

BY – LAWS
of
Struck-Klandrud Post 336

2025

ARTICLE I - NATURE SECTION

SECTION 1

The Post existing under these By-Laws shall be known as Struck-Klandrud Post 336, the American Legion, Onalaska, Wisconsin, Department of Wisconsin.

SECTION 2

The objectives of this Post are set forth in the National Constitution of the American Legion.

SECTION 3

Changes made to the National Constitution and/or By-Laws, and the Department Constitution and/or By-Laws, that affect the By-Laws of Post 336 will automatically supersede the affected Post 336 By-Law(s).

ARTICLE II - MANAGEMENT/ELECTIONS

SECTION 1

The government and management of the Post are entrusted to an Executive Committee.

The Executive Committee shall consist of all elected Post Officers, the Post Adjutant, the Post Judge Advocate, and the chairpersons of the House and Building Committees. Elected and Appointed Officers shall be defined in Article III of the By-Laws.

1. The Executive Committee shall meet monthly, and if cancelled, the cancelled meeting(s) will not be rescheduled. If necessary, any Executive Committee meeting may be held electronically. A quorum consists of 50% of the members present plus one.
2. The Executive Committee may be convened in time of emergency to resolve time-sensitive issues that normally would be presented to the body.
3. The Post Executive Committee has the sole authority to establish guidelines for all public representations promoting Struck-Klandrud Post 336, Onalaska, WI, including, but not limited to, social media, web-based platforms, and other social media outlets, newsprint, television, and radio. The person or persons designated to maintain, create, or access any such media is at the discretion of the Executive Committee.

SECTION 2

The officers of the Post shall be elected annually at the regular meeting in May and installed into the office at the regular meeting in June. Election of Officers shall be by ballot, except the Post Adjutant and Post Judge Advocate. Officer positions for annual elections are the following: Commander, First Vice Commander, Second Vice Commander, Third Vice Commander, Post Finance Officer, Post Historian, Post Chaplain, two (Post Sergeant at Arms), Post Service Officer, Building Committee Chairman, House Committee Chairman, and selected second House Committee member. Each candidate for the office receiving the majority votes for that office shall be declared the winner.

1. The Post Adjutant shall be appointed by the Commander.
2. The Post Judge Advocate shall be appointed by the Commander.
3. Standing Committees shall be appointed as defined by Article V of the Post By-Laws.

SECTION 3

1. The Elections Committee shall consist of the Second Vice-Commander, the Third Vice-Commander, and the Sergeant(s) at Arms. The chair shall be the Second Vice Commander. The Elections Committee shall report to the assembly at the regular meeting in May all nominations and ask for a second from the floor. Nominations may also come from the floor at the time of the elections.

2. A candidate for office must be a paid member of Post 336 in good standing.
3. If membership dues are not paid by January 1 of each calendar year, said member becomes delinquent. If dues have not been paid by February 1, the member is suspended. Reinstatement to the Post may occur upon a vote of the body and payment of dues. Membership for non-payment continues until June, at which time the member is dropped from the roll by Constitutional mandate and the membership is forfeited. Any member in good standing may vote in Post 336 elections and on motions during regular meetings. To be a member in good standing, he/she must have paid their dues for the year and prior to the election or motion that is taking place.

SECTION 4

All vacancies existing in any Office of the Post due to any cause, other than the expiration of the term, may be filled at the discretion of the Commander, with the approval of the Executive Committee by two-thirds majority vote of members present. A vacancy shall exist when an officer or a committee member is absent from their post for three unexcused meetings in a fiscal year.

SECTION 5

Any officer who has engaged in bad conduct may be removed by the Executive Committee after notice and a due process hearing. Removal requires two-thirds of the Executive Committee members voting for this result.

Any person, whether a member of the Post, the Sons of the American Legion, the Legion Auxiliary, or patron, may have appropriate action taken against them for conduct in violation of American Legion values or other inappropriate conduct of any type. Such person shall be given notice of any action against them and an opportunity to be heard. Remedial action requires two-thirds of the Executive Committee members voting for this result.

ARTICLE III - DUTIES OF OFFICERS

SECTION 1

POST COMMANDER: The Post Commander shall be the Chief Executive Officer of the Post and shall have general supervision over the business and affairs of the Post.

1. The Post Commander is elected for a term of one year.
2. The Post Commander shall preside as ex-officiant at all meetings of the Post.
3. The Post Commander shall approve all orders directing the disbursement of funds. In the absence of the Finance Officer, the Post Commander shall have the authority to sign all checks disbursing the funds of the Post.
 - a. The Post Commander shall establish a Donations Committee, the members of which shall review all requests for donations to assure each donation is in accordance with the four pillars of the American Legion and make recommendations to the Executive Committee as to what amount should be donated for appropriate requests.
4. The Post Commander shall make recommendations for the ensuing year, which shall be read at the August regular meeting, and a copy thereof immediately forwarded to the Post Adjutant.
5. Upon becoming Post Commander, the Post Commander shall review and make recommendations to the body to bring the By-Laws up to date.
6. The Post Commander shall be responsible for the publication of a monthly newsletter, which will be e-mailed or mailed to all Legion members, Auxiliary members, and SAL members. Newsletters will be composed in the true spirit of the American Legion.
 - A. The Post Commander shall appoint a Newsletter Editor.
 - B. The Post Commander shall, with the Newsletter Editor, review and approve all articles

submitted for publication.

7. The Post Commander shall receive a monthly stipend to help defray costs incurred in the performance of their duties. The amount of this stipend is voted on by the Executive Committee in June of each year. The amount of this stipend is to be determined by the Executive Committee prior to the end of each fiscal year.

8. The Post Commander may request an audit of the Post financial accounts at any time.

SECTION 2

POST VICE-COMMANDERS

FIRST VICE-COMMANDER: The First Vice-Commander shall assume and discharge the duties of the Office of the Commander in the absence or disability of the Post Commander, or when otherwise called upon by the Post Commander.

1. The First Vice Commander shall be an additional Officer listed and authorized, including the Post Commander and Finance Officer, on all signature cards and operating licenses.

2. The First Vice Commander shall be the membership chairperson and shall appoint a membership committee.

3. There are no duties assigned to the First Vice Commander under Article VII, Section I, regarding awards.

4. The First Vice Commander will perform other duties as determined by the Post Commander.

SECOND VICE-COMMANDER: The Second Vice Commander shall assume and discharge the duties of the Office of Commander in the absence or disability of the Post Commander and the First Vice-Commander, or when called upon by the Post Commander.

1. The Second Vice Commander shall be responsible for Americanism, Children and Youth, and other such programs, to include Boys Scouts and the Venture group.

2. The Second Vice Commander will perform other duties as determined by the Post Commander.

THIRD VICE-COMMANDER: The Third Vice Commander shall supervise the Sons of the American Legion (SAL) and review the activities, finances, and By-Laws of the SAL and report to the membership on these matters. In the event a Third Vice-Commander is not elected, these duties will revert to the Second Vice-Commander.

1. The Third Vice Commander is responsible for Post 336 quartermaster duties.

2. In the absence of the Sergeant at Arms, the Third Vice Commander shall assume the Sergeant at Arms duties.
3. The Third Vice Commander will perform other duties as determined by the Post Commander.

SECTION 3

POST ADJUTANT: The Post Adjutant shall have charge of and keep a full and correct record of all proceedings of all meetings; shall keep such records as the Department and National Organizations may require; and shall submit all reports as required by Department and National Organizations.

1. The Post Adjutant, under the direction of the Post Commander, will handle all correspondence of Post 336.
2. The Post Adjutant shall have and maintain membership rosters in conjunction with the First Vice-Commander and furnish said roster to those designated by the Post Commander.
3. The Post Adjutant will keep all correspondence and records current for a period of two years, and at the termination of said period transfer said records to the Post Historian.
4. The Post Adjutant shall be responsible for Legislative Activities.
5. The Post Adjutant shall perform other duties as determined by the Post Commander.

SECTION 4

POST FINANCE OFFICER: The Post Finance Officer shall have charge of Post Finances and shall serve on the Building and House Committees.

1. The Post Finance Officer shall report at each regular meeting the condition of the Post finances, and make recommendations as deemed necessary or expedient.
2. The Post Finance Officer shall sign and disburse checks for the Post, with his/her back-up being the Post Commander and the First Vice-Commander. The Post Finance Officer, in the absence of the bar manager, will handle all accounts, deposits, and disbursed bar funds.
3. The Post Finance Officer shall furnish an annual report to include all income and expenditures for the fiscal year at the August regular meeting.
4. The Post Finance Officer shall be the Chairperson of the Finance Committee, as needed, to address Post concerns.
 - A. The Finance Committee shall be composed of the Post Commander, the First Vice Commander, the Finance Officer, the Adjutant, and two members at-large in good

standing as appointed by the Post Commander.

B. The Post Finance Officer shall be responsible for monthly audits of the Post finances.

5. The Post Finance Officer shall notify the Executive committee immediately of any financial shortfalls, discrepancies, or shortages of funds.
6. See Article VI, paragraph 10 for additional duties.
7. The Post Finance Officer shall perform other duties as determined by the Post Commander.
8. The Post Finance Officer shall receive a monthly stipend to help defray costs incurred in the performance of his or her duties. The amount of this stipend is to be determined by the Executive Committee prior to the end of each fiscal year.

SECTION 5

POST HISTORIAN: The Post Historian shall be charged with maintaining the individual records and incidents of the Post and Post members; shall perform such other duties as may properly pertain to the Office; and shall receive from the Adjutant all correspondence and records over two-years old as defined in Article III, Section 3, of these By-Laws. If needed, a reviewing committee, appointed by the Post Commander, shall review the records for historical value, and determine which correspondence and records shall be retained permanently by the Post Historian.

1. The Post Historian shall perform other duties as determined by the Post Commander.

SECTION 6

POST CHAPLAIN: The Post Chaplain shall be charged with the spiritual welfare of the members of the Post and will offer divine, but non-sectarian, service in the event of dedications, funerals, public functions, and related activities. The Post Chaplain shall adhere to such ceremonial rituals as are recommended by National and Department Headquarters.

1. The Post Chaplain, if necessary, will be responsible for Graves registration.
2. The Post Chaplain shall perform other duties as determined by the Post Commander.

SECTION 7

POST SERGEANT AT ARMS: The Post Sergeant at Arms shall preserve order at all meetings; shall assist the Post Commander and Post Adjutant in the arrangement of the meeting hall for each meeting; shall act as the custodian of the Colors; shall be in charge of the Color Detail during presentation and retirement ceremonies of the Colors; and shall perform such other duties as may be required from time to time as assigned by the Post Commander.

1. The Post Sergeant at Arms shall maintain sufficient records to ensure only authorized members attend meetings.
2. The Post Sergeant at Arms shall ensure that the POW chair ceremony is conducted at all meetings.

SECTION 8

POST SERVICE OFFICER: The Post Service Officer shall be responsible for bringing to the attention of all veterans and their dependents the rights and benefits granted to them by law; shall utilize the expert services available through Legion channels as well as those of other agencies in this locale; shall maintain a current Service Officer's Manual and have all necessary forms for available claims; shall visit and comfort members and their families when sick or bereaved; and shall visit former servicemen and women while in nearby hospitals.

1. The Post Service Officer shall furnish the names of any deceased members to the Post Adjutant, who will then forward the names to the Department Adjutant within thirty days, with instructions to include said name on the Last Bugle Roll Call.
2. The Post Service Officer shall be reimbursed for expenses incurred in the performance of required duties.
3. The Post Service Officer shall be knowledgeable of Veterans Affairs and Rehabilitation and share such information with the membership.
4. The Post Service Officer shall perform other duties as determined by the Post Commander.

SECTION 9

POST JUDGE ADVOCATE: The primary duty of the Post Judge Advocate is to supply professional advice, as a practicing attorney, in the conduct of Post business or to procure proper counsel.

1. The Post Judge Advocate is the guardian of the constitution of the Post government.
2. The Post Judge Advocate is to provide valuable assistance to other Post committees and Officers regarding Post business and the execution of duties.
3. The Post Judge Advocate is to be available to assist with matters relating to education and naturalization laws pertaining to Post Americanism work.
4. The Post Judge Advocate shall, as needed, assist Post officers and committees in interactions with the office holders of local government.

5. The Post Judge Advocate may request an audit of the Post financial accounts annually, but such audit should be done prior to the annual election of Post officers.
6. The Post Judge Advocate is appointed by the Commander.
7. The Post Judge Advocate shall perform other duties as determined by the Post Commander.

SECTION 10

BUILDING COMMITTEE

1. The Building Committee shall consist of five elected Members, the Finance Officer, and the current Post Commander. Three members will serve three-year terms with one member elected per year. Two members will serve two-year terms, one elected every other year. A quorum consists of 50% of the committee members present plus one. The Committee will elect a chairperson who shall preside over all meetings.
2. All buildings, grounds, and other property shall be under the supervision of the Building Committee.
3. The Building Committee shall be authorized, for building and grounds repairs, to spend up to \$5,000.00 per month, subject to Executive Committee approval but without need for prior approval by the membership. Approval of major repairs or replacement will go before the membership for funding.
4. See Article VI for additional duties.
5. The Building Committee shall perform other duties as determined by the Post Commander.

SECTION 11

HOUSE COMMITTEE

1. The House Committee shall consist of no more than six elected Members and the current Post Commander. The current Post Commander votes only as a tiebreaker in the event of a tied vote by the elected members. A quorum consists of 50% of the members present plus one. Half of the committee members are elected annually for a two-year term and half are elected for a three-year term (one member to be elected in any given year). The members of the House Committee shall elect a voting member to serve as Chairperson who shall preside over all meetings. The following persons may also serve on the House Committee as non-voting members: the Post Finance Officer, the Post Adjutant, the Post Building Committee Chairperson, and the Post Bar Manager. The House Committee chairperson will be the liaison to the bar manager.
2. The House Committee shall be responsible for the care of the bar and the hall, including, but not limited to, equipment, regulation of general house rules, and the appointment and supervision

of the Bar and Kitchen Managers.

3. The House Committee shall provide a code of conduct for the bar and hall areas. This is to be published and posted.

4. The House Committee shall perform other duties as determined by the Post Commander.

SECTION 12

BASEBALL COMMITTEE

1. The Baseball Committee, comprised of Legion baseball parents and baseball volunteers, will select their own committee members; however, the Post Liaison will oversee the operations and report to membership.

2. All operations of the Baseball Committee shall be in accordance with the four pillars of the American Legion. The Executive Committee will intervene, or assist, as appropriate to accomplish the goals of American Legion Youth Baseball.

3. The Post Liaison, a Legion member in good standing, is appointed by the Post Commander.

SECTION 13

GIRLS SOFTBALL COMMITTEE

1. The Girls Softball Committee will select its own members; however, the Third Vice Commander will oversee the operations and finances and report to the Executive Committee.

2. All operations of the Girls Softball Committee shall be in accordance with the four pillars of the American Legion. The Executive Committee will intervene or assist as appropriate to accomplish the goals of American Legion Youth Softball.

3. Use of the Post baseball field and/or Post facilities will be subject to the approval of the Building Committee.

SECTION 14

HONOR GUARD

1. The Post will maintain an Honor Guard to perform military ceremonies.

2. The Post Commander shall appoint a member of the Post to act as Chairperson of the Honor Guard, who will assure members are recruited and trained to perform military ceremonies, proper uniforms are obtained and maintained, and Honor Guard assignments are timely set.

3. Members of the Honor Guard may include all members of the Post who are in good standing (to include the Post Auxiliary and the Sons of the American Legion if the prospective member can show appropriate military bearing and comply with expectations of the ceremonies to be performed).

ARTICLE IV - DELEGATES

Convention delegates and alternates shall be determined at a regular meeting prior to the date of said Convention. All elected officers can be delegates. Delegate's expenses are paid by the Post, as approved by the Executive Committee. Appointments of delegates will be made by the Post Commander subject to approval by the Executive Committee. The Post Commander, prior to reimbursement of expenses paid by any Post delegate related to the convention, will verify that the delegate attended all required scheduled activities. The failure of the delegate to attend scheduled activities will result in forfeiture of any or all payments of expenses. Reimbursable expenses include lodging, registration, mileage, and per diem (as set by the Executive Committee) Lodging, and registration. Receipts are required for reimbursable expenses.

1. The Post Commander, or designated delegate, will act as Chairperson of the Post Delegates at the State Convention.
2. The number of allowed Delegates and alternates will be determined by the Department headquarters as set by the current year's membership total. The verification of delegates is done by the Post Adjutant prior to Convention registration.

ARTICLE V – APPOINTMENTS

1. The Post Commander, immediately upon taking Office each year, shall make the following appointments: Post Adjutant, Post Judge Advocate, and Post Honor Guard Commander.
2. Other appointments, as necessary, may be made by the Post Commander.

ARTICLE VI - POST OPERATIONS AND REGULATIONS

BUILDINGS AND GROUNDS

1. All Buildings, Grounds, and other property shall be under the supervision of the Building Committee. Refer to Article III, Section 10, of these By-Laws.
2. Maintenance of the buildings and grounds shall be under the supervision of the Building Committee.
3. Only the Post Commander or the Post Bar Manager shall have authorization to approve rental of the Legion Building and Activity Center.
4. Ball Ground rentals shall be separate from the Activity Center rentals. The Ball Grounds

shall be available for rental as determined through the Legion Baseball Committee with the Executive Committee retaining final approval.

5. Post Hall (minus kitchen) and the Activity Center will be available for use to non-members and organizations, provided the buildings are not scheduled for use by the American Legion, the Auxiliary, and/or the SAL. Rental fee for use of any Post facility will be as stipulated on the Rental Contract, which must be executed prior to use of the facility. All Legion members, Auxiliary members, and SAL members in good standing for at least one year, can rent the facilities at a reduced rate as stipulated on the Rental Contract.

6. Buildings or facilities will be available for use to supervised youth group organizations without charge upon eligibility and availability as determined by the Commander. Rental contracts will be annotated to reflect gratis use. Rental contracts are still required prior to use.

7. Liquor and beer will not be allowed to be brought into Legion Buildings or onto Legion Grounds for any function. All liquor and beer must be dispensed over the Bar in accordance with local and state laws. Beer may be dispensed for functions but must be obtained through the bar at a rate decided by the Post Bar Manager, with concurrence of the House Committee.

8. All rentals received for the Buildings, Ball grounds, and other facilities, shall be deposited into the general fund after expenses have been paid, as prescribed by the Contract.

9. Legion property shall not be removed from Legion grounds without authorization of the Building Committee Chair or the Post Commander. A signed in/out log is required prior to removal and a damage deposit may be required. Any item damaged or not returned shall be the responsibility of the borrower.

10. The Building Committee and Post Finance Officer shall be responsible for securing adequate insurance for buildings, grounds, and other property. Public and products liability insurance shall be required for Legion activities regardless of location. The Building Committee shall review all insurance policies immediately after the installation of officers each June and report their findings and recommendations during a regular meeting. The insurance policies may be contracted on a bid basis and covered in one policy.

ARTICLE VII - AWARDS/SCHOLARSHIPS

SECTION 1

AWARDS

1. Past Commanders, Past Presidents, and SAL Past Commanders Awards Night will be held annually.
2. Presentation of awards not referenced in paragraph 1 shall be presented at a regular meeting.

3. Only one “Legionnaire of the Year” and one “Friend of the American Legion” award shall be presented each year.
4. Special Awards, other than those covered by 1 through 3 above, may be authorized by the body at a regular meeting and then presented as appropriate.
5. Membership awards shall be presented in accordance with State guidelines.
6. An Awards Committee, chaired by the Second Vice Commander, may be assembled to determine any additional awards under State or National authorization.

SECTION 2

SCHOLARSHIPS

1. When necessary, the Second Vice-Commander will be responsible for the appointment of a three-member Scholarship Selection Committee. This Committee will review applications and select the best application for receiving any Scholarship.
2. The selection of applications will be in accordance with criteria established by the Post.

SECTION 3

AMERICANISM

The American Legion Americanism Award may be given annually to four High School students, consisting of one male and one female selected from Onalaska Public High School and one male and one female selected from Onalaska Luther High School.

1. The Second Vice-Commander will be responsible for reviewing applicants for this award.
2. The selection of recipients will be in accordance with criteria established by the Post.
3. The Executive Committee will determine the awardees, each of whom will receive an Americanism Medal, a Certificate of Achievement, and a Cash Award.
4. Funds for these awards will be provided from the General Post Funds (unless otherwise stipulated).

ARTICLE VIII - RESOLUTIONS

All Resolutions of State or National scope presented to this Post by a member, or reported to this Post by a Committee, shall embody the values of this Post on the subject at issue. A copy of the Resolution shall be forwarded to the State Headquarters for its approval before any publicity is sought, or action other than mere passage by the Post is taken.

ARTICLE IX - MEETINGS

The Regular meetings of this Post shall be held at the Post Hall on the Second Monday of the month, except during the month of July when no regular meeting is scheduled. Meetings will start promptly as scheduled. Business properly brought up for action will be transacted at this time. Quorum for regular and special meetings is met with a least 18 members present.

1. The Post Commander shall have the power to call a special meeting of the post membership upon a minimum of 72-hour notification of the membership.
2. Upon written request of five percent of the membership, the Post Adjutant or Post Sergeant at Arms shall call a special meeting of the Post upon a minimum of 72-hour notification to the membership.

ARTICLE X - RULES OF ORDER

All proceedings of Post 336 shall be conducted under and pursuant to Roberts Rules of Order.

ARTICLE XI - AMENDMENTS

These By-Laws may be amended by a majority vote following a motion and second at any regular meeting. Each member shall then be notified through the monthly Newsletter as to the nature of the changes and informed that a final vote will be taken at the next regular meeting for adoption or rejection upon the recommendation of the By-Laws Revision Committee.

ARTICLE XII - LIMITATIONS OF LIABILITIES

The Post shall not incur, or cause to be incurred, any liability for obligations whatever which shall subject the Post or any Sub-Division, Group, Member of the American Legion, or other Individuals, Corporations, or Organizations to said liability unless otherwise previously approved in accordance with these By-laws.

-----LAST ITEM-----

POST ADJUTANT _____ DATE _____

POST COMMANDER _____ DATE _____