

BY-LAWS

Post No. _____

VETERANS OF FOREIGN WARS OF THE UNITED STATES

ARTICLE I

NAME AND LOCATION

Sec. 1. By virtue of charter granted, this Post shall be known as _____

Post No. _____ Veterans of Foreign Wars of the United States.

Sec. 2. The location of this Post shall be in the City of _____

County of _____, State of _____

ARTICLE II

SUBORDINATION

Sec. 1. The supreme power of this association is vested in the National Convention and this Post shall be at all times governed by the Congressional Charter and By-Laws of the Veterans of Foreign Wars of the United States, the By-Laws of the Department of _____, orders issued by authority of the National Convention, National Council of Administration, the Commander-in-Chief, the Department Convention, Department Council of Administration and the Commander of the Department of _____. For the purposes of this Article and Section, Resolutions adopted by the National Convention are held to be lawful orders.

ARTICLE III

MEETINGS

Sec. 1. Place: The regular meeting place of this Post shall be at _____

The Post may change its meeting place in accordance with the provisions of Section 206 of the National By-Laws and Manual of Procedure.

Sec. 2. Time: The regular meetings of the Post shall be held on the _____ and _____ of each month, to be called to order at _____ p.m. The appointed day and time of regular meetings may be changed by a two-thirds vote of the members present at any regular meeting. The Post members and the Department Commander shall be notified of any change of the appointed day and/or time of the regular meeting.

Sec. 3. Special meetings may be called in accordance with the provisions of the National By-Laws.

Sec. 4. Quorum: _____ members in good standing shall constitute a quorum for the transaction of business.

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. The admission fee of this Post shall be \$_____, payable in accordance with the National By-Laws.
- Sec. 3. The dues of this Post shall never be less than the amount required to cover Department and National dues.

**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.

**ARTICLE VI
COMMITTEES AND DUTIES**

- Sec. 1. All Committees and their chairmen, unless otherwise provided, shall be appointed by the Commander as promptly as possible after election to office, and as such shall serve at his will and pleasure. The Post Quartermaster, by virtue of his office, shall be treasurer of all committees handling funds.
- Sec. 2. The Standing Committees of the Post shall be as follows:

- | | |
|----------------------|--------------------------|
| (a) Membership | (f) House |
| (b) Relief | (g) Americanism |
| (c) Poppy | (h) Ways and Means |
| (d) Publicity | (i) Community Activities |
| (e) Youth Activities | (j) Safety |
| | (k) Bingo |

- Sec. 3. House Committee:

- (a) The House Committee shall be elected by the Post members to manage certain matters related to the Post property including the operation of Post Club Rooms and/or Canteen. It shall consist of not less than three members, one each of whom shall be elected annually for a three-year term. Trustees shall not serve on the House Committee. In addition, the Post Commander and Post Quartermaster by virtue of their offices shall be members of the House Committee.
- (b) The Committee shall be responsible for the cleanliness and upkeep of the quarters and the equipment therein.
- (c) The Committee shall be in charge of the sub-rental of the Post's quarters and shall exercise such supervision over sub-renters as will insure the protection of the Post's name and property.
- (d) The Committee may authorize such expenditures for minor emergency repairs and janitor supplies as may be necessary for the preservation and protection of the Post's quarters and its equipment, provided that the total amount so expended between any two regular meetings shall not exceed \$_____.
- (e) All monies received by the Committee through the sub-rental of the Post's quarters or other sources shall be deposited with the Post Quartermaster.

- (f) All expenditures of the Committee shall be made only by regular voucher and check drawn by the Quartermaster. All such checks shall be signed by the Quartermaster and countersigned by the Commander.
- (g) The House Committee shall keep a record of all its receipts and expenditures and shall, at every meeting of the Post, report all monies received and all expenditures made since the last meeting.
- (h) The Post may adopt such further rules and regulations governing the conduct of club or canteen as do not conflict with the provisions of this Article. Such rules and regulations shall only become effective upon their approval by a majority vote of members present at a regular or special meeting called for that purpose; at least thirty (30) days notice in writing having first been given to all members.
- (i) The Post Quartermaster, by virtue of his office, shall be the treasurer of the House Committee.

**ARTICLE VII
CONTROL OF SUBSIDIARY UNITS**

- Sec. 1. Any activity, unit or clubrooms sponsored, conducted or operated by the Post, incorporated separately from the Post or unincorporated, shall be at all times under the direct control of the Post.
- Sec. 2. All funds derived from any of the above shall be in the custody of the Post Quartermaster.
- Sec. 3. All money, property and assets of every kind as well as all records in connection therewith used, held and owned by any of the above activities is the property of the Post and must be placed in the care and custody of the Post Quartermaster.
- Sec. 4. For purposes of this Article, the Ladies Auxiliary to the Veterans of Foreign Wars, the Military Order of the Cootie and its Ladies Auxiliary are governed by Articles XI and XII respectively of the National By-Laws and Manual of Procedure of the Veterans of Foreign Wars and their respective By-Laws, Rules and Regulations.

**ARTICLE VIII
EXPENDITURE OF FUNDS**

- Sec. 1. Expenditure of funds shall be made only after prior authorization by the Post and on proper voucher drawn by the Adjutant and approved by the Commander. All checks for the expenditure of Post funds shall be numbered in sequence, the number of each check to correspond with the voucher authorizing the same and in addition to the signature of the Quartermaster, shall be countersigned by the Post Commander.
- Sec. 2. The adoption of this Article shall constitute authorization by the Post for the payment of bills, when and as due, for monthly rental, public utility service, postage, janitor service and for janitor's supplies and minor emergency repairs authorized by the House Committee, provided that the amounts to be paid for monthly rental and for janitor service shall have been previously established by the Post.
- Sec. 3. No other payment or expenditures shall be made except on the specific authorization of the Post in each and every case.

**ARTICLE IX
COMPENSATION**

- Sec. 1. No compensation shall be paid to any officer of this Post for his services as such officer, except as hereafter may be provided.