

Sec. 5 Meeting Minutes:

- a. Minutes of each Post meeting shall be taken, documented and filed by the Adjutant. Post meeting minutes shall be read or printed for the next regularly scheduled meeting and approved by the Post members present.
- b. The Post shall purchase a recording device for use by the Adjutant.
- c. The Post Adjutant shall record all proceedings of any regular or special Post meeting. The recording device shall assist the Adjutant in documenting details into the Post meeting minutes and used as reference material. And the recordings shall be retained for one year in the Post meeting room after the date the recordings were made.
- d. The Post Adjutant may remove any and all records necessary to properly transcribe Post meeting minutes. Under normal conditions, the time allowed should not exceed ten days. After that time, all books and records shall be returned to the Post.

**ARTICLE IV
MEMBERSHIP**

- Sec. 1 Membership in this Post; eligibility to, application for, acquiring and maintenance of, loss of and discipline shall be in accordance with the provisions of the National By-Laws.
- Sec. 2 An admission fee and the Post Dues shall be payable in accordance with Section 104 of the National By-Laws.
- Sec. 3 The Post Commander will appoint the Investigation Committee members for new membership applicants.

**ARTICLE V
OFFICERS**

- Sec. 1 Eligibility to, nomination, election or appointment, installation and term of office shall be in accordance with the provisions of the National By-Laws.
- Sec. 2 The duties of all officers shall be those prescribed by National and Department By-Laws, lawful orders as the Post may direct and as these By-Laws may provide.