outside the annual meeting and without a vote of membership.

**Section 2:** (Amended 6/9/2024) Emergency amendments may be made at a regular post meeting by a unanimous vote after completing steps a. through c. Listed in Section 1.

**Section 3:** This constitution shall be amended automatically to conform with amendments or changes in the AMVETS Department or National Constitutions and Bylaws.

## Article XI: Dissolution

In the event that Alvah R. Dravis Post #1 is dissolved or liquidated, all assets remaining, after debts are paid, shall be distributed as provided in Department and National Constitution and Bylaws.

# Post 1 Bylaws

## Article I: Membership

**Section 1:** Eligibility for membership shall be ascertained by presenting Active-Duty identification card; a DD 214; or other evidence of an Honorable Discharge; Honorable Separation; Retirement or General Discharge Under Honorable Conditions or is specified by Article IV, Section 1 of the National Constitution.

**Section 2:** Annual membership shall be from September first through August thirty first. A member whose dues have not been paid thirty (30) days after expiration of his annual membership shall be suspended. If payment is not made within sixty days of the expiration date, membership shall be forfeited.

**Section 3:** (Amended 5/8/2014) Annual membership dues will be voted on at the annual Post meeting with any changes reflected on the membership application.

**Section 4:** (Amended 5/8/2014) Life membership dues will be voted on at the annual Post meeting with a change reflected on the membership application, nonrefundable. A member shall be a veteran who has completed an application for membership, paid the applicable dues, has provided evidence of eligibility as set forth on Article 1, Section 1 of these Bylaws and has been accepted for membership by majority vote of the members present at a regular Post meeting.

**Section 5:** (Amended 5/11/2017) Employees, along with members in good standing of other service organizations (i.e., VFW, American Legion) may utilize the post lounge as a designated guest, and therefore must be signed in by a member. Employees who are not members must also be accompanied by a member in good standing with the post as defined as "guests" in the Chappies Lounge rules and regulations. "Guests" may participate in functions and activities, within the lounge, except those designated as a member events (i.e., members' drawings, dice roll, etc.)

## Article II: Requirement for Office

(Amended 5/10/2018)

**Section 1:** To be eligible for elective office, candidates must have been a member of Post 1 for at least six months; be in good standing and have attended fifty percent (50%) of the regular Post meetings for the past six months. To be eligible for a Trustee position, candidates must have been a member in good standing of Post #1 for a minimum of one year and a minimum of six months as an elected Post Officer. The candidate must have attended Post #1 Trustee meetings as a guest two of every three months (total of 8 meetings) over a one-year period. The candidate shall be excused by the Commander for conducting AMVETS related business away from the Post on meeting nights, and will be excused if the candidate could not attend due to hospitalization, illness at home or family emergency. The Chaplain or Adjutant will confirm as needed.

**Section 2:** To be eligible for the position of Post Commander, the candidate must have held an elected office in Post 1 for one full year.

**Section 3:** In the event there is no eligible candidate for an elective office, the members may waive the eligibility requirement by a two-thirds vote of the members present and voting at a regular meeting.

**Section 4:** (Amended 5/14/2009) Prior to assuming an office, the Post Adjutant must verify proof of nominee's eligibility to hold that office.

**Section 5:** A member "Sign-In Book" shall be used at all Post meetings to verify attendance, and to validate eligibility for elective office.

**Section 6:** All elective and appointive officers shall hold office for one (1) year, or until their successors assume office. The terms of office for the members of the Board of Trustees shall be as promulgated in Article XI, Section 3 of these Bylaws.

**Section 7:** No member shall hold two elective offices within the Post at the same time. However, a member may hold one elective and one or more appointive offices simultaneously.

**Section 8:** (Amended 5/9/2024) The Office of the Commander may be held by the same member for more than two (2) consecutive full terms provided there is a year separation between terms. A member elected to complete an unexpired term may serve two complete subsequent terms, provided the unexpired term is less than six months.

**Section 9:** (Amended 5/9/2024) The Commander shall appoint the following officers, as necessary, to carry out the functions of the Post: Communications Officer; Chaplain, Service Officer; Quartermaster and Historical Officer.

**Section 10:** No paid employee of Post 1 shall be eligible for elections to the Board of Trustees.

**Section 11:** Resignations from an elective or appointive office shall be submitted in writing to the Commander. If a written resignation is not received prior to the meeting immediately following the verbal resignation, the Commander may announce acceptance of the resignation of that meeting and declare the position vacant.

**Section 2:** (New section added 5/14/2009) Any officer elected or appointment, who resigns from a position without reasonable cause, i.e., death of a family member, illness, or relocation/deployment shall be barred from holding any post office for the period of 1 year from the date of resignation.

### Article III: Election

**Section 1** (Amended 5/14/2009, 5/13/2010, 5/12/2016\* change to 1 meeting per month) Nominees for office shall be present to accept or decline nomination when nominated. The first nomination of elective officers shall take place at the regular meeting in March. The second nominations of officers shall take place at the regular meeting in April. At this meeting, the Commander shall read the names of members who have accepted nomination. Election of officers shall be held at the annual meeting in May. Written notice of elections shall be sent to all members at least ten (10) days prior to the election date.

**Section 2:** Members must be present to vote. A majority vote of the members present and voting is required to elect candidate. Where more than one (1) candidate has been nominated, election shall be by secret ballot. If only one candidate is nominated for an office and has accepted nomination, and upon completion of the election no candidate has received a majority of the ballots cast, the candidate with the lowest vote count shall be dropped, and subsequent ballots cast until a candidate is elected.

**Section 3:** (Amended 5/14/2009) Any member nominated for office who is unable to attend for reasonable cause the meeting at which elections are held, who desires to accept the nomination, shall submit to the Commander, prior to the date of the election, a dated and signed statement from themselves accepting Nomination for the office. This statement shall be read at the meeting at which election is held. If a nominated member is absent from the election meeting, and not excused by the Commander, or fails to submit the above statement, they shall be ruled as declining the nomination.



**Section 4:** An elective office is declared vacant in accordance with these bylaws shall be filled by an election to be held at the next regular meeting following the meeting, which the position was declared vacant. However, if the vacant office has a term of less than three (3) months remaining, the commander may appoint a member in good standing to complete the remaining term. If the office of Commander or First Vice Commander is vacated, the next in line of command shall assume the higher office to complete the unexpired term.

**Section 5:** The Commander shall appoint a committee of three (3) members to serve as tellers. It shall be their duty to receive, count and submit the results of each election to the Commander, who will declare who is elected.

**Section 6:** Teller reports shall be declared for each election using the following format:

FOR THE OFFICE OF:  
NUMBER OF ELIGIBLE MEMBERS PRESENT:  
NUMBER OF VOTES CAST:  
NUMBER OF INVALID BALLOTS:  
(NOMINEES NAME) RECEIVED:  
(NOMINEES NAME) RECEIVED:

The report will be signed by all tellers. The Teller Report and the ballots will be sealed and retained by the Adjutant. If the election has not been challenged by the end of the regular meeting in June, the ballots shall be destroyed. If challenged, a committee of five new tellers shall be appointed to recount the ballots. The Tellers report shall be retained and attached to the approved copy of the post minutes.

**Section 7:** (Amended 5/14/2009) Officers and Trustees elected at the annual meeting shall be installed at that meeting, and shall assume office at the conclusion of the meeting in which they were elected and installed.

**Section 8:** (Amended 5/14/2009) Officers and Trustees elected or appointed to fill a vacancy shall be installed at that meeting and shall assume office upon election or appointment.

## **Article IV: Duties of Officers**

**Section 1:** The duties of the officers shall be as outlined in the National and Department Constitutions and Bylaws, except as otherwise provided in this article.

**Section 2:** The COMMANDER shall be the chief executive officer and shall preside at all post meetings. They shall be the Chairman of the Executive Committee.

**Section 3:** The FIRST VICE COMMANDER shall assume the duties of the Commander in his absence. They should encourage friendship, and promote harmony and good fellowship among the membership. They shall be charged with all aspects of the membership awards programs. They shall be chairman of the Membership Committee.

**Section 4:** The SECOND VICE COMMANDER shall notify the membership of all programs instituted by AMVETS, especially those involving contact with the general public. They shall be Chairman of the Programs Committee.

**Section 5:** The THIRD VICE COMMANDER shall coordinate all social activities of the post. They shall serve as Activities Committee Chairman for budgeted post functions.

**Section 6:** (Amended 5/14/2009 and 5/12/2016\* changed to 1 meeting a month) The FINANCE OFFICER shall be the custodian of the accounts of the post. They shall be the Chairman of the Finance Committee. They shall prepare and submit a written Financial Report of the Post Accounts to the Commander and the Adjutant, and shall read the report at the Regular meeting each month. They shall submit the annual budget approved by the Finance Committee to the Membership present at the Regular meeting in July. The annual Post budget shall be based on the fiscal year of September 1 through 31.

**Section 7:** (Amended 5/14/2009, 5/9/2024) The ADJUTANT shall keep a written record of all Post meetings, Special meetings and Executive Committee meetings. They shall post a copy of the approved minutes in a place designated by the Commander. They shall make a tape recording of all Post, Regular or Special meetings and shall keep the tapes for three (3) years. All other duties previously identified as belonging to the Adjutant shall be reassigned to the proper Officer or Official to whom the duties would be particular to.

The Adjutant shall submit the annual revalidation reports, through the Commander, to Department and National Headquarters as required by the National and Department Constitutions and Bylaws. They shall keep an accurate record of the duration of service of each member of the Board of Trustees. They shall be the secretary of the Executive Committee, with vote, and will submit a report of all meetings to the Commander. They shall place before the Executive Committee all matters referred to it for action and recommendation.

**Section 8:** The JUDGE ADVOCATE shall be the Chairman of the Constitution and Bylaws Committee. They shall receive and review all resolutions pertaining to the Post Constitution and Bylaws and refer them to the committee for consideration. The committee recommendations shall be submitted to the membership for their consideration. Approved amendments and changes shall be submitted to the Department Judge Advocate for review and approval. They shall act as parliamentary advisory to the Post Commander and shall see that actions taken by the post are in conformity with the National and Department Constitutions and Bylaws and comply with the rules of parliamentary procedure.

**Section 9:** (Amended 5/14/2009) The PROVOST MARSHALL shall assure that the National Colors and all appropriate flags and banners are properly displayed at all official post functions. They shall guard the door and check membership cards of members and identification of all guests wishing to attend the meeting. They shall assure that the official affairs of the post are conducted with dignity and decorum. They shall guard and secure the doors of the meeting room when voting is in progress. They shall keep a record of each member's attendance at meetings in order to verify compliance with requirements for election to office in the post. They shall recognize, admit and introduce to the Commander any guests attending the meeting. They shall, at the request of the commander, restrain or eject from the meeting room unruly members or guests.

**Section 10:** The HISTORICAL OFFICER shall attend all post functions and shall take pictures and record pertinent details of the events. They shall keep the pictures and other data in a post archive.

**Section 11:** (New section added 5/9/2024) The COMMUNICATIONS OFFICER shall be responsible for the planning, formation and development of the communications program. This is to include publicity, organization publications and other material. They shall be responsible for efficient and program liaison with all communications of the media, this includes the press, radio, etc. They shall receive, consider and develop resolutions and/or other initiatives concerning all facets of communications between AMVETS, veterans and general public consistent with the long-range plans of AMVETS. They shall set the tone for messaging and portray AMVETS values. They shall be responsible for developing strategic marketing plans and handling of public relation issues that arise internally or externally. They shall review, draft and finalize all statements, press releases and other media messaging, i.e., social media.

## **Article V: Duties of the Executive Committee**

**Section 1:** Legislative, Administrative and Executive matters and/or regulations not otherwise covered by the provisions of the constitution and bylaws shall be considered by the Executive Committee. They shall determine and recommend a salary for the Adjutant. Their recommendations shall be submitted to the members at a regular meeting for consideration.

**Section 2:** (Amended 5/14/2009) Discipline of post members shall be decided by the Executive Committee in executive session. The decision of the committee shall be final, unless appealed to the next higher authority within fifteen (15) days of notification of the decision.

**Section 3:** Complaints by or against employees or non-members shall be referred to the Board of Trustees for resolution.

**Section 4:** The Executive Committee shall meet at the call of the Commander; however, meetings shall be held at the written request of a majority of the Executive Committee members. All members of the Executive Committee shall be notified by the Adjutant or Commander of the date, time and location of meetings.

**Section 5:** (New Section added 5/14/2009 and Amended 12/10/2009) Any member of the Executive Committee who fails to attend a majority of posts meetings during their term of office shall forfeit that office. A member of the committee absent from a Post meeting to attend post, department or national functions or business shall be excused from the appropriate missed meeting or meetings.

## **Article VI: Duties of the Standing Committees**

**Section 1:** (Amended 5/19/2013) The MEMBERSHIP COMMITTEE shall consider all matters relating to the development of AMVETS through membership activities. The 1st Vice Commander shall be the Chairman.

**Section 2:** (Amended (5/9/2013) The PROGRAMS COMMITTEE shall consider all matters relative to AMVETS Programs. The 2nd Vice Commander shall be the Chairman.

**Section 3:** (Amended 5/9/2013) The ACTIVITIES COMMITTEE shall be responsible for the Social Activities of the post. The 3rd Vice Commander shall be the Chairman.

**Section 4:** (Amended 5/14/2009 and 4/12/2016) The FINANCE COMMITTEE shall prepare an annual budget. The Finance Committee shall be the 1st Vice Commander, 2nd Vice Commander, 3rd Vice Commander and two members appointed by the Finance Officer. The Finance Officer shall be Chairman. Unbudgeted expenses and/or donations in excess of five hundred dollars (\$500.00) proposed at a post meeting shall be REFERRED to the Finance Officer during the meeting to determine if sufficient funds are available for the proposed expenditure. If funds are available, the expenditure will be opened to discussion and a vote of the members will be taken for approval/disapproval.

**Section 5:** The CONSTITUTION AND BYLAWS COMMITTEE shall receive and considered all suggested amendments to the Constitution and Bylaws and report their recommendations to the membership at a regular meeting. The Judge Advocate shall be the Chairman. The Constitution and Bylaws Committee shall be the First, Second and Third Vice Commanders, the Finance Officer and two members of the Board of Trustees selected by the Judge Advocate.

**Section 6:** The VETERANS ADMINISTRATION VOLUNTEER SERVICE COMMITTEE (VAVS) shall be responsible for communicating all matters to the VAVS programs and their relationship to the post. The Chairman shall be appointed by the Commander.

**Section 7:** The AUXILIARY LIAISON COMMITTEE shall be responsible for communicating all matters relative to the Auxiliary and its relationship to the post. The Chairman shall be appointed by the Commander.

**Section 8:** The AUDITING COMMITTEE shall consist of the six elected Trustees; the Immediate Past Post Commander, the Executive Committee less the incumbent Post Commander and two (2) members appointed by the Finance Officer. They shall perform an annual audit of all accounts of the Corporation. The annual audit shall be completed by the fourth Thursday in April and will include the period from April of the preceding year through March of the current year. The Chairman (Finance Officer) shall submit a written report to the Commander, who shall report the audit results and recommendations to the membership at the first regular meeting subsequent to the completion of the audit.

## **Article VII: Finance**

**Section 1:** Financial institution accounts necessary to carry out the purposes of AMVETS, Alvah R. Dravis Post #1 Corporation shall be established in a financial institution whose accounts are insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Association (NCUA) or the Securities Investment Protection Corporation (SIPC). All funds received by the corporation shall be deposited into the appropriate account(s). Accounts currently authorized are:

- a. AMVETS Post #1 checking
- b. AMVETS Post #1 savings
- c. Corporation Control
- d. Bingo
- e. Bingo Payout
- f. Chappies Lounge

**Section 2:** All checks or other orders drawn against accounts (a) and (b) listed in Section 1 shall be signed by any two of the following officers: Commander, Finance Officer or Adjutant.

**Section 3:** All checks or other orders drawn against accounts (c) and (d) listed in Section 1 shall be signed by any two of the following: President and any Board of Trustee member.

**Section 4:** All checks or other orders drawn against account (e) listed in Section 1 shall require only one signature and shall be signed by employees designated and authorized by the Board of Trustees.

**Section 5:** All checks or other orders drawn against account (f) listed in Section 1 shall require two signatures and shall be signed by any two of the following: General Manager, Officer Manager, Adjutant or Post Commander/President, Board of Trustee.

**Section 6:** All Post Officers, Board of Trustee members, employees, and such agents as may be designed, who handle corporation funds, shall be adequately bonded, and said bond shall be paid by the corporation

**Section 7:** No member of the post acting independently, shall mortgage or pledge as security any property of the post. Any member pledging post property or funds for any purpose without prior approval of the body assumes personal responsibility and liability for his actions. Such action shall be construed as "Conduct unbecoming an AMVET."

## Article VIII: Delegates

**Section 1:** To be eligible as a delegate to the AMVETS Department of Washington Convention, candidates must have been a member of Post #1 for a minimum of thirty (30) days prior to the opening of the convention.

**Section 2:** To be eligible as a Delegate to the AMVETS National Convention, a post member shall have been a member in good standing on the national rolls for at least 30 days prior to the opening of the National convention and possesses a membership card or other satisfactory evidence identifying the delegate or alternate as a member.

## Article IX: Discipline of Post Members

Discipline of Post members shall be governed by the National and Department Constitutions and Bylaws pertaining to discipline and by Article V, Section 2 of these Bylaws. All matters of discipline shall be submitted in writing, to the Commander.

## Article X: Meetings

(Amended 5/12/2016)

**Section 1:** Regular meetings will convene at 6:00 PM and adjourn by 8:00 PM, unless otherwise voted by the majority of members present at a regular meeting.

**Section 2:** Twenty (20) members, in good standing, shall constitute a quorum for all meetings of the post provided that at least three (3) of the elected officers are among the twenty.

## Article XI: Board of Trustees, Election

**Section 1:** (Amended 5/9/2019) Candidates shall comply with the eligibility requirements for elective office as promulgated in Article II, Section 1 to be eligible for a Trustee position, candidates must have been a member in good standing of Post #1 for a minimum of one (1), and a minimum of six (6) months as an elected Post Officer. The candidate must have attended Post #1 Trustee meetings as a guest two (2) out of every three (3) months (total of 8 meetings) over one (1) year period.

**Section 2:** Elections shall be held at the Annual meeting and shall comply with the parameters established in Article III of these Bylaws.

**Section 3:** (Amended 5/9/2024) Term of Office of the elected Trustees shall be three (3) years. Current positions One (1) and Two (2) shall be eliminated in 2025. Current positions three (3) and (4) shall be eliminated in 2026. Current positions five (5) and six (6) shall be eliminated in 2026. In May 2026, an election shall be held for the staggered terms for the NEW positions one (1), two (2) and three (3). Position ONE (1) shall be for an initial term of ONE year, and the subsequent term shall be three years. Position TWO (2) shall be for an initial term of TWO years, and the subsequent term shall be three years. Position THREE (3) shall both terms be three years. Subsequent elections shall maintain the staggered internal (one Trustee elected every year). The Trustee position Four (4) shall automatically be the immediate past Post Commander, effective May 2001. The Post Commander shall serve the duration of their elected office. The immediate past Post Commander shall serve until the incumbent Post Commander has completed their term of office. In the event the immediate past Post Commander declines the position, the membership shall elect a member to fill the position until the incumbent Post Commander completes their term of office.

**Section 4:** (Amended 5/14/2009) No Board member may serve more than two consecutive terms, except a Board member who is completing a term vacated by a previous member.

**Section 5:** No employee or Board member shall have any financial interest with any firm or person with whom the Board does business unless, upon full written disclosure of such financial interest, it is authorized by concurrent actions of the Board and Post Executive Committee.

**Section 6:** No member of the Board of Trustees shall hold a paid position as an employee of the post, nor shall he have immediate family members employed by the post. Unless upon full written disclosure of such employment, it is authorized by concurrent actions of the Board and Post Executive Committee (Amended 5/9/2019).

**Section 7:** If an unscheduled vacancy occurs, it shall be filled in accordance with procedures applicable to elected officers of the post as promulgated in Section 4, Article III of these Bylaws.

## **Article XII: Board of Trustees, Duties**

**Section 1:** The Officers of the Board shall consist of the President, Vice President, Secretary and Treasurer whose terms of office shall be one (1) year. The officers, other than the president shall be elected by a majority vote of the entire Board at the first meeting after the Post's annual of each year. The officers shall serve in such capacity under their successors shall have been elected at the next annual meeting.

**Section 2:** The President shall direct the General Manager to prepare and submit to the president by October 31st annually, a written budget for the corporation. The annual budget shall be based on the fiscal January 1 through December 31. The President shall present the budget to the Board of Trustees at November Board meeting for their consideration and approval.

**Section 3:** They shall conduct all business functions of the Corporation, They shall manage and supervise all business affairs and services of the Corporation. They shall pay all expenses in connections with such activities, including taxes. Licenses and other business obligations of the corporation,

**Section 4:** (Amended 5/11/2017) They shall prepare written job descriptions for employees. A General Manager maybe employed to carry out the purposes of the Corporation. Performance shall be evaluated every six months.

**Section 5:** (Amended 5/8/2014) The Board of Trustees may retain a reasonable sum in designated corporation depositories for current operating expenses and may also maintain reserve accounts up to five hundred thousand dollars (\$500,000.00) for anticipated expenses, emergency operating capital and taxes. All remaining funds shall be distributed to such post accounts as designated by the floor, after recommendation by the Board of Trustees.

**Section 6:** No new contracts involving expenditures in excess of two thousand dollars (\$2,000.00) shall be negotiated without inviting at least TWO (2) competitive WRITTEN bids, and where the required products are of equal quality, the contract shall be awarded to the most Comprehensive or Lowest bidder. Existing contracts may be renewed with or without obtaining two (2) competitive written bids, but shall require a majority vote of the Board of Trustees present and voting.

**Section 7:** The Board shall take appropriate and timely action on all complaints referred to it by the Executive Committee. If an employee is terminated by management or the Board of Trustee due to theft or misappropriation of corporate funds or property, and the employee is a post member, the Post Commander shall, within fifteen (15) days of the employees' termination of employment, convene a closed meeting of the Executive Board to determine if additional disciplinary actions is to be taken in accordance with Article D of these Bylaws.

**Section 8:** They shall review the status of the Corporation Business accounts when unbudgeted expenditures in excess of two thousand dollars (\$2,000.00) are proposed, and shall present their recommendations at a regular post meeting, for the approval prior to expenditure of any funds.

**Section 9:** Any unbudgeted expenditure exceeding five hundred dollars (\$500.00) up to two thousand dollars (\$2,000.00) shall be approved by the Board, prior to expenditure of any funds.

**Section 10:** The President shall select two (2) Trustees to perform a random unscheduled, unannounced audit of two (2) of the corporation accounts during their term of office, and report the audit results in writing to the Board of Trustee.

**Section 11:** The sale, lease, exchange or other disposition of corporate property and/or assets shall be conducted in accordance with the Washington State Non-Profit Corporate Act (RCW 24.03).

**Section 12:** The Board of Trustees shall perform an annual inventory of all corporation property by Brand Name, Model, Size, Serial Number and quantity of each item during the month of June. They shall have the data entered on the General Managers computer.

### **Article XIII: Board of Trustees, Meetings**

**Section 1:** The Board of Trustees shall hold regular meetings on the third Thursday of each month, or at a date, time and location designated at the previous meeting. Changes in the date, time or location of meetings shall be posted on the bulletin board at the post. A meeting shall be cancelled only if a quorum is not present. If this occurs the meeting shall be re-scheduled for a later date in that month.

**Section 2:** The President shall act as Chairman and preside at all meetings. In the absence of the President, the Vice President shall assume the duties of the President. The Secretary shall make a tape recording of all Regular and Special meetings and Executive Session meetings, and retain the tapes of Regular or Special meetings for one (1) year. Tapes of Executive Session meetings and disciplinary meetings shall be retained for three (3) years. The Secretary shall distribute a copy of all Regular and Special meetings to each Board Member, the General Manager and the Corporation Accountant, and publish a copy of the monthly Corporation finance report and the minutes of the Regular and Special meetings in a place designated by the President.

**Section 3:** Four (4) voting Trustees shall constitute a quorum for all meetings. A majority vote of a quorum shall be final and conclusive as to all motions passed.

**Section 4:** (Amended 5/14/2009 and corrected on 12/10/2009) Members of the Board of Trustees shall attend a majority of the Board of Trustees meetings and a majority of the post meetings during each year of their term of office. A Board member who fails to attend the required number of meetings shall forfeit his position, which shall then be declared vacant.

**Section 5:** All meetings with the exception of Executive sessions, shall be open to post members, who shall have the privilege of voice but not the privilege of vote. Executive session shall be declared by the President to consider employee or non-member disciplinary matters or employee performance evaluations. Executive session minutes must be read and acted upon only in Executive session unless the action taken, as distinct form that which was said in debate was not secret, or secrecy has been lifted by the Board.

**Section 6:** Special meetings of the Board shall be called by the President for the purpose of transaction urgent business.

- a. Three (3) members of the Board may request a special meeting by submitting a written request to the President, signed by all petitioners.
- b. A special meeting shall be convened by written request by four (4) members of the Board.
- c. Board members shall be informed of a Special meeting by:
  1. Verbal notice to all members at least twenty-four (24) hours prior to the time of the meeting, or
  2. Written notice at least five (5) days prior to the date of the proposed meeting, or
  3. Immediately, to transact emergency business, if a quorum is present.
- d. The “call” to meeting must contain the date, time, location and subject matter of the meeting.

### **Article XIV: Definition**

**Section 1:** All pronouns used in these Bylaws shall be deemed gender neutral.

**Section 2:** Post #1, where used in the Constitution or these Bylaws shall be construed as referring to AMVETS, Alvah R. Dravis Post Number One.

**Section 3:** “WEBSTERS NEW WORLD DICTIONARY” shall be the definitive authority for this Constitution and Bylaws.

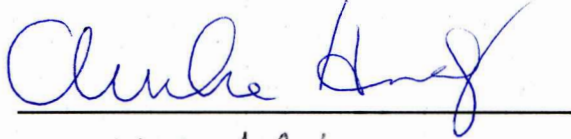
**Section 4:** The current edition of “Robert’s Rules of Order, Newly Revised” shall govern in all cases where they are not inconsistent with these Bylaws.



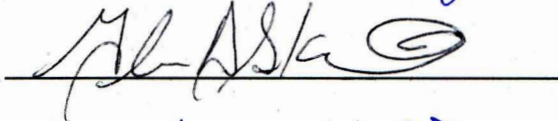
# Authentication

We the undersigned, certify that the foregoing Constitution and Bylaws are a true and correct copy as amended and revised and approved by the members present and voting at the AMVETS, Post 1 meeting on **May 9, 2024**.

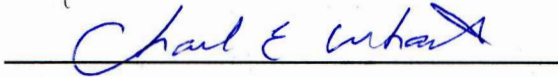
Michael Hardy, Commander

A handwritten signature in blue ink, appearing to read "Michael Hardy", written above a horizontal line.

Glenn Skinner, Adjutant

A handwritten signature in blue ink, appearing to read "Glenn Skinner", written above a horizontal line.

Charles Wharton, Judge Advocate

A handwritten signature in blue ink, appearing to read "Charles Wharton", written above a horizontal line.