

*Submitted to the members by the Bylaws committee  
December 3 2025 and with changes made by the members on January 6 2026.*

## **BYLAWS of the Naples-Casco-Raymond Post 155 American Legion Department of Maine**

*As used in these bylaws, unless a different meaning is plainly required, the terms, words and variants used have the meanings as enumerated in APPENDIX 1. To The Bylaws: Terms and Definitions.*

### **ARTICLE I**

**Section 1.** The Post existing under these bylaws is known as the Naples-Casco-Raymond Post 155, The American Legion, Department of Maine.

**Section 2.** The objectives of the Post are set forth in the Constitution.

### **ARTICLE II LEGION MEMBERSHIP**

**Section 1.** Eligibility for regular membership in this Post shall be as prescribed by the National Constitution of the American Legion., ~~to wit: An individual is eligible for membership in The American Legion only if the individual -- (1) has served in the armed forces of the (A) United States at any time during -- (i) the period from April 6, 1917, through November 11, 1918; or (ii) any time after December 7, 1941; or (B) a government associated with the United States during a period or time referred to in subclause (A) of this clause and was a citizen of the United States when the individual entered that service; and (2) was honorably discharged or separated from that service or continues to serve honorably during or after that period of time.~~

**Section 2.** No person shall be a member simultaneously of more than one American Legion post.

**Section 3.** It is the policy of this Post to pay yearly the American Legion membership dues of a past commander of the Post who served at least one full term of office as commander and who is a member of this Post. It is the policy of this Post to pay the first year's American Legion Post 155 membership dues of an active-duty military member who is from the towns of Naples, Casco or Raymond, Maine.

### **ARTICLE III SONS OF THE AMERICAN LEGION**

**Section 1.** This Post recognizes as a program of the Post, The Sons of the American Legion (SAL) Squadron 155.

~~**Section 2.** All male descendants, adopted sons, and stepsons of members of The American Legion, and such male descendants of veterans who died in service during the period of April 6, 1917 through November 11, 1918, or any time from December 7, 1941 to date, who served honorably as set forth in Article IV, Section 1 of the National Constitution of The American Legion, or who died subsequent to their honorable discharge from such service, shall be eligible for membership in the Sons of The American Legion.~~

**Section 2.** Eligibility for membership in the Sons of the American Legion Squadron 155 shall be as prescribed by the National Constitution of the American Legion and by the National Constitution of the Sons of the American Legion.

**Section 3.** The Sons of the American Legion Squadron 155 shall be governed by such rules and regulations as may be approved by the Department of Maine American Legion, and by the constitution and bylaws of this Post, and by such rules and regulations as may be approved by Squadron 155 by way of its constitution and bylaws.

### **ARTICLE IV AUXILIARY**

**Section 1.** This Post recognizes an auxiliary organization known as The American Legion Auxiliary Unit 155.

**Section 2.** Membership in The American Legion Auxiliary Unit 155 shall be as that is for membership in the national organization of The American Legion Auxiliary.

**Section 3.** Auxiliary Unit 155 shall be governed by such rules and regulations as may be approved by the Department of Maine, The American Legion, and by the constitution and bylaws of this Post, and by Auxiliary Unit 155 by way of its constitution and bylaws.

## **ARTICLE V MANAGEMENT**

The governance and management of this Post are entrusted to an executive committee, to be known as the Executive Committee. The Executive Committee must be thoroughly familiar with the Post constitution and bylaws and must see to it that the same are abided by and adhered to in every instance.

## **ARTICLE VI POST EXECUTIVE COMMITTEE**

**Section 1.** The Executive Committee shall consist of the Post officers, plus two (2) at large members elected by the American Legion Post 155 regular members. The Post officers are Commander, First Vice Commander, Second Vice Commander, Adjutant, Finance Officer, Historian, Chaplain, Sergeant-at-arms, Service Officer, Judge Advocate, and Americanism Officer. Executive Committee meetings, except Executive Sessions, (*see Section 4. of this Article VI*), are open to participation, but not for voting, to all Post members in good standing.

**Section 2.** A slate of American Legion Post officer nominees as proposed by a nominating committee shall be announced at the regular meeting in March of each calendar year. Post officers and Executive Committee at-large members shall be elected annually at the regular April meeting. Nominations for any office and nominations for at large Executive Committee members may be offered from the floor at the regular April meeting. Officers and Executive Committee members shall take office immediately upon installation and before the American Legion Department of Maine Annual State Convention. The election of officers and Executive Committee members shall be by hand vote or by ballot if requested and the candidate receiving a majority vote of those attending this meeting shall be elected to the respective office or at-large Executive Committee position for which they are a candidate. The names of officers installed to their respective offices must be promptly reported to the Department of Maine by the adjutant.

**Section 3.** Any vacancy existing among members in the Executive Committee or any Post committee from any cause other than the expiration of the term may be filled by a majority vote of the remaining Executive Committee members, except as where these bylaws may stipulate differently. Vacancies filled as outlined in this section shall hold office for the unexpired term of the officer or Executive Committee member being

succeeded. A vacancy shall exist when an Executive Committee member is absent for three (3) consecutive Executive Committee meetings without valid cause as determined by the commander.

**Section 4.** Executive Sessions of the Executive Committee may from time to time be required in unusual circumstances or for Post member disciplinary proceedings. Such Executive Sessions shall be called at the discretion of the commander or at the written request of three (3) or more Executive Committee members. Participation and attendance at Executive Sessions shall be limited to Executive Committee members, and are not open to the general membership, except as may be necessary for informational purposes or proper procedure and at the invitation of the commander. A member accused of wrongdoing shall have the opportunity to appear before the Executive Committee during an Executive Session. In all cases of such participation by non-Executive Committee members such participation is limited to the subject matter for which they were invited, and no votes are to be taken in their presence. Executive Committee members attending such an Executive Session have a duty to hold in confidence information that they obtain during an Executive Session and are prohibited, under penalty of disciplinary action, from disclosing such confidential information outside an Executive Session. **Minutes of executive sessions of the Executive Committee are to be maintained, secured and preserved by the Adjutant.**

**Section 5.** The Executive Committee shall meet for organization and such other business as may come before it at the call of the commander within three (3) weeks after the installation of the new officers. Thereafter the Executive Committee shall meet at the call of the commander at least every month and as often as the commander may deem necessary. The commander shall be required to call a meeting of the Executive Committee upon the joint written request of three (3) or more members of the Executive Committee. Notice posted on the Post website and on the Post bulletin board at least three (3) days in advance of a called Executive Committee meeting, and a good faith effort to reach all Executive Committee members by phone call or text message shall constitute required notice. Written minutes of Executive Committee meetings shall be compiled by the adjutant, or a designate, and kept by the adjutant, and reported to the next Executive Committee meeting and to the next Post regular meeting. A quorum of the Executive Committee will be a majority of the members of the committee, and a quorum is required to conduct any business of the Executive Committee.

**Section 6.** The Executive Committee shall hire employees as may be necessary, shall authorize and approve all expenditures, and may require adequate bonds for all persons having the custody of Post funds. The amount of such bonds, if any, shall be determined by the Executive Committee. The Executive Committee shall ensure that adequate and proper insurance coverage is maintained protecting against loss or damage to Post property and building, and for liability.

**Section 7.** Between regular meetings of the Post the Executive Committee is authorized to transact any business of the Post. ~~which requires immediate action and cannot be delayed or prudently should not be delayed until the next regular meeting.~~ The Executive Committee may have the Post financials audited by a neutral third party at any time and must initiate such an audit at the request of a two-thirds (2/3) vote of members present at a Post regular meeting.

**Section 8.** The Executive Committee shall hear regularly reports of Post committees and is required to render timely responses and decisions to such reports or queries originating from the various committees. The Executive Committee shall name the members of the standing committees as they appear in Article IX of these bylaws, or any other committee which the Executive Committee may establish, ~~within a reasonable period following the installation of officers, at the next Executive Committee meeting following the Department of Maine Annual State Convention,~~ except as may otherwise be required by these bylaws, and shall fill vacancies as they may occur.

**Section 9.** The Executive Committee shall appoint from among its own members one person as the contact person and liaison with the lounge manager. The purpose and intent of this section is to establish and maintain sustained mutual communication and cooperation between the Executive Committee and the lounge manager. The responsibilities of the lounge manager are herein set forth in an organizational chart in APPENDIX 2. To the Bylaws: Responsibilities of Lounge Manager. ~~and APPENDIX 4. To The Bylaws: Standard Operating Procedures.~~

**Section 10.** The Executive Committee shall annually appoint a Post Legion member as Advisor to the Sons of the American Legion Squadron 155.

**Section 11.** The Executive Committee shall maintain and enforce a compilation of Post Standard Operating Procedures (SOP). While maintained by the Executive Committee, the SOP is determined by the Legion members and approved at a Regular meeting and is to be widely available to and should be understood by all Post members. The SOP is intended to be the repository of routine operations of the Lounge and Post facilities such as operating hours, rules for games of chance, pool etiquette and code of conduct and other items. A copy of the then current SOP shall be available at the Lounge to all Post members.

## **ARTICLE VII DUTIES OF OFFICERS**

**Section 1.** Post Commander. The commander is the Chief Executive Officer of the American Legion Post 155. It shall be the duty of the Post commander to preside over

regular meetings and Executive Committee meetings and to have general supervision of the business and affairs of the Post.

**Section 2.** First Vice Commander. The first vice commander shall assume and discharge the duties of the office of commander in the absence or disability of the commander, or when called upon by the commander. The first vice commander shall assume the office of commander in the event of a vacancy.

**Section 3.** Second Vice Commander. The second vice commander shall assume and discharge the duties of the office of the commander in the absence or disability of both the commander and of the first vice commander, or when called upon by the commander. The second vice commander shall follow the obligations outlined in the American Legion Officer's Guide and Manual of Ceremonies and perform other duties as may be assigned by the commander.

**Section 4.** Adjutant. As the administrative officer of the Post, the adjutant's duties are managerial and functional. The adjutant shall maintain membership records and render reports of such records annually or when called for; have charge of and maintain a full and correct record of all proceedings of Executive Committee meetings and of Post regular meetings; keep such records as the department and national organization may require; under the direction of the commander handle usual correspondence of the Post and communications with other posts, the department, and the national organization; and publish official Post orders, resolutions, and announcements. The adjutant shall ensure the American Legion Department of Maine has always a true and up-to-date copy of the Post constitution and Post bylaws and is the custodian of these Post documents and of any subsequent modifications thereto. The adjutant is responsible for properly completing and filing the annual Consolidated Post Report (CPR) according to the instructions contained in the American Legion Officer's Guide and Manual of Ceremonies on or before the June 15 calendar year deadline and responsible for filing other required documents.

**Section 5.** Finance Officer. The finance officer shall have charge of all finances of the Post and shall verify the financial accounts are in balance and accurate, see that money is safely deposited in local banks, and shall report once a month to the general membership and once a month to the Executive Committee the condition of the finances of the Post. This monthly financial report shall include the detail of Post income from all sources, and of Post expenditures, both monthly and routine expenses such as utility and payroll costs, and non-recurring expenses such as capital

expenditures, and include account balances, and include such financial recommendations as the finance officer may deem expedient or necessary. The finance officer must further ensure that reporting requirements of state and federal law, such as Internal Revenue Service and state sales tax reporting requirements are fulfilled.

**Section 6.** Historian. The historian shall be charged with the individual records and incidents of the Post and members and shall compile a history of the Post's activities during the officer's term of office and shall perform such other duties as may properly pertain to the office as may be determined by the Executive Committee and general membership.

**Section 7.** Chaplain. The chaplain shall be charged with the spiritual welfare of Post members and will offer divine but nonsectarian service in the event of dedications, funerals, public functions, Post meetings, and will adhere to such ceremonial rituals as are recommended by the national or department headquarters.

**Section 8.** Sergeant-at-arms. The sergeant-at-arms shall ensure the good standing of members attending Post meetings; shall introduce visitors at meetings; shall allow no unauthorized persons to enter a meeting hall; and shall preserve order at meetings. The sergeant-at-arms shall be custodian of the colors and shall perform such other duties as may be assigned by the commander. It shall be the duty of the sergeant-at-arms to conduct ceremonies in conformity with the American Legion Officer's Guide and Manual of Ceremonies. It is the responsibility of the sergeant-at-arms to adhere to the American Legion Officer's Guide and Manual of Ceremonies with respect to regulations and procedures for obtaining, accounting for, and storing blank ammunition, surplus rifles, and other surplus military equipment.

**Section 9.** Service Officer. The service officer should maintain good contacts with all Post members as far as is practicable and with the veteran community at large. The service officer shall display the competence, dedication, and organizational skills necessary to provide assistance and awareness to all veterans and their dependents with regard to their rights and benefits granted them by law. Continuity is very important in this office, but should a new service officer take office, this officer is urged to receive department and district level training. A service officer's report shall be a standard part of each Post regular meeting and Executive Committee meeting. Further reference is here made to the American Legion Officer's Guide.

**Section 10.** Americanism Officer. The Americanism officer is charged with the inspiration of patriotism and good citizenship among Post members and among the community in the local schools, the local government and other service organizations, and among the citizenries. Further reference is here made to the American Legion Officer's Guide.

**Section 11.** Judge Advocate. The judge advocate must be informed of and is the guardian of the constitutional form of Post government. The judge advocate shall be thoroughly familiar with the Post constitution and the Post bylaws. The judge advocate must be prepared to advise the Executive Committee on legal matters, and Post business, including the construction and interpretation of the Post constitution and these bylaws, and shall perform such other duties as are usually incident to the office.

## **ARTICLE VIII DELEGATES**

Delegates and alternatives to department conventions and conferences shall be selected and appointed at a Post regular meeting. The commander shall be a delegate by virtue of the office and shall be the chairman of the delegation. In the event of non-attendance of the commander, the commander shall appoint a chairman of the delegation.

## **ARTICLE IX APPOINTMENTS STANDING COMMITTEES**

**Section 1.** The house committee, memorial committee and bingo committee meetings are open for participation, but not to voting, to all Post members in good standing. Nomination committee meetings and constitution and bylaws committee meetings are open to all legion members in good standing.

**Section 2.** House Committee. The house committee exists as an advisory committee charged with providing the Executive Committee ~~advise~~ **advise** on the repair, maintenance or replacement of Post buildings, grounds, equipment, and furnishings. The house committee shall have ~~five (5)~~ a minimum of three (3) members from among the Post membership and are appointed by, and vacancies filled by, the Executive Committee for a two-year term, and shall meet monthly or as deemed necessary by the house committee. One of the said ~~five house committee~~ members shall be the designated Executive Committee liaison to the House Committee and shall be the chairman thereof. **The Lounge Manager is ipso facto a member of the house committee.** The responsibilities of the house committee are set forth in an organizational chart in APPENDIX 3. To the Bylaws: Responsibilities of House Committee. ~~and APPENDIX 4. To The Bylaws: Standard Operating Procedures.~~

**Section 3.** Nominating Committee. At the January regular meeting each year a three-member Nominating Committee shall be selected from among Legion members in good standing which shall be charged with preparing a list of nominations for Post officers, such list to be presented at the general membership meeting in March each year and voted upon at the April general membership meeting. The Nominating Committee shall report to the members only nominees approved by a majority vote of the committee and



such nominees are a statement of preference only. No name shall be placed in nomination without the consent of the nominee. Nominations from the floor are always in order after the nomination committee has reported.

**Section 4. Memorial Committee.** The responsibilities of the Memorial Committee are to record, mark, and decorate with American flags the grave sites of deceased veterans in the various cemeteries within the towns of Naples, Casco and Raymond, Maine, and further to provide service and comfort to bereaved families of veterans, and further to assist the sergeant-at-arms as necessary in the performance of duties as they relate to funeral services and ceremonials for veterans. Special assistance may be given the service officer in the performance of that officer's duties. During the month of May each year and prior to Memorial Day the memorial committee shall have placed an American flag at the gravesite of veterans in Naples, Casco and Raymond and shall ensure a proper flag staff is positioned and maintained at each such gravesite. Members of the Memorial Committee shall hold permanent appointments, are in number such as the Executive Committee may see fit, and vacancies thereon shall be filled by the Executive Committee.

**Section 5. Bingo Committee.** The Bingo Committee is responsible for the operation of legion bingo and shall determine the dates and times thereof. The chairman of the Bingo Committee is appointed annually by the Executive Committee and the Bingo Committee shall have a number of members as the Executive Committee may determine. The Bingo Committee is responsible for keeping in good order the bingo finances and, together with the finance officer, shall report the same monthly at the regular member meeting.

**Section 6. Constitution and Bylaws Committee.** The Constitution and Bylaws Committee is charged with originating or reviewing amendments **annually**, additions or changes to the Post constitution and to these bylaws and with reporting any suggested modifications to the general membership for their final disposition and decision in accordance with the procedures set forth in Article XVI of these bylaws. The committee may meet on an irregular schedule and as necessary when changes to the constitution or bylaws become necessary or are suggested. The Constitution and Bylaws Committee is responsible for maintaining a true copy of the Post constitution and of these bylaws and of any subsequently enacted modifications hereto.

**Section 7. Service Committee.** The Service Committee is tasked with assisting veterans in pursuing claims and understanding their rights. Further, within a reasonable period following the installation of officers each year the service committee shall promulgate, but subject to the approval of the Executive Committee, procedures, guidelines, and eligibility requirements that members might access Post and other local resources such as fuel assistance, medical or food assistance, or clothing and household supplies, and, provided the procedures, guidelines, and eligibility requirements are met, will see to it that Post resources are made available forthwith.

Except in unusual circumstances Post resources should be extended as a matter of priority to Post veterans, Post SAL and Auxiliary members, veterans in the community and members of the community at large. The Service Committee members are three (3) in number and the service officer by virtue of the office is chairman thereof and the service officer should be the first point of contact for those needing assistance.

## **ARTICLE X REALLOCATION OF POST ASSETS**

Post assets of equipment, furnishings, and other items of an estimated value of less than \$200 may be disposed of by the house committee if not needed, but only when reporting such action to the Executive Committee. Items of an estimated value of more than \$200 may be disposed of by the Executive Committee. In addition to legal requirements under law, disposal of Post assets may take place only under the terms as may be set forth by the American Legion Department of Maine Constitution and Bylaws.

## **ARTICLE XI PROCEDURES FOR DISCIPLINARY ACTION**

**Section 1.** Disciplinary action towards a member of this Post taken under other procedures set forth in Article VI, Section 4, of these bylaws, may be a verbal reprimand, or a written reprimand, or suspension of American Legion membership, or expulsion from the American Legion, or other action as might be deemed appropriate by the Executive Committee.

**Section 2.** A verbal reprimand, issued by the commander under the proper procedure and authority of the Executive Committee, carries a presumed notice to a member of inappropriate behavior which must not be repeated. Decisions of the Executive Committee taken under this section are final and are not appealable.

**Section 3.** A written reprimand may contain a suspension of a member's lounge privileges and suspension of participation at other Post activities, but not from Post meetings. Decisions of the Executive Committee taken under this section are final and are not appealable.

**Section 4.** In the event of expulsion of a member from this Post, or of an Internal Affairs Investigation, or suspension of American Legion membership, or expulsion from the American Legion, procedures set forth in the American Legion Department of Maine Constitution and Bylaws must be followed.

## **ARTICLE XII RESOLUTIONS**

Resolutions adopted by the Legion members of this Post at a properly convened regular meeting represent formal expressions of the official opinion or will of the Post. A motion which proposes the adoption of a resolution must be presented in writing at the time the motion is offered. Immediately a motion for resolution is offered the commander shall appoint a three-person ad hoc committee whose task shall be to edit as necessary the resolution to ensure conformity with the requirements and guidelines set forth in the American Legion Officer's Guide and Manual of Ceremonies. At the regular meeting next after that meeting in which the resolution motion was advanced the members shall vote on the resolution as presented by the ad hoc committee and a two-thirds vote of members present shall be required for passage. If a resolution is passed the procedures as outlined in the Officer's Guide and as may appear in the Bylaws of the American Legion Department of Maine must be followed.

## **ARTICLE XIII MEETINGS**

**Section 1.** A regular meeting of the Post shall be held monthly at the Post on the first Tuesday of each month, except as may be postponed and rescheduled in unusual circumstances but not cancelled, by a majority vote of members present at a previous meeting. **A regular meeting may in unusual and unforeseeable circumstances, such as a weather event, be postponed by the Commander, after the Commander having consulted with the Executive Committee.** A quorum of 10 ~~regular~~ Legion members **in good standing** shall be required to conduct Post business.

**Section 2.** A meeting of the Executive Committee shall be held monthly at the Post on the third Tuesday of each month, except as may be postponed and rescheduled, but not cancelled, by the commander but with proper and timely notice given to all Post members.

**Section 3.** At regular Post meetings the commander, while presiding shall protect his impartial position by exercising his voting right only when his vote would affect the outcome. For majority votes this is commonly referred to as 'making or breaking a tie.' This same principle will apply for measures that require a higher threshold, such as a two-thirds vote. When a vote or election is conducted by secret ballot the commander is free to vote. In small Post committees, such as the Executive Committee, the commander, being a member of this Post, may speak in discussion and in debate and vote on all questions.

## **ARTICLE XIV APPENDIXES**

These here bylaws contain, aside from these numbered articles, ~~four (4)~~ **three (3)** appendixes which are a whole part hereof, namely, Appendix 1. Terms and Definitions; Appendix 2. Responsibilities of Lounge Manager; Appendix 3. Responsibilities of the House Committee. ; ~~Appendix 4. Standard Operating Procedures.~~

## **ARTICLE XV RULES OF ORDER**

Regular meetings and Executive Committee meetings of this Post shall be conducted under and pursuant to the then most current edition of Roberts' Rules of Order, except as herein otherwise provided.

## **ARTICLE XVI AMENDMENTS**

Section 1. These bylaws are adopted subject to the ~~previsions~~ **provisions** of the National Constitution and Bylaws of The American Legion and the American Legion Department of Maine Constitution and Bylaws. Any amendment to said National Constitution and Bylaws or Department of Maine Constitution and Bylaws which conflicts with any provisions hereof shall be regarded as automatically repealing or modifying the provisions of these bylaws to the extent of such conflict.

Section 2. These bylaws may be amended at a Post regular meeting by the vote of two-thirds of the members present at such a meeting provided the proposed amendment(**s**) has been presented in writing ~~and read~~ at the regular meeting immediately preceding, and further provided the proposed amendment(**s**) has been presented in writing to the bylaws and constitution committee for its review and recommendation no later than the regular meeting immediately preceding, and further provided that ~~notice has been posted promptly upon the reading of a proposed amendment.~~ **Notice has been posted immediately upon presentation in writing of a proposed amendment(s) at the regular meeting immediately preceding.**

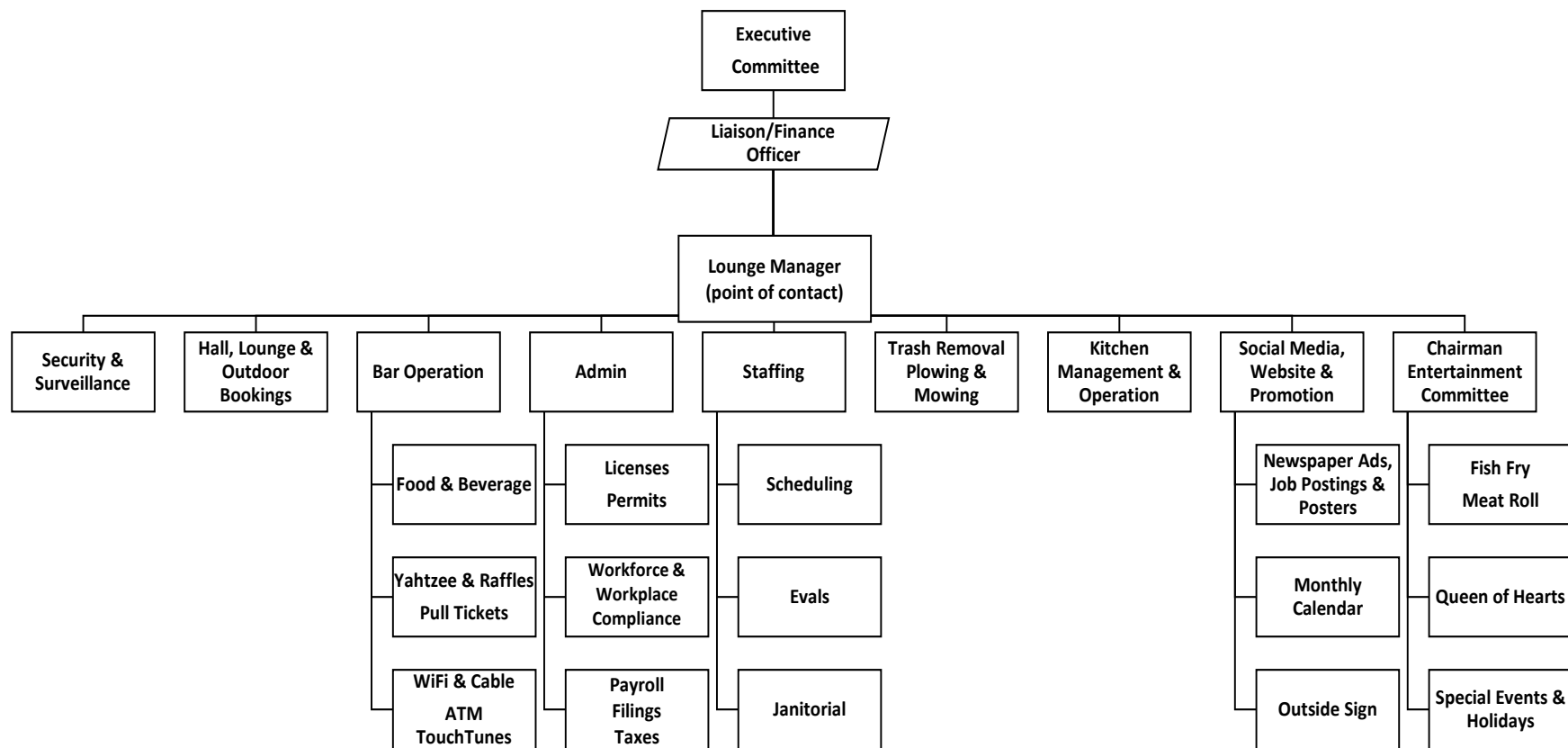
## **ARTICLE XVII REVOCATION**

Prior bylaws and amendments thereto are revoked as of the effective date of these bylaws, which is the adjournment of the regular meeting at which these bylaws are approved.

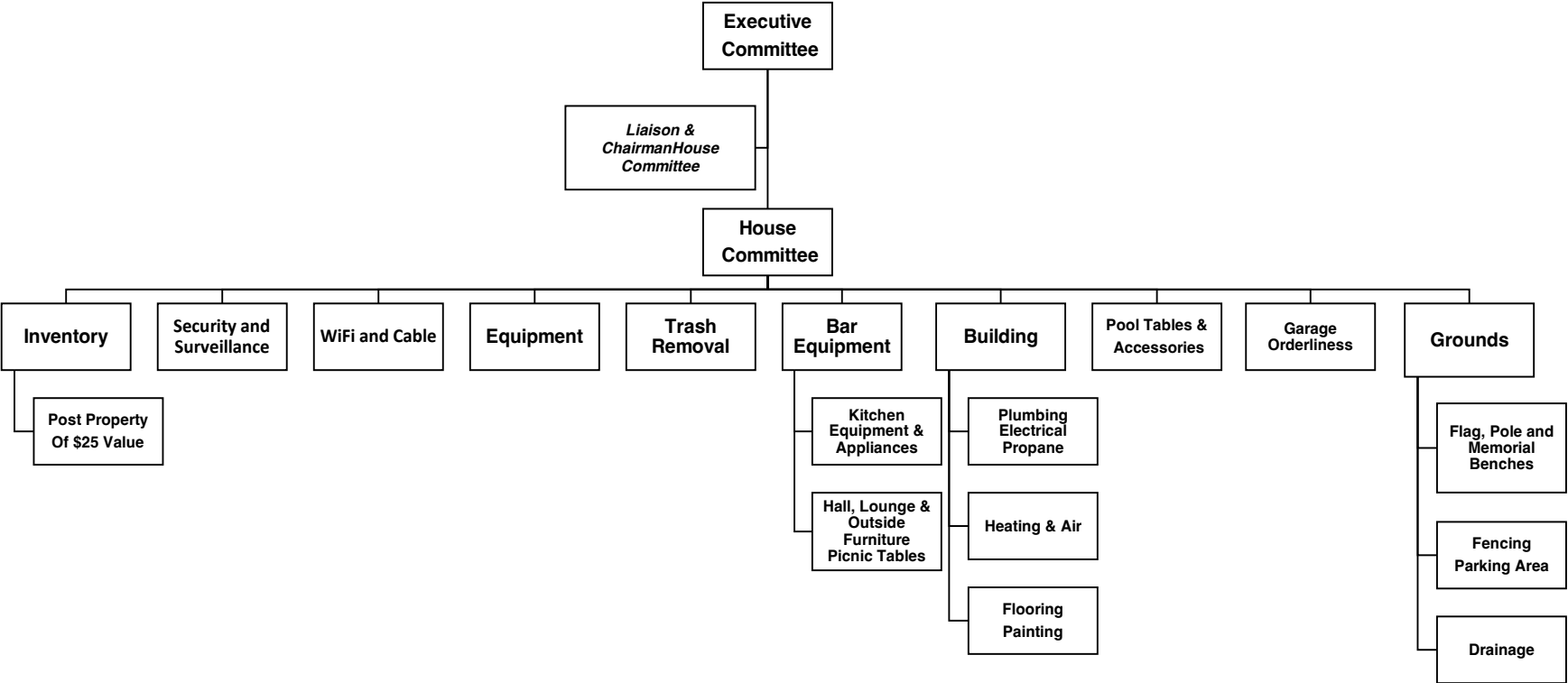
## **APPENDIX 1. To the Bylaws: Terms and Definitions**

Ad hoc committee:	formed for a specific and immediate need at hand; specif. to edit a motion which proposes the adoption of a resolution.
Auxiliary member:	a member of The American Legion Auxiliary Unit 155.
Executive session:	an executive committee meeting or portion of a meeting; specif. to deal with disciplinary matters or other sensitive matters. Closed to non-executive committee members.
Legion member:	member of the American Legion Post 155.
Member in good standing:	a Post member whose dues are current and who is without disciplinary levies.
Notice:	an official Post announcement; specif. the time and date of a non-scheduled executive committee meeting, and proposed changes to these bylaws.
Post:	the Naples-Casco-Raymond Post 155, The American Legion, Department of Maine.
Post Member:	Legion, Auxiliary, and SAL members.
Quorum:	the number of members duly assembled competent to transact business; specif. for a regular meeting and executive committee meeting.
Regular meeting:	a scheduled meeting of Legion members.
SAL member:	a member of the Sons of the American Legion Squadron 155.
Squadron:	the Sons of the American Legion Squadron 155.
Unit:	the American Legion Auxiliary Unit 155.

## APPENDIX 2. To the Bylaws: Responsibilities Of Lounge Manager



APPENDIX 3. To the Bylaws: Responsibilities of House Committee





Submitted by the Constitution and Bylaws Committee at a regular meeting December 3, 2025 and resubmitted with changes on January 7 2026.

Cathy Merrill \_\_\_\_\_

Jim Reilly \_\_\_\_\_

Barry Snook \_\_\_\_\_

Dana Watkins \_\_\_\_\_

Approved by Post 155 legion members this date \_\_\_\_\_

David Woolley, Commander \_\_\_\_\_

Cathy Merrill, Adjutant \_\_\_\_\_