

Fickbohm Hissem Post 193



Bylaws 2026

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Bylaws of Fickbohm-Hissem Post, American Legion, Post 193

Article I – General

Section 1

The Post existing under these bylaws shall be known as Fickbohm-Hissem Post 193, 13th District of the Department of Illinois.

Section 2

The objectives of this Post are outlined in these bylaws.

Article II - Management

Section 1

The Government and Management of the Post's affairs shall be vested in the Executive Committee. The Executive Committee shall consist of the elected officers of the Post and two additional members at large elected by the membership. The Executive Committee shall exercise such powers and perform such duties as are prescribed by these bylaws and as authorized by the membership. This Executive Committee of (9) nine members will be entrusted with the government and management of the Post.

Section 2

The election of officers and Executive Committee members shall be conducted by ballot at the regular meeting held on the third Tuesday of May each year. A majority vote of the members present and entitled to vote shall be required for election, unless otherwise provided in these bylaws.

Section 3

A nominating committee shall be formed within a reasonable time frame. Any vacancy occurring in an office of the Post or on the Executive Committee, other than by the expiration of a term, shall be filled by a majority vote of the remaining members of the Executive Committee. A person elected to fill a vacancy shall serve for the remainder of the unexpired term.

Section 4

A vacancy shall be deemed to exist upon the death, resignation, removal, or incapacity of an officer or Executive Committee member. The Executive Committee may also declare a vacancy when an officer or Executive Committee member has been absent from the Post for a continuous period that the Executive Committee determines to be detrimental to the best interests of the Post. A vacancy will be filled by a member nominated at a regular or special meeting, and voted by a majority of the remaining members of the Executive Committee.

Article III - Post Executive Committee

Section 1

The Executive Committee shall meet for organizational purposes and to conduct such other business as may properly come before it at the call of the Commander, as the Commander deems necessary. The Executive Committee shall also hold a regular meeting on the first Tuesday of each month at 1300, unless otherwise ordered by the Executive Committee or changed by proper notice. A quorum shall consist of (4) four members. Members (4) four, which will include at least one presiding officer (Post Commander or a Vice Commander) shall constitute a quorum for the transaction of official business.

Section 2

The Post Executive Committee shall generally have charge of and be responsible for the management of the affairs of the post.

Section 3

Agenda Placement - Establishes a protocol where a general member can formally request to put a subject on the agenda by submitting to the Post Adjutant (5) five days in advance.

Section 4

Executive Sessions - Preserves the standard parliamentary protection allowing the Executive Committee to clear the room for confidential, legal, disciplinary, or financial discussion.

Section 5

Rights of Executive Non-Committee Members:

Sub Part A

Voice without Vote - Any member of the Post in good standing who is not a regular member of the Post Executive Committee shall have the right to attend all meetings of the Executive Committee. Such members shall be granted the privilege of the floor to speak and voice opinions on any pending matter, but they shall not have the right to introduce motions or second motions, or cast a vote. Non-members cannot introduce new subjects.

Sub Part B

Recognition by the Chair - The Commander must recognize non-members wishing to speak during an Executive Committee meeting. The Commander maintains the authority to impose reasonable time limits on individual remarks to (2) two minutes.

Section 6

Quorum: A quorum is three (3) voting members.

Article IV - Duties of Officers

Section 1

Duties of the Post Commander: (Elected Officer)

1. Shall act as the chief executive officer to supervise, lead, and manage the post and its officers.
2. Runs all general, special, and executive committee meetings following proper order and ceremonies.
3. Nominates and appoints chairs and members for standing and temporary committees.
4. Files annual reports and presents a comprehensive yearly report of post activities and recommendations for the future.
5. Enforces the organization's constitution and bylaws.
6. Serves as the official face of the post at public functions, district events, and department conventions.

Section 2

Duties of the Vice Commander: (Elected Officer)

1. Takes over duties if the commander is absent or unable to serve.
2. Supports the commander with assigned administrative and ceremonial tasks.
3. Serves as the head of the membership committee to drive recruitment and retention.
4. Executes Buddy Checks by organizing outreach to check on fellow members.

Section 3

Duties of the Adjutant: (Elected Officer)

1. Maintaining membership records, recording meeting minutes, and handling official correspondence.
2. Receives, processes, and answers all official mail and communications from district, department, and national levels.
3. Maintains active membership data, processes dues, handles new applications, and records transfers or deaths.
4. Helps the Post Commander and various committees execute their programs and duties.

Section 4

Duties of the Financial Officer/Treasurer: (Elected Officer)

1. Manages all post money, ensuring safe bank deposits in the official name of the organization rather than personal accounts.
2. Collects membership dues and donations, issuing proper receipts for all money received.
3. Pays authorized bills and remits national and department dues promptly to headquarters.
4. Presents regular verbal or written financial updates during post meetings.
5. Balances the books, assists with audit committees, and helps file required federal, state, and local tax forms.
6. Delivers all organized financial files, ledgers, and records to a successor once audited and approved.

Section 5

Duties of the Post Chaplain: (Appointed Officer)

1. Responsible for offering prayers at meetings, counseling members in distress, and conducting funeral or memorial services.
2. Opening and closing prayers by delivering the invocation and benediction at all official post meetings.
3. Assists with official ceremonial protocols recommended by national or department headquarters.
4. Maintains close contact with members who are ill, hospitalized, or shut-ins at home.
5. Notifies the post of member passings, visits grieving families, and sends sympathy cards.

Section 6

Duties of the Sergeant at Arms: (Appointed Officer)

1. Shall maintain order, manage meeting room setups, and act as the custodian of the colors.
2. Keeps decorum and a calm atmosphere during all post meetings.
3. Serves as a sentinel or guard of the door, screening entry and welcoming attendees.
4. Leads the advancement, presentation, and retirement of the colors during meetings and events.

Section 7

Duties of the Historian: (Appointed Officer)

1. Record keeping and archiving through a comprehensive one-year narrative history or pictorial yearbook documenting the post's activities from the installation of officers to the department convention.
2. Maintain logs of awards received and presented.
3. Deposit copies of printed materials, newsletters, and brochures into local libraries and department archives.

Section 8

The duties of the elected members at large (Elected Officer) are to provide advice and counsel to the Executive Committee. Members at Large should be experienced in Post operations. They may be qualified by working in or with similar organizations or entities as the American Legion.

Article V - Delegates

Delegates and alternates to a Department convention shall be elected by ballot by the Post at a regular meeting, to be at least 20 days before the date of such convention.

Article VI - Appointments

Section 1

The Post Commander, upon taking office each year, shall appoint a committee chairperson, who then recruits or works with the Commander to select other members for the committee. Commander's appointments require formal approval from the Post Executive Committee. The following are the standing committees: Americanism, Children & Youth, Graves Registration & Memorial, Sons of the American Legion, and Visiting.

Section 2

Americanism Committee - Is responsible for:

1. Promoting patriotism, civic responsibility, and youth education.
2. Running programs such as Boys State and Boys Nation - High School Oratorical Contest.
3. Promoting an understanding of the U.S. Constitution and encouraging voter registration.
4. Teaching proper flag etiquette and leading flag education.

Section 3

Children & Youth Committee - Is responsible for:

1. Ensuring care and protection for veterans' children, improving conditions for all young people, and preventing social or physical ills.

2. Organizational Funding - (CWF) Child Well-being Foundation
3. Youth programs such as Boys State - American Legion Baseball - Junior Shooting Sports.
4. Community Partners with active organizations such as local scouting and Youth Cadet Law Enforcement.

Section 4

Graves Registration & Memorial – Is responsible for:

1. Maintaining a set of complete records of veterans' grave sites and burial locations within cemeteries.
2. Decorating graves by placing flags, markers, and traditional decorations on the graves of deceased veterans, particularly leading up to Memorial Day.

Section 5

Sons of the American Legion - Responsible for honoring all service of veterans, supporting the Four Pillars of the American Legion, and driving community service projects.

Section 6

Visiting (VAVS) - This committee is tasked with visiting hospitalized veterans. This group executes the Legion's core value of mutual helpfulness at the community level.

Article VII - Resolutions

Section 1

Any member in good standing of this Post may submit a proposed resolution to the Post Adjutant or the Post Commander. The resolution shall be in writing and include the name of the member submitting it.

Section 2

Form - Each resolution shall contain:

1. A clear statement of the issue or purpose.
2. Any relevant facts or reasons supporting the proposal.
3. The action requested by the Post.

Section 3

Consideration - The Post Commander may refer a proposed resolution to the Post Executive Committee for review before it is presented to the membership.

Section 4

Adoption - A resolution shall be presented to the Post at a regular meeting and shall be acted upon in accordance with Robert's Rules of Order.

Section 5

Compliance - No resolution adopted by the Post shall conflict with the Constitution and Bylaws of the American Legion.

Article VIII - Meetings

Section 1

The regular meetings of the Post shall be held at a designated place on the third Tuesday of each month, at a time established by the Post. At such meetings, the Post shall transact all business properly brought before the membership in accordance with these bylaws and Robert's Rules of Order.

Section 2

Special Meeting - The Post Commander may call a special meeting whenever necessary. A majority of the Executive Committee may ~~direct~~ request that the Commander or the ~~Adjutant~~ Vice-Commander call a special meeting. A special meeting may also be ~~called~~ requested ~~upon the~~ by written ~~request~~ notice of any three (3) members in good standing.

Section 3

Notice - Written notice stating the purpose, date, time, and place of the special meeting shall be provided to all members at least (7) days in advance. No business other than that specified in the notice of the meeting shall be transacted at a special meeting.

Section 4

Quorum - A total of (12) twelve members constitute a quorum for both regular and special meetings. Of the 12 there must be one elected and one appointed officer.

Article IX - Notices

Section 1

Contact Information - Each member shall be responsible for providing the Adjutant with current mailing and email addresses and any changes to other contact information necessary for the delivery of official Post notices.

Section 2

Communication Method – The primary means of communication within the Post is by e-mail. Members wishing communications by mail or text (SMS, MMS, or RCS) must specifically state this preference to the Adjutant. The Post will establish and maintain a set of Post e-mail addresses. The use of personal e-mail addresses is discouraged. Dues and membership notices will be sent through the United States Postal Service. Text messages will be sent by a Post officer. Charges will be reimbursed to that officer if their account has limited data transmission capacity.

Section 3

Election - The Post Adjutant shall provide notice of the annual election to all members at least (2) two weeks before the date of the election.

Section 4

Agenda & Minutes - The Post Commander and Adjutant shall prepare the agenda for each meeting. Whenever practicable, the agenda and the minutes of the previous meeting should be made available to the membership before the meeting or at the meeting for review.

Section 5

Agenda Placement - Establishes a protocol where a general member can formally request to put an item on the agenda by submitting to the Post Adjutant (5) five days in advance.

Section 6

Executive Sessions - Preserves the standard parliamentary protection allowing the Executive Committee to clear the room for confidential, legal, disciplinary, or financial discussions.

Article X - Dues Assistance Members

Section 1

Eligibility - Any member of this Post in good standing who becomes financially burdened may be voted on by the Executive Committee for Post-paid status and become a dues assistance member.

Section 2

Maintenance of Standing - Such individuals shall remain fully recognized as active members of the American Legion. They shall not be considered a separate or honorary class of membership, in strict compliance with the National Constitution.

Section 3

Officer Duties - The Adjutant and Financial Officer shall review the list of eligible members under this section annually before the submission of the Post's annual membership report to ensure accurate record-keeping and funding availability.

Section 4

The Executive Committee shall then review and vote on each request for dues assistance from the previous membership year. Such requests shall be reviewed individually to determine eligibility and shall be properly documented in the minutes of the Executive Committee.

Article XI - Rules of Order

All proceedings of the post shall be conducted in accordance with the current edition of Robert's Rules of Order, except by the Constitution and Bylaws of the American Legion, the Constitution and Bylaws of this Post, or applicable law.

Article XII – Amendments

These By-Laws may be amended at any regular Post meeting by a vote of two-thirds of the members of said Post attending such regular meeting; Provided that the proposed amendment shall have been submitted in writing and read at the next preceding regular meeting of said Post; and, provided, further, that written notice shall have been given to all members at least 10 days in advance of the date when such amendment is to be voted upon, notifying said members that at such meeting a proposal to amend the By-Laws is to be voted upon.

Authentication

Prepared by _____
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Vice Commander/Adjutant Post 193

Approved by Grant Strzelczyk
Grant Strzelczyk
Commander Post 193

