

**General MacArthur Memorial  
Post No. 392, Veterans of Foreign  
Wars of the United States**



**New Members Information Guide**

24 February 2013

**Welcome** to the General MacArthur Memorial Post #392 of the Veterans of Foreign Wars.

You just became a member of the best VFW Post in the world. We hope that you find your membership here a rewarding one. There are plenty of smiling faces and warm comradeship to go around. Please feel free to make this your Post, because as a member it is "yours". Whether it is good food, our various "outings", special events or good company that brings you here, the atmosphere is always appropriate for family use.

We are dedicated to the support of our great country and the veterans that have defended her. **Please join in when asked to volunteer time or effort.** Together we can make a difference.

Once again, Welcome Comrades and Sisters  
Email Addresses

Post Commander	<a href="mailto:cdrpost392@va.vfwwebmail.com">cdrpost392@va.vfwwebmail.com</a>
Adjutant	<a href="mailto:adjpost392@va.vfwwebmail.com">adjpost392@va.vfwwebmail.com</a>
Quartermaster	<a href="mailto:qmpost392@va.vfwwebmail.com">qmpost392@va.vfwwebmail.com</a>
Post	<a href="mailto:post@vfw392.hrcoxmail.com">post@vfw392.hrcoxmail.com</a>

Web Sites

VFW National	<a href="http://www.vfw.org">www.vfw.org</a>
VFW State of VA	<a href="http://www.vfwva.org">www.vfwva.org</a>
VFW Post 392	<a href="http://www.vfw392.org">www.vfw392.org</a>

Weblog

[www.vfwwebcom.org/va/post392](http://www.vfwwebcom.org/va/post392)

This guide is written to help the new member feel more at home at Post 392. The material was gathered from the "VFW Post 392 By-laws", SOP, "Standard Operating Procedures", the "Congressional Charter and By-laws", and the "Manual of Procedure and Ritual". It is meant only to provide a quick study as to what is here for you AND what is expected of you.

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## PURPOSE

The VFW's purpose shall be fraternal, patriotic, historical, and educational; to preserve and strengthen comradeship among its members; to assist worthy comrades; to perpetuate the memory and history of our dead, and to assist their widows and orphans; to maintain true allegiance to the Government of the United States of America, and fidelity to its Constitution and laws; to foster true patriotism; to maintain and extend the institutions of American freedom, and to preserve and defend the United States from all her enemies, whomsoever.

## Hours of Operation

VFW Post 392 is open to all Post and Ladies Auxiliary members as follows.

Saturday-Thursday 1100-2200

Friday 1100-2300

Sundays 1000-2200 Sep-May

1100-2200 May-Sep

## Meetings

Post and Ladies Auxiliary General Membership meetings are held the first Tuesday of the month at 7:00 PM. All members in good standing are invited to attend. New members are encouraged to attend the first general meeting after paying their membership dues, so they may be voted into the Post and give verbal affirmation of their obligation.

## Newsletter

A Post newsletter is published monthly. It contains a calendar of events, columns from the Post Officers and Chairpersons. It also contains articles of interest to all members. The dinner menus for the month are included. Help is always needed to label the coming months Newsletter at current month's end. The newsletter is also available online at our web site: [www.vfw392.org](http://www.vfw392.org).

## Canteen Services

Check Cashing Policy. Maximum amount is \$100 dollars **per check** maximum of 2 checks per day. A fine of \$30 dollars is assessed for bounced checks. The ATM provides up to 300 dollars per transaction.

## Kitchen Hours

Lunch daily specials and regular menu Monday thru Friday from 1100-1400..Light Meals are available from the regular menu. Weekdays check the board for the daily special as well. Soups are available all day

A Special dinner menu is available on Thursday nights from 1800-1930. See the newsletter for these special meals.

Sunday Breakfast: 0900-1130 Open to the public. From September to May. See the newsletter calendar for specific dates. This is a function of the Military Order of Cooties (MOC) and Military Order of Cooties Auxiliary (MOCA).

Bar Hours. The same as the normal Post hours.

Refreshments. Soda, Beer, Wine, and Snacks (chips, nuts, etc.) are available at the bar. Members may bring their own bottle of liquor for mixed drinks. The Bartender will accept the member's bottle, pour all mixed drinks from the member's bottle, and charge for the mixer used. Members are not allowed to mix their own drinks.

Rental lockers are available for the storage of member's liquor bottles. Fees are assessed on a yearly basis, from Jan 1 through Dec 31, and are pro-rated by the remaining months of the year for lockers rented after January. Check with the Bartender for availability.

Meeting Hall Rental Post Meeting Halls are available for rental, with members receiving a substantial discount. Common uses are retirements, weddings, unit homecomings, etc.

### **FUND RAISERS**

Fund Raising Activities.... Daily 50-50 Drawing is open to all members in good standing. On acceptance into the Post or Ladies Auxiliary, new members are entered into the Roster. A unique identification number is assigned to each member in the Roster. This number is used for the Daily 50-50 Drawing. Member signs in the log and drops \$.50 in slot. The evening Bartender draws the number for the previous day, and locates that number and corresponding name in the Roster. If the drawn name is signed in the log for that day, the person wins 50% of the balance brought forward as recorded in the log. If the drawn name is not signed in for that day, the balance brought forward as recorded in the log is continued to the next days drawing.

Pop Opens. Pop Open cards are sold by vending machine in accordance with Virginia Gaming Commission regulations for charitable organizations. Pop Open cards may only be purchased by members. Winning cards will be turned into the Bartender for payment of prize. Winning cards will then be voided. Pop Open cards are not to leave the Post at any time.

Other Fund Raisers will be held from time to time in support of the Posts and Auxiliaries charitable functions.

### **Social Quarters (Post) Rules**

NOTE: A complete list of Post rules are outlined the Post Standard Operating Procedures.

The "Social Quarters" shall be defined as all spaces, internal and external, owned by VFW Post 392.

Regular members are defined as members in good standing, both life members those in possession of dues receipt cards for the current year.

Each regular member shall be allowed the privilege of having guests on property owned and maintained by this Post. All persons will act the part of a gentleman/lady at all times, and will be responsible for the actions of any guests they may have with them. This includes language, as well as actions.

All VFW members and members of the Ladies/Men's auxiliary using the facilities of the social quarters will have in his or her possession, a current dues paid card and will be accorded all the privileges of the Post.

Spouses of Post or Ladies/Men's Auxiliary members are not required to be signed in when accompanied by the member, however, if alone, another member who is present must sign them in the guest log.

All guests must be signed in the "Guest Log" and members must be present with their guests at all times in the Social Quarters. The guest log is available from the Bartender. No member shall be served until his/her guests have been signed in.

Any member lending his/her card to any person not authorized to have one will be automatically suspended for at least ninety (90) days, from social functions of the Post.

No spirits will be dispensed from a member's bottle unless that member is present to use such spirits, or present to authorize the bartender to dispense some to another person or persons present at the same time.

The bartender/manager shall have authority to check for dues cards. If an up-to-date dues card is not in the possession of the person asked, he/she will be asked to leave unless he/she is signed-in the guest log by a member in good standing.

The bartender/manager shall have the authority to suspend the social privileges of any member violating Post rules, regulations or By-Laws for seventy-two (72) hours.

**Profanity and vulgarity are not permitted at any time.**

Illegal gambling is prohibited.

No person under legal age shall be served alcoholic beverages, or sold tobacco products of any kind.

All minors must be accompanied by a member and be under said members direct supervision. Members will be held responsible for actions of said minors. No minor under the age of 18 will be allowed in the Canteen after 9:00 p.m., unless for a special function or by act of the House Committee or Post Commander.

No minor under the age of 18 will be seated at the bar, except for infants who cannot sit on their own, may be in the lap of an adult.

All employees and those volunteers working within the Post shall conduct themselves in a polite and professional manner while on duty. Breaches of conduct shall be dealt with in accordance with the provisions of the By-laws.

New members are reminded that televised foot ball games, races and some other occasions take precedence over the juke box.

### **By-Laws and Standard Operating Procedures**

A copy of the Post 392 **By-laws and Standard Operating Procedures** are available for review, they are not to leave the Post. They are available for review upon request from the Bartender or in the Office.

### **Subsidiary Units of VFW Post 392**

**Ladies Auxiliary of the Veterans of Foreign Wars..** Female spouses and other relatives of VFW members may join this sub-unit of the Post for camaraderie, fellowship, and charitable purpose. We also have some members of the recently added Men's Auxiliary

**Military Order of the Cootie, Pup Tent 9** (Honor Degree). This is a charitable sub-unit of the VFW. These "worker bees" raise money for the comfort and entertainment of Veterans in Veterans Hospitals.

**Ladies Auxiliary of the Military Order of the Cootie, Pup Tent 9** Female contingent of the MOC.

### **Post elected Officers/Positions and Responsibilities**

Post Commander

Directs the day-to-day activities of the Post.

Presides at all meetings of the post.

Enforces observance of the laws and usages of the post.

Ensures all Post business and activities are conducted in compliance with it's Bylaws and without bringing embarrassment upon the Post, its members or the VFW.

#### Senior Vice Commander

Assist the Post Commander in preserving order.  
Preside in the absence of the Commander.  
Provide such advice and assistance as may be required.

#### Junior Vice Commander

Assist the Post Commander in preserving order.  
Preside in the absence of the Commander and Senior Vice Commander.  
Provide such advice and assistance as may be required.

#### Quartermaster

Receives and holds all monies due to the Post. Pays out all monies owed by the Post.  
Keeps accounts of all members and notifies members in arrears.  
Maintains the Post books and records.  
Serves as Treasurer for all Post committees.

#### Chaplain

Chairman of the Visiting Committee.  
Visits sick and disabled members.

#### Judge Advocate

Provides legal assistance to Post Commander.

#### Surgeon

Chairman of the Health Committee.  
Keeps members informed on up to date health programs and benefits available..

#### Trustee (1 year, 2 year, and 3 year)

Audit the books and records of the Post Quartermaster and Adjutant. Verify all expenditures of the Post. Audit all records and accounts of all committees.

#### House Committee Members 1, 2, 3, 4, 5 year

Charged with the management of the Post Club Rooms and/or canteen.



## **Positions appointed by the Commander**

### **Officer of Day**

Custodian of the Post colors, altar flag, Bible, ballot box, gavel, and all other Post equipment that is used in Post meetings.

### **Guard**

Allow no one to enter the Post meeting without a valid dues receipt card. Notify the Officer of the Day of presence of distinguished guests.

### **Service Officer**

Assists members, their widows and orphans and other worthy veteran related causes in obtaining rightful benefits from federal and state governments.

### **Adjutant**

Acts as the Post secretary.

### **Committee Chairmen**

Preside over various Standing Post or appointed committees such as: Americanism, Buddy Poppy, Commanders Advisory, Community Activities, Hospital, House, Installation of Officers, Membership, News Letter, Past Commanders Dinner, Picnic, Publicity, ROTC, Relief, Safety, Social Activities, Voice of Democracy, Way and Means, and Youth.

## **SERVICES PROVIDED BY POST**

Our members make monthly visits to the VA Hospital, providing entertainment and food. We also host the VA Hospital Vets from the 4 times per year at our post.

Donate clothing, books and videos to the V A Hospital.

Support to deployed troops and their families with shipments of Goody Packages and assistance to families while they are deployed.

Visit's to local nursing homes and local schools.

Assistance to Vets House, a local veterans rehab program.

Host numerous Veterans organizations by providing a free meeting place.

Sponsor annual essay contests for local High Schools and middle school students with prizes at the local, district, state and National VFW for winners

Sponsor an annual community awards program honoring Virginia Beach Law Enforcement, Fire and EMT personnel and Teacher of the year.

Receive and properly dispose of American Flags no longer fit for display

Place American Flags on Veterans grave in five Virginia Beach cemeteries each Memorial and Veterans Day (about 5,000 flags)

Sponsor a Boy Scout Pack.

Assist the Judeo Christian Outreach Center with food, clothing, other donations and an annual picnic on Independence Day.

Participate in local parades such as Virginia Beach Veterans Day parade and Norfolk St Patrick's Day parade.

Honor our Veterans at Memorial Day and Veterans Day Memorials and special ceremonies/commemorative tributes.

Provide funeral services for members if requested by family.